



TRAINING CALENDER 2025 & TRAINING PROGRAMS

OUR SERVICES :

1. CONSULTANCY & ADVISORY SERVICES

- Organizational Competency Framework Development
- HR (Performance Improvements) & IR Advisory
- Preparation of Company Policies and Procedure (HR)
- Assisting in implementing Performance Improvement Plan

2. TRAINING SERVICES

- HR & IR Programs
- Safety & ESG program
- Leadership & Management Development
- Hospitality Industry Programs

**ALL PROGRAMS ARE 100% HRD
CORP CLAIMABLE**



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TRAINING CALENDER (1 st quarter)

JANUARY

1. AMMENDMENTS TO THE TRADE UNION ACT

- 16 Jan 2025
- Eastin Hotel, P Jaya

2. AMMENDMENTS TO THE INDUSTRIAL RELATIONS ACT

- 21 Jan 2025
- Eastin Hotel, P Jaya

FEBRUARY

1. COMPETENCY BASED TRAINING NEEDS ANALYSIS (TNA) & ROI

- 17-18 Feb 2025
- Eastin Hotel, P Jaya

2. WRITING EMPLOYMENT CONTRACTS

- 25 Feb 2025
- ONLINE

3. DEVELOPING LEADERSHIP SKILLS FOR NEW LEADERS (Workshop)

- 20-21 February 2025
- Eastin Hotel, P Jaya

TRAINING CALENDER (1 st quarter)

MARCH

1. COACHING SKILLS FOR NEW EXECUTIVES

- 11 March 2025
- Eastin Hotel, P Jaya

2. EI FOR NEW LEADERS

- 19 March 2025
- Eastin Hotel, P Jaya

APRIL

1. FORMATION OF OSH COMMITTEE

- 10 April 2025
- Eastin Hotel, P Jaya

2. A PRACTICAL GUIDE TO MANAGING PERFORMANCE IMPROVEMENT PLANS (PIP)

- 15-16 April 2025
- Eastin Hotel, P Jaya

3. COMPETENCY BASED HUMAN RESOURCE MANAGEMENT

- 24-25 April 2025
- Eastin Hotel, P Jaya

LIST OF AVAILABLE TRAINING PROGRAMS



HUMAN RESOURCE MANAGEMENT & INDUSTRIAL RELATIONS

HUMAN RESOURCE MANAGEMENT PROGRAMS

- Behavioral Based Interviewing Skills & Assessments
- Competency Based Training Needs Assessor (TNA) & ROI
- Competency Mapping and Framework Building
- Competency Based Human Resource Management
- Performance Improvement Plans (PIP) and Performance Coaching Skills (C.L.E.A.R Model)

INDUSTRIAL RELATIONS PROGRAMS

- Amendments to the Trade Unions Act
- Managing Workplace Misconduct & Domestic Inquiry
- Writing employment contracts
- Employment Laws for Non HR Managers
- Understanding Fixed Term Contracts and Part-timers regulations

HUMAN RESOURCE DEVELOPMENT PROGRAMS

- Train the Trainer (3 days comprehensive program
- Developing On The Job (OJT) Trainers

MANAGEMENT & LEADERSHIP DEVELOPMENT

MANAGEMENT PROGRAM

- Developing Managerial Skills for new Managers
- Developing Supervisory Skills for current workforce
- Developing Supervisors into Managers
- Krusus Penyelia Efektif di Tempat Kerja
- Workplace Performance Coaching Using the CLEAR Model.
- Mentoring Skills for Supervisors

LEADERSHIP DEVELOPMENT PROGRAM

- Developing Leadership Skills for New Leaders (Workshop)
- 12 Disciplines of Leadership
- Leadership in Management
- EQ for Leaders

COMMUNICATION & INTERPERSONAL SKILLS

- Communication Skills using NLP Techniques at the work place
- Email Etiquettes
- Business Presentation Techniques using NLP

LIST OF AVAILABLE TRAINING PROGRAMS



HOSPITALITY MANAGEMENT PROGRAM

- Introduction to Wine Service
- Introduction to Restaurant Service
- Introduction to Alcoholic & Non-Alcoholic Beverages
- Understanding Banquet & Catering Operations
- Service that Sell (Upselling Skills) using NLP Techniques
- Telephone Skills for Hospitality Employees

SAFETY PROGRAMS

- Formation of OSH Committee
- Occupational Safety & Health Coordinator
- Hazard Identification, Risk Assessment And Risk Control (HIRARC)

ESG PROGRAMS

- ESG and sustainable Finance

Programs indicated above are just some of the programs we offer, as there are many more in our list. All programs are also catered for in house programs (upon request).

For further information, please do contact contact us at ;

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- **Tel;** 012 4127285