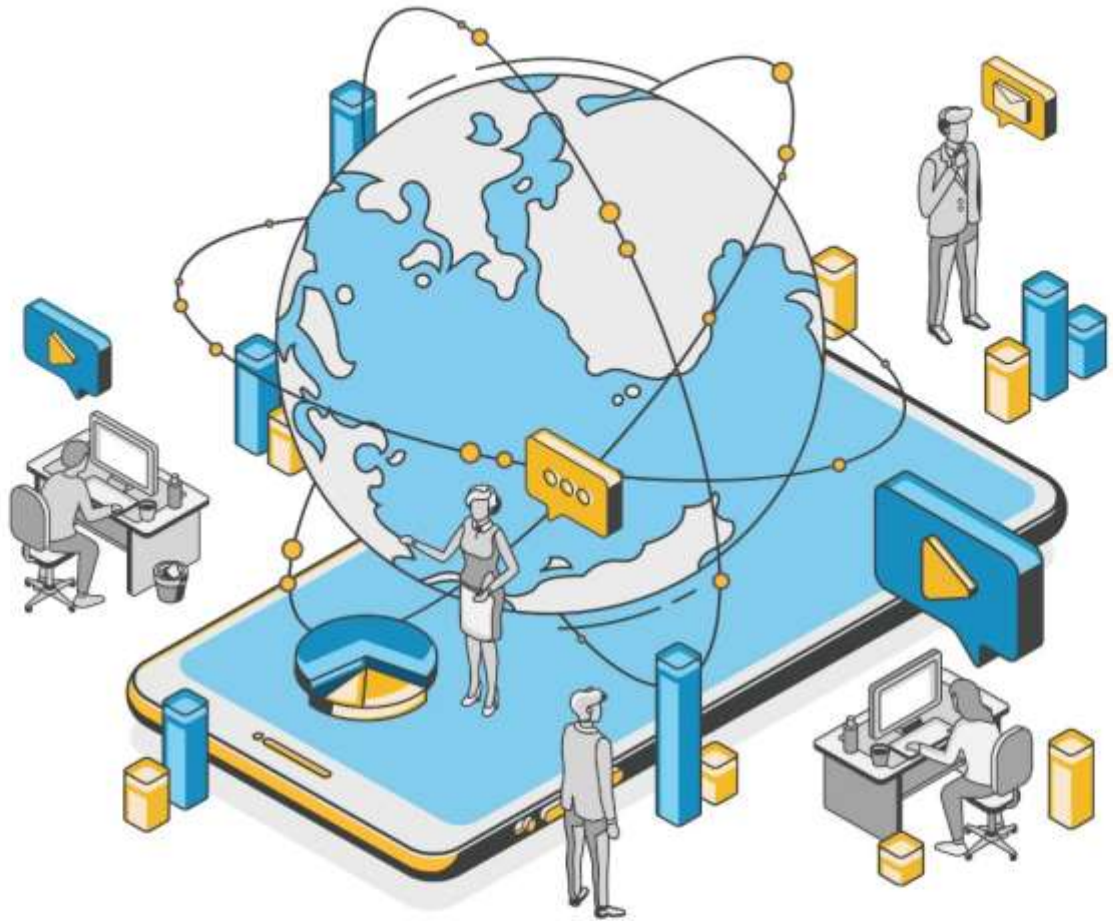


2023 TRAINING CALENDAR



OPERATIONAL EXCELLENCE

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
SELF-DEVELOPMENT						
3 – 4 Jan	1 Day	Winning Attitude	900	990	HRDC Claimable Courses	Face-To-Face
11 – 12 Jan	2 Days	Positive Mindset	1,320	1,450	HRDC Claimable Courses	Face-To-Face
12 – 13 Jan	2 Days	Mastering Emotional Intelligence (EQ)	650	720	HRDC Claimable Courses	Online
12 – 13 Apr						
16 – 17 Jan	9.00 am – 12.30 pm	Authentic Leadership Through Story Telling	690	760	HRDC Claimable Courses	Online
18 – 19 Jan	9.00 am – 12.30 pm	Adopting an Intergenerational Mindset	520	570	HRDC Claimable Courses	Online
30 – 31 Jan	9.00 am – 12.30 pm	Costing in Management Accounting	520	550	HRDC Claimable Courses	Online
2 – 3 Feb	2 Days	Raise Your Voice, Speak Your Truth - Authentic Communication	520	570	HRDC Claimable Courses	Online
15 – 16 Feb	2 Days	The Buzan Technique – Effective Thinking for Higher Performance	1,290	1,420	HRDC Claimable Courses	Face-To-Face
7 – 8 Sep						
20 – 21 Feb	2 Days	Power Up Your Communication Skills!	830	910	HRDC Claimable Courses	Face-To-Face
15 – 16 Jun						
20 – 21 Nov						
21 – 24 Feb	9.00 am – 12.30 pm	Victory Over Stress in Current Situation	550	610	HRDC Claimable Courses	Online
22 – 23 Feb	1.30 pm – 5.00 pm	Women Leaders: Rise to Raise Others	720	800	HRDC Claimable Courses	Online
22 – 23 Feb	2 Days	Essential Coaching & Mentoring Skills	830	910	HRDC Claimable Courses	Online
17 – 18 May						
23-Feb	1 Day	Email Etiquette – The Professional Touch	500	550	HRDC Claimable Courses	Face-To-Face
3-Jul						
20-Oct						
23 – 24 Feb	10.00 am – 12.00pm 1.00 pm – 2.30 pm	What Makes My Heart Sing?	520	550	HRDC Claimable Courses	Online
24-Feb	1 Day	Spinal Wellness	610	670	HRDC Claimable Courses	Face-To-Face

OPERATIONAL EXCELLENCE *(cont)*

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
