

CALENDAR OF CORPORATE TRAINING PROGRAMMES JUNE TO DECEMBER 2010

No	Programme	Date	Duration	Facilitator	Location	Fee Per Delegate (RM)
JUNE						
1.	Office Executives Enhancement Skills (for PAs, Executive Secretaries, Administrative Personnel)	22 nd & 23 rd	2 days	KF Cheong	KL	1200.00
2.	Building Intrinsic Motivation In People, Team And Organization	29 th & 30 th	2 days	Mr. Timothy K.K. Law	KL	1200.00
JULY						
1.	Memahami Undang-Undang Buruh (Akta Kerja 1955)	21 st & 22 nd	2 days	Tuan Haji Arip Bin Mohd	KL	980.00
2.	Conceptual and Analytical thinking to Problem Solving	28 th & 29 th	2 days	HK Loi	KL	1200.00
AUGUST						
1.	Effective Supervisory Skills And Managerial Skills	4 th & 5 th	2 days	Mr. KF Cheong	KL	1200.00
SEPTEMBER						
1.	Effective Interview Skills for a Successful Recruitment	29 th & 30 th	2 days	Shariza Aslah	KL	980.00
2.	Building Intrinsic Motivation in People, Team and Organisation	29 th & 30 th	2 days	Mr. Timothy K.K. Law	KL	1200.00
OCTOBER						
1.	Pengurusan Disiplin Dan Salah laku Untuk Penyelia Dan Pegawai Eksekutif (Pengendalian Ketidakhadiran Dan Pekerja-Pekerja Bermasalah)	13 th & 14 th	2 days	Tuan Haji Arip Bin Mohd	KL	980.00
2.	Managing incompetence corrective legal approach & termination of employment.	20 th & 21 st	2 days	Baljeet Kaur	KL	980.00
3.	Managing Employees For Better Performance	27 th & 28 th	2 days	Raymond Fong	KL	980.00
NOVEMBER						
1.	Setting Priorities and Making Decisions under Pressure	10 th & 11 th	2 days	Leelavathi	KL	1200.00
2.	Achieving Peak Performance through KRA/KPI	28 th & 29 th	2 days	Mr. Timothy K.K. Law	KL	1200.00
3.	Evaluation of Effectiveness in Training	30 th & 1 st	2 days	Mr. Timothy K.K. Law	KL	1200.00
DECEMBER						
1.	Enhancing Problem Solving Using Lateral Thinking (Original Dr. Edward de Bono manual and a certificate of merit)	15 th & 16 th	2 days	HK Looi	KL	1480.00
2.	A Successful Training Need Analysis (TNA)	28 th & 29 th	2 days	Mr. Timothy K.K. Law	KL	1200.00

**Note: Group saving of 10% on the standard registration fee for 3 or more delegates from same organisation
Programmes listed are subject to change with prior notice. The organiser reserves the right to replace the
facilitator in the best interest of the training.**

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