

2008 Public Training Calendar

Month	Date	Program
Jan	8&9	Clerical Development Program
	15&16	Employment Act 1955 (Bahasa Malaysia)
	17	Effective Communication Skills (Mandarin)
	21	Understanding and Implementing RoHS Directive
Feb	25&26	Strategic Marketing Plan
March	6	Introduction to First Aid and CPR (by MRCS)
	10	Implementing 5S Housekeeping (Mandarin)
	11&12	Penyelesaian Masalah Menggunakan 7 Alat QC
	13&14	ISO 9001:2000 Internal Quality Auditing
	18&19	Key Performance Indicator and The Balanced Scorecard for Organisational Performance Measurement
	24&25	Profit Making and Cost Saving Through Effective Purchasing
April	10	Managing Stress At Work (Mandarin)
	14	Effective Cost Reduction and Waste Control (Mandarin)
	15	Sikap Kerja Positif Ke Arah Kecemerlangan Prestasi Kerja
	16&17	Akta Kerja 1955
	23	Kesedaran Keselamatan dan Kesihatan di Tempat Kerja
	23&24	Celebrating and Empowering Your Administrative Professionals
	24&25	Key Account Management
May	6	5S: Asas Pengurusan Untuk Semua
	7&8	Coaching, Counselling and Mentoring
	13&14	Jadilah Seorang Profesional Gudang/Stor!
	14&15	Train The Trainers
	20&21	Effective Managerial Skills For Managers and Executives
June	10&11	Kemahiran Penyampaian Yang Berkesan
	12	Workplace EQ Management (Mandarin)
	16&17	Effective Problem Solving and Decision Making
	17&18	Handling Misconduct and Preparing Domestic Inquiry (Bahasa Malaysia)
	23&24	Statistical Process Control
	24	Introduction to First Aid and CPR (by MRCS)
	25&26	Data Crunching & Analysis with MS Excel

Month	Date	Program
July	7&8	Win-Win Sales Negotiation
	9&10	ISO 9001:2000 Internal Quality Auditing
	15	Personal Breakthrough Towards Goals Achievement (Mandarin)
	19	Communicate Your Way To Better English (Level 1) - 2.00pm to 4.30pm - 8 week series
	21&22	Achieve Excellence and Success Through Effective Supervisory Skills (Mandarin)
	23	Effective Interviewing Skills (Bahasa Malaysia)
Aug	5&6	Total Preventive Maintenance (Bahasa Malaysia)
	6&7	Employment Act 1955
	12&13	Customer Relations Skills (Mandarin)
	18&19	Data Crunching & Analysis with MS Excel
	19&20	8D Problem Solving Methodology (Bahasa Malaysia)
	21&22	Achieve Excellence and Success Through Effective Supervisory Skills (Mandarin) – at Hillcity Hotel, Ipoh
	21	Introduction to First Aid and CPR (by MRCS)
22	Sun Tzu "The Art of War" in Marketing	
Sept	9	Effective Warehouse Management (Mandarin)
	10&11	Handling Misconduct and Preparing Domestic Inquiry (Mandarin)
	15	The Amazing Power of Positive Work Attitude and Professional Mindset (Mandarin)
	23&24	ISO 9001:2000 Internal Quality Auditing (Mandarin)
Oct	9	Workplace Counselling Skills (Mandarin)
	14	Building A Win-win TEAM (Mandarin)
	15&16	Developing Professional Etiquette/Positive Corporate Image
	18	Communicate Your Way To Better English (Level 1) - 2.00pm to 4.30pm - 8 week series
	22	Training Needs Analysis
	22&23	Overcoming "Your Price Is Too High" Objection
Nov	4&5	Profit Making and Cost Saving Through Effective Purchasing (Mandarin)
	10&11	Perkhidmatan Pelanggan Yang Cemerlang
	12&13	Developing HR Skills For HR Practitioners
	17&18	Change For Success
	18&19	Failure Mode Effect Analysis (Bahasa Malaysia)
	20	Introduction to First Aid and CPR (by MRCS)
Dec	10&11	Inventory Performance and Materials Management
	16	Self-Adjust Skills - The Secret to Personal Toughness and Spiritual Peacefulness (Mandarin)
	17&18	Pembangunan Kemahiran Jurulatih

All programs are 100% SBL claimable.

XcelLearn Resources has the right to re-schedule the dates for the above training programs due to circumstances beyond its control.

For further Information, please contact **Ms Ng / Ms Chong** at **04-6434016** or email: cschong@xcellearn.com

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- Accounting & Finance • Environmental Management System • Human Resources/Training • Industrial Relations • Motivation
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