SELF -DEVELOPMENT <i>(cont)</i>						
27 – 28 Feb	2 Days	Influencing Without Authority	830	910	HRDC Claimable Courses	Face-To-Face
13 – 14 Jul						
1 – 2 Mar	2 Days	Business Writing For Professionals	830	910	HRDC Claimable Courses	Face-To-Face
24 – 25 Jul						
3-Mar	1 Day	Sun Tzu's Strategies for Corporate & Personal Success	970	1,100	HRDC Claimable Courses	Face-To-Face
14-Sep						
6 – 7 Mar	2 Days	High Impact Presentation Skills	830	910	HRDC Claimable Courses	Online
3 – 4 Aug						
8 – 9 Mar	9.00 am – 12.30 pm	How To Prepare And Maintain Full Set Of Accounts	520	580	HRDC Claimable Courses	Online
10-Mar	1 Day	Qi Gong Wellness Training	610	670	HRDC Claimable Courses	Face-To-Face
14-Jul						
13 – 14 Mar	2 Days	Managing Emotional Intelligence (EQ)	830	910	HRDC Claimable Courses	Face-To-Face
24 – 25 Aug						
21-Mar	1 day	Finance For Non-Finance Executives Managers	500	550	HRDC Claimable Courses	Face-To-Face
22 – 24 Mar	1.30 pm – 5.00 pm	Communicating and Influencing with Confidence	720	800	HRDC Claimable Courses	Face-To-Face
23 – 24 Mar, 30 – 31 Mar	1.30 pm – 5.00 pm	Humanity-Centered Leadership	720	800	HRDC Claimable Courses	Online
27 – 28 Mar	9.00 am – 12.30 pm	Lead Management: Democratising Leaders & Followers	520	550	HRDC Claimable Courses	Online
27– 28 Mar	1.30 pm – 5.00 pm	Managing Time and Preventing Procrastination	390	430	HRDC Claimable Courses	Online
30-Mar	1 Day	Level Up Your Employee Digital Brand To Accelerate Corporate Success	550	610	HRDC Claimable Courses	Face-To-Face
16-Aug						
13 – 14 Mar	2 Days	Managing Emotional Intelligence (EQ)	830	910	HRDC Claimable Courses	Face-To-Face
24 – 25 Aug						
21-Mar	1 Day	Finance For Non-Finance Executives Managers	500	550	HRDC Claimable Courses	Face-To-Face
22 – 24 Mar	1.30 pm – 5.00 pm	Communicating and Influencing with Confidence	720	800	HRDC Claimable Courses	Face-To-Face

