



IPA TRAINING IS REGISTERED WITH:



UPCOMING COURSES

***100% Claimable from PSMB**

UPCOMING COURSES			
DATE	COURSE	VENUE	FEE PER PERSON
22nd-23rd January 2018	<u>Implementing Effective Debt Collection Techniques</u>	Vistana Kuala Lumpur	RM1295
25th-26th January 2018	<u>EXCEL Intermediate - Techniques To Manage-Manipulate-Analyse Complex Data</u>	Vistana Kuala Lumpur	RM1295
22nd-23rd January 2018	<u>Memahami Akta Kerja 1955</u>	Vistana Kuala Lumpur	RM1195
22nd-23rd January 2018	<u>Speak & Write Better English with Confidence</u>	Vistana Kuala Lumpur	RM1295
24th-25th January 2018	<u>Recruiting For Results Thru' Competency- Based Interviewing Skills</u>	Hotel Istana Kuala Lumpur	RM1395
24th-25th January 2018	<u>Excelling in Customer Satisfaction in Challenging Times</u>	Vistana Kuala Lumpur	RM1295
6th-7th February 2018	<u>Membina Keyakinan Dalam Komunikasi Bahasa Inggeris</u>	Vistana Kuala Lumpur	RM1195
12th-13th February 2018	<u>Improving English Fluency in Speaking & Writing</u>	Furama Hotel Kuala Lumpur	RM1295
22nd-23rd	<u>Pengurusan Fasiliti Bangunan, Operasi & Penyelenggaraan</u>	Parkroyal Hotel	RM1495

February 2018		Kuala Lumpur	
22nd-23rd February 2018	<u>Developing Essential Skills to Become Super Secretaries & Top Personal Assistants</u>	Hotel Istana Kuala Lumpur	RM1395
21st-22nd February 2018	<u>Handling Full Set of Accounts</u>	Vistana Kuala Lumpur	RM1295
26th-27th February 2018	<u>Ke Arah Peningkatan Prestasi Kerja Melalui Kepintaran Emosi</u>	Furama Hotel Kuala Lumpur	RM1295
26th February 2018	<u>National Land Code, Land Acquisition Act, Strata Titles Act, Strata Management Act</u>	Seri Pacific Hotel Kuala Lumpur	RM1095
26th-27th February 2018	<u>Termination Of Employment, Conducting A Domestic Inquiry And Handling Misconduct</u>	Vistana Kuala Lumpur	RM1195
26th-27th February 2018	<u>Pengurusan Masa Yang Efektif & Peningkatan Keberkesanan Peribadi Di Tempat Kerja Anda</u>	Vistana Kuala Lumpur	RM1195
26th-27th February 2018	<u>NEW! Penulisan Laporan, E-Mel & Minit Mesyuarat Profesional</u>	Furama Hotel Kuala Lumpur	RM1295
27th-28th February 2018	<u>Apakah Selepas 5S? 6S! Dalam Mengendalikan Rekod & Fail Pejabat</u>	Furama Hotel Kuala Lumpur	RM1195
21st-22nd March 2018	<u>Critical HR Documentation</u>	Parkroyal Hotel Kuala Lumpur	RM1395
22nd-23rd February 2018	<u>Effective Thinking Skills for Performance Improvement at the Workplace</u>	Parkroyal Kuala Lumpur	RM1395
28th February 2018	<u>Upgrading and Enhancing Your Telephone Communication Skills</u>	Furama Hotel Kuala Lumpur	RM995
28th February - 1st March 2018	<u>Leadership Skills for Supervisors & Team Leaders</u>	Furama Hotel Kuala Lumpur	RM1295
2nd March 2018	<u>Pekerja Dispatch Yang Cemerlang</u>	Furama Hotel Kuala Lumpur	RM795

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**FOR CUSTOMISED IN-HOUSE
TRAINING**

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