

Public Class Programmes (Dec 2018 – May 2019)

No	Programme	Date		Trainer	Venue	Course Fees (RM)
December						
1)	Right Leadership, Right Journey	4-5 Dec		Roy Tan	Cititel, Midvalley	
2)	Training Need Analysis	17 Dec		Geh Thuan Hooi	Amcorp Mall, PJ	
3)	Ms Excel Basic, Intermediate & Advanced	17-18 Dec		Siti Suriani	Wisma Suria, Cyberjaya	
4)	Performance Appraisal	18-19 Dec		Geh Thuan Hooi	Sheraton Hotel, PJ	
January						
1)	How to conduct domestic inquiry and handle misconduct	8-9 Jan		Sue Lim	Hotel Armada, PJ	
2)	Lean Management	10 Jan		Teck Loon	Hotel Armada, PJ	
3)	Ms Excel Basic, Intermediate & Advanced	28-29 Jan		Siti Suriani	Amcorp Mall, PJ	
4)	Ms Excel Dashboard for Reporting	30-31 Jan		Siti Suriani	Amcorp Mall, PJ	
February						
1)	Ms Excel Basic, Intermediate & Advanced	18-19 Feb		Siti Suriani	Amcorp Mall, PJ	

2)	Ms Excel Dashboard for Reporting	20-21 Feb		Siti Suriani	Amcorp Mall, PJ	
3)	Project Management: Planning & Managing Project	27-28 Feb		Akhbar Ali	Empire Subang	
March						
1)	Art of Story Telling	5 Mar		Vince Tay	Sheraton Hotel, PJ	
2)	Leadership Skills- Inspire, Influence to Achieve Results	18-19 Mar		Jocelyn Yap	Sheraton Hotel, PJ	
3)	Excellent Customer Service	20-21 Mar		Manesh	Hotel Armada, PJ	
4)	Present Like Steve Jobs	21-22 Mar		Alfred Netto	Sheraton Hotel, PJ	
5)	Licence Management Warehouse	27 Mar		Mr Mahalingam	Empire Subang	
April						
1)	Effective Business Communication	18-19 Apr		Gina Phan	Hotel Armada, PJ	
2)	Personal Effectiveness- Optimizing Time, Work & Yourself	22-23 Apr		Jocelyn Yap	Hotel Armada, PJ	
3)	Ms Excel Basic, Intermediate & Advanced	22-23 Apr		Siti Suriani	Amcorp Mall, PJ	
4)	Ms Excel Dashboard for Reporting	24-25 Apr		Siti Suriani	Amcorp Mall, PJ	
May						
1)	Art of Story Telling	22 May		Vince Tay	Hotel Armada, PJ	



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2)	Advanced Leadership Skills-Building Team & Managing Performance	22-23 May	Jocelyn Yap	Sheraton Hotel, PJ	
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Contact us:

