

# JANUARY

2021

Administration & Secretarial | Business IT | Human Resource |  
 Supply Chain & Procurement | Sales & Marketing | Finance &  
 Accounting | Soft Skills | Management | Team Building

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day	2
3	4 Procurement & Cost Saving Techniques	5	6 Effective Delegation Skills - How to Get Things Done & Fast	7	8	9
10	11 Developing IDP (Individual Development Plan) & Training Plan	12 Human Resource Management - The New Normal Challenges	13	14	15	16
17	18 Corporate Grooming & Social Etiquette	19	20 Let's Talk & Write Professionally!	21	22	23
24	25 Digital Marketing - Website, Email, Social Media & SEO	26 ONLINE – Mastering Microsoft Office In Era	27	28 Thaipusam	29	30
31						



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# FEBRUARY

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Microsoft Excel For All Level	2	3	4	5	6
7	8 Transformational Leadership	9	10 Effective Warehouse Management System	11	12 Chinese New Year	13 Chinese New Year Holiday
14	15 New KPI For New Norm	16	17 Pengurusan Gaji & Pampasan	18	19	20
	Strategic Cash Flow Management					
21	22 The Complete Package of Customer Service & Receptionists	23	24 High Impact Counselling & Coaching Skills for Leaders	25	26	27
28						



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# MARCH

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Systematic Ways of Filing & Record Management		Risk Management & Corporate Governance			
7	8	9	10	11	12	13
	Employee Engagement - Motivating Your Team for Higher Performance		Malaysia Employment Laws & Employee Handbook			
14	15	16	17	18	19	20
	ONLINE – Simposium Setiausaha & Pentadbiran 2021		Go Beyond Customer Service Excellence			
21	22	23	24	25	26	27
			Secrets to Complex Problem Solving & Decision Making			
28	29	30	31			



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# APRIL

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Advanced Business English Communication Accounting - A Fresh Start	6	7	8 Effective Reporting with MS Excel for HR	9	10
11	12	13	14	15	16	17
18	19 Sikap Kerja Positif & Bekerja Dalam Pasukan (Teamwork)	20	21	22 Handling Harassments at The Workplace & Domestic Inquiry	23	24
25	26 Global Negotiation Strategies	27	28	29 Nuzul Al-Quran	30	



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# MAY

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Labour Day
2	3 Writing Minutes of Meeting	4	5 Digitalizing HR - Minimizing Time on Paper, Maximizing Time on People	6 People Engagement and Sales Mastery Program	7	8
9	10 Procurement & Purchasing Best Practices	11	12	13 Hari Raya Aidilfitri	14 Hari Raya Aidilfitri Holiday	15
16	17	18	19 Salary & Benefit Calculations in Accordance with Employment Act 1955	20	21	22
23	24 Pemantapan Etika Setiausaha Professional	25 Powerful Public Speaking & Presentation Skills	26 Wesak Day	27	28	29
30	31					



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# JUNE

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Agong's Birthday	8	9 Women Leadership Symposium 2021 @ Port Dickson	10	11	12 Microsoft Excel For All Level @ Labuan
13 Microsoft Excel For All Level @ Labuan	14	15	16 Digital Marketing - Website, Email, Social Media & SEO	17 Malaysia Employment Act 1955 With the Latest Amendments	18	19
20	21 Budgeting & Cost Control	22 Kursus Pengurusan Pejabat, Fail & Rekod	23 Microsoft Excel For All Level	24	25	26
27	28 Mengatasi Stress & Konflik Secara Berkesan Hasil Dari Polisi "Toleransi Sifar"	29 Understanding & Preparation of Commercial Contracts	30			



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# JULY

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
	<b>Administration &amp; Office Management Professionals</b>		<b>Effective Communication with All Levels</b>			
11	12	13	14	15	16	17
	<b>ONLINE – HR Professionals Symposium 2021</b>		<b>Identifying Training Needs Analysis (TNA) &amp; Evaluating Training</b>			
18	19	20 Hari Raya Haji	21	22	23	24
25	26	27	28	29	30	31
	<b>Leading with Effective Communication &amp; Emotional Intelligence</b>		<b>Effective Delegation Skills - How to Get Things Done &amp; Fast</b>			



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# AUGUST

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 High Impact Business Writing Skills	3	4	5	6	7
8	9	10 Awal Muharram	11 Professional Secretaries & PA Development Program	12	13	14
15	16 Career Development & Succession Planning	17	18 Mastering Logistics & Supply Chain Management in Times of Crisis	19	20	21
22	23 Intensive Business Conversation	24	25 Dashboard for Data Presentation	26	27	28
29	30	31 Merdeka Day				



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# SEPTEMBER

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Workplace English Communication			
5	6	7	8	9	10	11
	Systematic Ways of Filing & Record Management		Import Export Management - Documentation & Procedures			
			How to Execute Effective & Realistic Marketing Plan			
12	13	14	15	16 Malaysia Day	17	18
19	20	21	22	23	24	25
	HR & Administrative Matters at Work		Writing HR Policies & Procedures			
26	27	28	29	30		
	Seize the Day! Excellent Secretaries & Administrative Skills		Presentation Skills - Step Up & Speak!			



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# OCTOBER

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Microsoft PowerPoint For All Level	5	6 Understanding & Preparation of Commercial Contracts	7	8	9
10	11 Pentadbiran Gaji Efektif Mengikut Akta Kerja 1955	12	13 Handling Full Set of Accounts	14	15	16
17	18	19 Prophet Muhammad's Birthday	20 Strategic Talent Management	21	22	23
24	25 Program Pementapan Perkeranian & Pentadbiran Pejabat	26	27 Leadership & Management Skills for New Managers & Supervisors	28	29	30
31						



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# NOVEMBER

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Managing Health, Safety & Environment at The Workplace	2	3	4 Deepavali	5	6
7	8 High Impact Counselling & Coaching Skills for Leaders	9	10 Pengurusan Sumber Manusia Untuk Kecemerlangan Organisasi	11	12	13
14	15 Strategi Menangani Pekerja Bermasalah	16	17 Basic Guide to Malaysia Employment Act 1955	18	19	20
21	22 Administrative 360° Transformation Program	23	24 Knowledge Management - How to Create A Learning Organization	25	26	27
28	29 Komunikasi Khidmat Pelanggan Dalam Talian Yang Efektif	30				



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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Sistem Pengurusan Fail & Rekod Pejabat			
			Managing Time & Stress at Work			
5	6	7	8	9	10	11
	Fast Closing Month-End & Year-End Accounts		Implementing Effective TNA & Measuring Training ROI			Sultan of Selangor's Birthday
	Microsoft Word For All Level		Technical Report Writing			
12	13	14	15	16	17	18
19	20	21	22	23	24	25
						Christmas Day
26	27	28	29	30	31	



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