OPERATIONAL EXCELLENCE *(cont)*

Date	Duration/ Time	Program	Fees (RM)		HRDC Corp Scheme	Mode of Delivery
			M	NM		
SELF -DEVELOPMENT <i>(cont)</i>						
23 – 24 Mar, 30 – 31 Mar	1.30 pm – 5.00 pm	Humanity-Centered Leadership	720	800	HRDC Claimable Courses	Online
27 – 28 Mar	9.00 am – 12.30 pm	Lead Management: Democratising Leaders & Followers	520	550	HRDC Claimable Courses	Online
27– 28 Mar	1.30 pm – 5.00 pm	Managing Time and Preventing Procrastination	390	430	HRDC Claimable Courses	Online
30-Mar	1 Day	Level Up Your Employee Digital Brand To Accelerate Corporate Success	550	610	HRDC Claimable Courses	Face-To-Face
3 – 5 Apr	3 Days	Mastering Effective Security Practice	1,100	1,200	HRDC Claimable Courses	Face-To-Face
12 – 13 Apr	2 Days	Industrial Investigation Techniques	970	1,070	HRDC Claimable Courses	Face-To-Face
13 – 14 Apr 3 – 4 Jul 21 – 22 Sept	2 Days	Project Management Fundamentals	830	910	HRDC Claimable Courses	Face-To-Face
19 – 20 Apr 7 – 8 Dec	2 Days	Fostering TEAM collaboration with DISC profiling (DISC)	830	910	HRDC Claimable Courses	Face-To-Face
20 – 21 Apr 4 – 5 Dec	2 Days	Creative Thinking, Problem Solving, & Decision Making	950	1,050	HRDC Claimable Courses	Face-To-Face
16-May	1 Day	Resilience at Workplace	900	990	HRDC Claimable Courses	Face-To-Face
18 – 19 May 16 – 17 Nov	2 Days	Grasp the Killer Idea	1,290	1,420	HRDC Claimable Courses	Face-To-Face
23-May	1 Day	Making an Intelligent Change - How to Achieve A Growth Mindset	900	990	HRDC Claimable Courses	Face-To-Face
25 – 26 May	2 Days	Project Management Application – A Comprehensive Project Simulation	830	910	HRDC Claimable Courses	Face-To-Face
30-May	1 Day	Authenticity - Embracing Your Stories	900	990	HRDC Claimable Courses	Face-To-Face
8-Jun 14-Dec	1 Day	Sleep Wellness	610	670	HRDC Claimable Courses	Face-To-Face
27 – 28 Jun 7 – 8 Dec	2 Days	Strategic Negotiation Strategies for Achieving Organizational Success	830	910	HRDC Claimable Courses	Face-To-Face

OPERATIONAL EXCELLENCE *(cont)*

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
SELF -DEVELOPMENT <i>(cont)</i>						
30-May	1 Day	Authenticity - Embracing Your Stories	900	990	HRDC Claimable Courses	Face-To-Face
8-Jun	1 Day	Sleep Wellness	610	670	HRDC Claimable Courses	Face-To-Face
14-Dec						
27 – 28 Jun	2 Days	Strategic Negotiation Strategies for Achieving Organizational Success	830	910	HRDC Claimable Courses	Face-To-Face
7 – 8 Dec						
28-Jul	1 Day	Sun Tzu's Strategies For Leadership Excellence	660	730	HRDC Claimable Courses	Online
9 – 10 Aug	2 Days	Emotional Intelligence For Effective Work Performance	1,320	1,450	HRDC Claimable Courses	Face-To-Face
4 – 5 Oct	2 Days	Managing Information Overload	1,320	1,450	HRDC Claimable Courses	Face-To-Face

LEADERSHIP DEVELOPMENT						
9-Mar	1 Day	Effective Performance Appraisal	500	550	HRDC Claimable Courses	Face-To-Face
5-Jul						
27 – 28 Mar	2 Days	Effective Supervisory Skills	830	910	HRDC Claimable Courses	Face-To-Face
28 – 29 Aug						
30 – 31 Mar	2 Days	Become an Effective Coach	830	910	HRDC Claimable Courses	Face-To-Face
21 – 22 Aug						
5 – 6 Apr	2 Days	Train the Trainer	880	970	HRDC Claimable Courses	Face-To-Face
9 – 10 Nov						
8 – 9 May	2 Days	Agile Project Management Using Scrum!	880	970	HRDC Claimable Courses	Face-To-Face
30 – 31 May	2 Days	Leading Your Team - Unlocking Your Greatest Resources	1,320	1,450	HRDC Claimable Courses	Face-To-Face
8 – 9 Jun	2 Days	Essential Managerial Skills	830	910	HRDC Claimable Courses	Face-To-Face
14 – 15 Dec						
12-Jun	1 Day	Authentic Leadership - Your Narrative Matters	900	990	HRDC Claimable Courses	Face-To-Face
12 – 14 Jun	3 Days	PMI-ACP® Agile Boot Camp 	3,680	4,050	HRDC Claimable Courses	Face-To-Face
22 – 23 Jun	2 Days	Risk Management for Project Managers	830	910	HRDC Claimable Courses	Face-To-Face
16 – 17 Nov						

