

EXECUTIVE EDUCATION CALENDAR

JANUARY, 2023

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04

JAN

Asas Pengurusan Sumber Manusia - Implimentasi Dan Praktis

HUMAN RESOURCE

ONLINE | 1-DAY

04

JAN

了解最新的马来西亚雇佣法 (涵盖 2022 年就业(修订)法令) Understanding Malaysian Employment Laws

EMPLOYMENT LAWS

ONLINE | 2-DAY

05

JAN

Terminating Employees' Contract of Service The Right Ways

HUMAN RESOURCE

ONLINE | 1-DAY

05

JAN

Effective Credit Control - Reducing Bad Debts And Improving Collections

FINANCE

ONLINE | 2-DAY

06

JAN

职业安全与健康意识计划认知 OSH Management: Occupation Safety & Health Awareness Program

HEALTH & SAFETY

ONLINE | 1-DAY

09

JAN

企业如何过渡到最新的劳工法令 Transitioning Into Employment Act Amendments 2022

HUMAN RESOURCE

KLANG | 1-DAY

09

JAN

Basic Accounting Principles, Practices and Procedures

ACCOUNTING

ONLINE | 3-DAY

10

JAN

人才管理和继承计划 Talent Management and Succession Planning

HUMAN RESOURCE

ONLINE | 1-DAY

10

JAN

Practical Payroll Computation According to Malaysian Labour Laws

HUMAN RESOURCE

ONLINE | 1-DAY

10

JAN

Key Account Management

ACCOUNTING

BANGSAR | 1-DAY

12

JAN

了解最新的马来西亚雇佣法 (涵盖 2022 年就业(修订)法令)
Understanding Malaysian Employment Laws

EMPLOYMENT LAWS

KLCC | 2-DAY

12

JAN

Overview And Latest Update On Employment
Act 1955

EMPLOYMENT LAWS

SENAI | 2-DAY

12

JAN

AMLA, PDPA, Cyber-Security, Integrity (Code of Ethics) and
Anti-Corruption & Bribery

CYBER SECURITY

ONLINE | 1-DAY

13

JAN

制定人力资源书信, 表格, 政策和程序
Preparing HR Letters, Forms, Policies and Procedures

HUMAN RESOURCE

ONLINE | 1-DAY

13

JAN

如何善用 HRDF 培训?
HRDF CLAIMABLE COURSE – HOW TO APPLY?

FREE COURSE

ONLINE | 1.5 HOURS

16

JAN

Malaysian Income Tax System - Employment
Income

TAXATION

ONLINE | 1-DAY

16

JAN

Microsoft Excel Course – Level 1 Complete
Beginner

MICROSOFT OFFICE

ONLINE | 2-DAY

16

JAN

Manufacturing Account, Costing and Budgetary
Control for Accounts Executives

FINANCE

SHAH ALAM | 2-DAY

17

JAN

Emergency Preparedness And Response For
Building Training

SAFETY & HEALTH

BANGSAR | 2-DAY

27

JAN

Business Tax Solutions For Non-Accountant

TAXATION

ONLINE | 1-DAY

30

JAN

Practical And Strategic Compliance Of The Latest Employment Laws

EMPLOYMENT LAWS

PUTRAJAYA | 2-DAY

30

JAN

Certificate In Data Analysis Using Excel & Tableau

DATA ANALYSIS

ONLINE | 2-DAY

In-house trainings are available.



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