

EXECUTIVE EDUCATION CALENDAR

JUNE, 2023

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01

JUN

Becoming a High Performance HR Administrator

HUMAN RESOURCE

ONLINE | 2-DAYS

06

JUN

Effective Credit Control For Accounts Executives

FINANCE

ONLINE | 1-DAY

06

JUN

Materials Management In Supply And Demand Chain

INVENTORY MANAGEMENT

PUCHONG | 2-DAYS

07

JUN

Quality Control In Preventive Action & Corrective Action

QUALITY CONTROL

ONLINE | 1-DAY

08

JUN

Budgeting Essentials for Business Success

FINANCE

ONLINE | 2-DAYS

08

JUN

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

CYBER SECURITY

ONLINE | 1-DAY

08

JUN

Lead Generation Using LinkedIn Marketing

MARKETING

ONLINE | 1-DAY

08

JUN

准备工资 Payroll Preparation

HUMAN RESOURCE

ONLINE | 1-DAY

12

JUN

Maintaining A Full Set of Accounts, Withholding & Corporate Taxes

ACCOUNTING

ONLINE | 2-DAYS

12

JUN

Understanding and Implementing ISO 14001:2015

ENVIRONMENTAL

ONLINE | 2-DAYS

12

JUN

Developing Key Performance Indicators (KPI) Workshop

LEADERSHIP

ONLINE | 1-DAY

12

JUN

Occupational Safety and Health Coordinator (OSH-C)

HEALTH & SAFETY

PUCHONG | 3-DAYS

了解马来西亚劳工法令

14

JUN

Understanding The Malaysian Employment Act

EMPLOYMENT LAW

ONLINE | 1-DAY

19

JUN

Mastering Search Engine Optimization (SEO)

MARKETING

ONLINE | 2-DAYS

20

JUN

Managing Service Tax Compliance and Exemption Facilities

SERVICE TAX

ONLINE | 1-DAY

21

JUN

如何通过遗产规划，分割及保障您的家族财富，抵销债务？

Estate Planning – Benefits And Mechanism

FREE

ONLINE | 1-HOUR

23

JUN

Bookkeeping For Small Business

ACCOUNTING

ONLINE | 1-DAY

23

JUN

Productivity Linked Wage System (PLWS)

HUMAN RESOURCE

ONLINE | 1-DAY

26

JUN

Business Mentoring and Coaching for Managers

LEADERSHIP

ONLINE | 2-DAYS

26

JUN

实际工资计算（依据马来西亚劳动法）
Practical Payroll Computation According To Malaysian Labour Laws

HUMAN RESOURCE

JOHOR BAHRU | 1-DAY

26

JUN

Finance Skills for Accounts Executives

FINANCE

ONLINE | 2-DAYS

26

JUN

Excel Tips & Tricks and Extended Reporting

EXCEL

PUCHONG | 2-DAYS

27

JUN

Project Management Plan (PMP) Introduction And Application

PROJECT MANAGEMENT

ONLINE | 2-DAYS

28

JUN

雇主如何处理员工纪律，内部查询和合 法终止雇佣关系 Handling Employees Disciplinary, Domestic Inquiry And Lawful Termination of Employment

HUMAN RESOURCE

ONLINE | 1-DAY

In-house trainings are available.



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