OPERATIONAL EXCELLENCE *(cont)*

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
LEADERSHIP DEVELOPMENT <i>(cont)</i>						
19 – 20 Jun	2 Days	Business Continuity Management System Towards ISO 22301 Certification	1,000	1,100	HRDC Claimable Courses	Face-To-Face
12 – 13 Oct						
13 – 14 Jul	2 Days	Project Leadership & Communication Skills	830	910	HRDC Claimable Courses	Face-To-Face
13 – 14 Dec						
17 – 18 Aug	2 Days	Project Scheduling and Cost Control	830	910	HRDC Claimable Courses	Face-To-Face
4 – 5 Oct	2 Days	Effective Delegation Skills	1,320	1,450	HRDC Claimable Courses	Face-To-Face
5 – 6 Oct	2 Days	Project Quality & Contract Management	830	910	HRDC Claimable Courses	Face-To-Face
BUSINESS FINANCE						
22 – 23 Feb	2 Days	The Essentials of Finance and Accounting for Executives	880	970	HRDC Claimable Courses	Face-To-Face
24 – 25 Aug						
In-House Program Only	1 Day	SST 2020 Updates, Common Implementation Issues and Health Check for Audit Preparation	530	590	HRDC Claimable Courses	Face-To-Face
	2 Days	Incoterm 2020, Letter of Credit Operations and Trade Finance	940	1,050		
	2 Days	Mastering the Operations Cash Flow Planning and Management Sustainably and Bank Financing Application Procedures	940	1,050		
BRIBERY AND CORRUPTION						
17 – 18 May	2 Days	Enterprise Bribery, Fraud and Risk Control Strategies	940	1,050	HRDC Claimable Courses	Face-To-Face
12 – 13 Oct						
In-House Program Only	2 Days	ISO 37001:2016 Anti-Bribery Management System (ABMS)			HRDC Claimable Courses	Face-To-Face/Online
SUPPLY CHAIN						
In-House Program Only	2 Days	Proven Approach in Cost Effectiveness For Warehouse Operation	1,540	1,700	HRDC Claimable Courses	Face-To-Face/Online
	2 Days	Inventory Management in the Supply and Demand Chain	1,100	1,210	HRDC Claimable Courses	Face-To-Face/Online

OPERATIONAL EXCELLENCE *(cont)*

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
PROBLEM SOLVING TOOLS						
16 – 17 Feb	2 Days	PFMEA: Process Failure Mode & Effect Analysis AIAG VDA	900	990	HRDC Claimable Courses	Face to Face
10 – 11 Aug						
23 – 24 Nov						
20 – 21 Feb	2 Days	7QC Tools for Continuous Improvement	650	720	HRDC Claimable Courses	Online
22 – 23 June						
9 – 10 Mar	2 Days	Think Outside the Box (TOB) & Problem Solving Skills	950	1,050	HRDC Claimable Courses	Face-To-Face
17 – 18 Jul						
20-Mar	1 Day	Kaizen for Continuous Improvement	470	520	HRDC Claimable Courses	Online
21-Mar	1 Day	Poka Yoke to Achieve Zero Defect Manufacturing	470	520	HRDC Claimable Courses	Online
13 – 14 Apr	2 Days	Lean Manufacturing Operation for Profitable Production	650	720	HRDC Claimable Courses	Online
23 – 24 Nov						
18 – 19 May	2 Days	DOE: Design of Experiments with Minitab	870	970	HRDC Claimable Courses	Face-To-Face
19 – 20 Oct						
In-House Program Only	2 Days	Root Cause Failure Analysis for Effective Problem Evaluation			HRDC Claimable Courses	Face-To-Face/Online
	2 Days	Lean Value Stream Mapping				
	2 Days	Technical Report Writing				
	2 Days	Intro to Lean Six Sigma				
	2 Days	Practical Statistical Analysis Techniques for Manufacturing & Engineering				
CERTIFICATION PROGRAMS						
TBA	4 Days	Project Management Certification Course: START PMP Boot Camp	6,030	6,630	HRDC Claimable Courses	Face-To-Face
In-House Program Only	2 Days	Inventive Problem Solving with TRIZ (Level 1)			HRDC Claimable Courses	Online
	4 Days	Maynard Operation Sequence Techniques				
	5 Days	Certified Lean Expert				
	2 Days	Inventive Problem Solving with TRIZ (Level 2)				
In-House Program Only		Six Sigma Green Belt			HRDC Claimable Courses	Face-To-Face/Online
		Six Sigma Black Belt				
		COA (Certified Quality Auditors-ASQ)				
		CQT (Certified Quality Technician-ASQ)				
		Certified Design Thinking Professional (CDTP)				

DIGITAL TECHNOLOGY

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
TECHNICAL SOFTWARE						
1 – 3 Feb	3 Days	AutoCAD Application Level 3	1,200	1,320	HRDC Claimable Courses	Face-To-Face
20 – 24 Feb	5 Days	Practical C Programming for Engineers	4,400	4,840	HRDC Claimable Courses	Face-To-Face
22 – 24 Mar	3 Days	AutoCAD Application Level 1	980	1,080	HRDC Claimable Courses	Face-To-Face
16 – 18 Aug						
12 – 14 Apr	3 Days	AutoCAD Application Level 2	1,100	1,210	HRDC Claimable Courses	Face-To-Face
8 – 12 May, 15 May	9.00 am – 12.30 pm	Python Scripting	2,310	2,540	HRDC Claimable Courses	Online
22 – 26 May	5 Days	Integrating Python and Shell for Automation Scripts	4,400	4,840	HRDC Claimable Courses	Face-To-Face
21 – 23 Jun	3 Days	Big Data Visualization with Python	2,750	3,030	HRDC Claimable Courses	Face-To-Face
24 – 28 Jul	5 Days	Embedded Linux Programming on Raspberry Pi	4,400	4,840	HRDC Claimable Courses	Face-To-Face
In-House Program Only	3 Days	R Programming	4,400	4,840	HRDC Claimable Courses	Face-To-Face/Online
	5 Days	CENT OS 7 - LINUX				
	5 Days	Perl Programming				
	5 Days	Introduction to Embedded Linux/Android				
OPERATIONAL SOFTWARE						
9 – 10 Jan	2 Days	Excel Macro Level 1	720	790	HRDC Claimable Courses	Face-To-Face
3 – 4 Aug						
12 – 13 Jan	9.00 am – 12.30 pm	Interactive Infographics In Excel	440	490	HRDC Claimable Courses	Online
12 – 13 Jan	1.30 pm – 5.00 pm	Database Management With Microsoft Access (Basic Level) <i>(Access 2007/2010/2013/2016/2019)</i>	440	490	HRDC Claimable Courses	Online
1 – 2 Feb	9.00 am – 12.30 pm	Database Management With Microsoft Access (Intermediate Level) <i>(Access 2007/2010/2013/2016/2019)</i>	440	490	HRDC Claimable Courses	Online
1 – 2 Feb	1.30 pm – 5.00 pm	Data Analysis With Microsoft Excel (Basic Level) <i>(Excel 2007/2010/2013/2016/2019/Excel For Office 365)</i>	440	490	HRDC Claimable Courses	Online
7 – 8 Feb	2 Days	Excel Macro Level 2	1,070	1,170	HRDC Claimable Courses	Face-To-Face
29 – 30 May						

DIGITAL TECHNOLOGY *(cont)*

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
OPERATIONAL SOFTWARE <i>(cont)</i>						
16 – 17 Feb	9.00 am – 12.30 pm	Interactive Business Presentation With Microsoft Powerpoint (Basic Level) <i>(Powerpoint2007/2010/2013/2016/2019/Powerpoint For Office 365)</i>	440	490	HRDC Claimable Courses	Online
21 – 22 Feb	1.30 pm – 5.00 pm	Interactive Business Presentation With Microsoft Powerpoint (Intermediate Level) <i>(Powerpoint2007/2010/2013/2016/2019/Powerpoint For Office 365)</i>	440	490	HRDC Claimable Courses	Online
23 – 24 Feb	9.00 am – 12.30 pm	Data Analysis With Microsoft Excel (Advanced Level) <i>(Excel 2007/2010/2013/2016/2019/Excel For Office 365)</i>	440	490	HRDC Claimable Courses	Online
2 – 3 Mar	2 Days	Microsoft PowerPoint 2013 (Intermediate – Advanced)	720	790	HRDC Claimable Courses	Face-To-Face
24 – 25 Aug						
2 – 3 Mar	2 Days	Microsoft Excel 2016 (Basic – Intermediate)	720	790	HRDC Claimable Courses	Face-To-Face
24 – 25 Aug						
9 – 10 Mar	9.00 am – 12.30 pm	Interactive Business Presentation With Microsoft Powerpoint (Advanced Level) <i>(Powerpoint2007/2010/2013/2016/2019/Powerpoint For Office 365)</i>	440	490	HRDC Claimable Courses	Online
9 – 10 Mar	1.30 pm – 5.00 pm	Effective Project Management With Microsoft Project (Basic Level) <i>(Project 2007/2010/2013/2016/2019/Project For Office 365)</i>	440	490	HRDC Claimable Courses	Online
16 – 17 Mar	9.00 am – 12.30 pm	Effective Project Management With Microsoft Project (Intermediate Level) <i>(Project 2007/2010/2013/2016/2019/Project For Office 365)</i>	440	490	HRDC Claimable Courses	Online
13 – 14 Mar	1.30 pm – 5.00 pm	Essential Formulas & Functions In Excel (Level 1) <i>(Excel 2007/2010/2013/2016/2019/Excel For Office 365)</i>	440	490	HRDC Claimable Courses	Online
20 – 21 Mar	2 Days	Excel Formulas and Functions (V2013)	720	790	HRDC Claimable Courses	Face-To-Face
21 – 22 Nov						
6 – 7 Apr	9.00 am – 12.30 pm	Effective Project Management With Microsoft Project (Advanced Level) <i>(Project 2007/2010/2013/2016/2019/Project For Office 365)</i>	440	490	HRDC Claimable Courses	Online
6 – 7 Apr	1.30 pm – 5.00 pm	Essential Formulas & Functions In Excel (Level 2) <i>(Excel 2007/2010/2013/2016/2019/Excel For Office 365)</i>	440	490	HRDC Claimable Courses	Online
6 – 7 Apr	2 Days	Microsoft Excel 2013 (Basic – Intermediate)	720	790	HRDC Claimable Courses	Online

DIGITAL TECHNOLOGY *(cont)*

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
OPERATIONAL SOFTWARE <i>(cont)</i>						
6 – 7 Apr	2 Days	Microsoft Excel 2013 (Basic – Intermediate)	720	790	HRDC Claimable Courses	Online
20 – 21 Apr	2 Days	Excel Formulas and Functions (V2016)	750	830	HRDC Claimable Courses	Face-To-Face
2 – 3 Nov						
20 – 21 Apr, 27 – 28 Apr	9.00 am – 12.30 pm	Data Management With Pivot Table <i>(Excel 2007/2010/2013/2016/2019/Excel for Office 365)</i>	640	700	HRDC Claimable Courses	Online
20 – 21 Apr, 27 – 28 Apr	1.30 pm – 5.00 pm	Interactive Chartings In Excel <i>(Excel 2007/2010/2013/2016/2019/Excel for Office 365)</i>	640	700	HRDC Claimable Courses	Online
10 – 11 May	9.00 am – 12.30 pm	Interactive Dashboards In Excel <i>(Excel 2007/2010/2013/2016/2019/Excel for Office 365)</i>	440	490	HRDC Claimable Courses	Online
10 – 11 May	1.30 pm – 5.00 pm	Data Manipulation In Excel <i>(Excel 2007/2010/2013/2016/2019/Excel for Office 365)</i>	440	490	HRDC Claimable Courses	Online
10 – 11 May	2 Days	Microsoft Excel 2016 (Intermediate – Advanced)	750	820	HRDC Claimable Courses	Face-To-Face
5 – 6 Oct						
23 – 24 May	1.30 pm – 5.00 pm	Interactive Infographics In PowerPoint <i>(Excel 2007/2010/2013/2016/2019/Excel For Office 365)</i>	440	490	HRDC Claimable Courses	Online
25 – 26 May, 1 – 2 Jun	9.00 am – 12.30 pm	Task Automation In Excel Macro/VBA (Level 1) <i>(Excel 2007/2010/2013/2016/2019/Excel for Office 365)</i>	640	700	HRDC Claimable Courses	Online
25 – 26 May, 1 – 2 Jun	1.30 pm – 5.00 pm	Powerful Data Transformation In Excel Power Query <i>(Excel 2010/2013/2016/2019/Excel For Office 365)</i>	640	700	HRDC Claimable Courses	Online
8 – 9 Jun	2 Days	Microsoft Excel 2013 (Intermediate – Advanced)	720	790	HRDC Claimable Courses	Online
9 – 10 Nov						
8 – 9 Jun	2 Days	Excel Formulas and Functions (V2010)	720	790	HRDC Claimable Courses	Face-To-Face
7 – 8 Dec						
8 – 9 Jun	2 Days	Microsoft Project 2013 (Basic – Intermediate)	860	950	HRDC Claimable Courses	Face-To-Face
7 – 8 Dec						
15 – 16 Jun	2 Days	Mastering Pivot Table (V2013)	700	740	HRDC Claimable Courses	Face-To-Face
15 – 16 Jun, 22 – 23 Jun	9.00 am – 12.30 pm	Task Automation In Excel Macro/VBA (Level 2) <i>(Excel 2007/2010/2013/2016/2019/Excel for Office 365)</i>	640	700	HRDC Claimable Courses	Online
15 – 16 Jun, 22 – 23 Jun	1.30 pm – 5.00 pm	Powerful Data Management In Excel Power Pivot <i>(Excel 2010/2013/2016/2019/Excel For Office 365)</i>	640	700	HRDC Claimable Courses	Online

DIGITAL TECHNOLOGY *(cont)*

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
OPERATIONAL SOFTWARE <i>(cont)</i>						
4 – 5 Jul, 24 – 25 Jul	1.30 pm – 5.00 pm	Interactive Data Visualization With Excel Power BI Tools <i>(Excel 2010)</i>	640	700	HRDC Claimable Courses	Online
4 – 5 Jul, 24 – 25 Jul	9.00 am – 12.30 pm	Tips & Tricks In Excel <i>(Excel 2007/2010/2013/2016/2019/Excel For Office 365)</i>	440	490	HRDC Claimable Courses	Online
27 – 28 Jul	2 Days	Microsoft Access 2013 (Basic – Intermediate)	880	970	HRDC Claimable Courses	Face-To-Face
17 – 18 Aug	1.30 pm – 5.00 pm	Tips & Tricks In Excel Macro/VBA <i>(Excel 2007/2010/2013/2016/2019/Excel For Office 365)</i>	440	490	HRDC Claimable Courses	Online
17 – 18 Aug	9.00 am – 12.30 pm	Using Interactive Form Controls In Excel <i>(Excel 2007/2010/2013/2016/2019/Excel For Office 365)</i>	440	490	HRDC Claimable Courses	Online
In-House Program Only	Tips & Tricks In Powerpoint <i>(Powerpoint 2007/2010/2013/2016/2019/Powerpoint For Office 365)</i>				HRDC Claimable Courses	Online
	Interactive Reports With Visual Analytics In Power BI (Basic – Advanced)					
	Task Automation In Excel Macro/VBA (Level 3) <i>(Excel 2007/2010/2013/2016/2019/Excel for Office 365)</i>					
	Essential Project Management Templates In Excel <i>(Excel 2007/2010/2013/2016/2019/Excel For Office 365)</i>					
	Interactive Animation In Powerpoint <i>(Powerpoint 2007/2010/2013/2016/2019/Powerpoint In Office 365)</i>					
	Interactive 'Web Design' Presentation In Powerpoint <i>(Powerpoint 2007/2010/2013/2016/2019/ Powerpoint For Office 365)</i>					
	Interactive Dashboards In Powerpoint <i>(Powerpoint 2007/2010/2013/2016/2019/ Powerpoint For Office 365)</i>					
	Data Analysis With Microsoft Excel (Basic Level) <i>(Excel 2007/2010/2013/2016/2019/ Excel For Office 365)</i>					
	Data Analysis With Microsoft Excel (Intermediate Level) <i>(Excel 2007/2010/2013/2016/2019/Excel For Office 365)</i>					
	Data Analysis With Microsoft Excel (Advanced Level) <i>(Excel 2007/2010/2013/2016/2019/Excel For Office 365)</i>					
	Organizing Your Notes With Microsoft OneNote (Basic – Advanced) <i>(OneNote 2007/2010/2013/2016/2019/OneNote For Office 365)</i>					
	Managing Emails With Microsoft Outlook (Basic Level) <i>(Outlook 2007/2010/2013/2016/2019/Outlook For Office 365)</i>					
	Managing Emails With Microsoft Outlook (Intermediate Level) <i>(Outlook 2007/2010/2013/2016/2019/Outlook For Office 365)</i>					
	Managing Emails With Microsoft Outlook (Advanced Level) <i>(Outlook 2007/2010/2013/2016/2019/Outlook For Office 365)</i>					

DIGITAL TECHNOLOGY *(cont)*

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
OPERATIONAL SOFTWARE <i>(cont)</i>						
In-House Program Only		Fast Track For Microsoft Office (Word, Powerpoint, Excel, Outlook - 2007/2010/2013/2016/2019)			HRDC Claimable Courses	Online
		Fast Track For Microsoft Office 365 (Word, Powerpoint, Excel, Outlook, OneNote, Skype For Business, Microsoft Team, OneDrive)				
		Fast Track For Microsoft Office 365 (Overview Of All Office 365 Apps)				
		Creating Interactive Forms With Microsoft Infopath (Basic – Advanced) (Infopath 2007/2010/2013)				
		Creating Interactive Publications With Microsoft Publisher (Basic – Advanced) (Publisher 2007/2010/2013/2016/2019/Publisher For Office 365)				
		Creating Interactive Diagrams With Microsoft Visio (Basic – Advanced) (Visio 2007/2010/2013/2016/2019/Visio For Office 365)				
		Creating Interactive Diagrams With Microsoft Visio (Basic – Advanced) (Visio 2007/2010/2013/2016/2019/Visio For Office 365)				
		Exploring New Features In Microsoft Office (Word, Powerpoint, Excel - 2007/2010/2013/2016/2019/Office 365)				
		Transition From Microsoft Office Version To Version (Word, Powerpoint, Excel - 2007/2010/2013/2016/2019/Office 365)				
		Creating Interactive Diagrams With Microsoft Visio (Basic – Advanced) (Visio 2007/2010/2013/2016/2019/Visio For Office 365)				
		Exploring New Features In Microsoft Office (Word, Powerpoint, Excel - 2007/2010/2013/2016/2019/Office 365)				
		Transition From Microsoft Office Version To Version (Word, Powerpoint, Excel - 2007/2010/2013/2016/2019/Office 365)				
		Essential Formulas & Functions In Excel (Level 1) (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Interactive Dashboards In Excel (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Using SQL In Excel For Data Reporting & Analysis (Level 1) (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Using SQL In Excel For Data Reporting & Analysis (Level 2) (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				

DIGITAL TECHNOLOGY *(cont)*

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
OPERATIONAL SOFTWARE <i>(cont)</i>						
In-House Program Only		Using SQL In Excel For Data Reporting & Analysis (Level 3) (Excel 2007/2010/2013/2016/2019/Excel For Office 365)			HRDC Claimable Courses	Online
		Using SQL In Excel For Data Reporting & Analysis (Level 4) (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Using SQL In Excel For Data Reporting & Analysis (Level 5) (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Using SQL In Excel For Data Reporting & Analysis (Level 6) (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Task Automation In Excel Macro/VBA (Level 4) (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Task Automation In Excel Macro/VBA (Level 5) (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Task Automation In Excel Macro/VBA (Level 6) (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Essential Queries In Access (Level 1) (Access 2007/2010/2013/2016/2019)				
		Essential Queries In Access (Level 2) (Access 2007/2010/2013/2016/2019)				
		Database Programming In Access Macro/VBA (Level 1) (Access 2007/2010/2013/2016/2019)				
		Database Programming In Access Macro/VBA (Level 2) (Access 2007/2010/2013/2016/2019)				
		Database Programming In Access Macro/VBA (Level 3) (Access 2007/2010/2013/2016/2019)				
		Business Contact Manager In Microsoft Outlook (Outlook 2007/2010/2013)				
		Import & Export Data In Microsoft Office (Word, Powerpoint, Excel - 2007/2010/2013/2016/2019/Office 365)				
		Interactive Animation In Powerpoint (Powerpoint 2007/2010/2013/2016/2019/Powerpoint In Office 365)				
		Interactive Dashboards In Powerpoint (Powerpoint 2007/2010/2013/2016/2019/Powerpoint For Office 365)				
		Interactive Infographic In Powerpoint (Powerpoint 2007/2010/2013/2016/2019/Powerpoint For Office 365)				
		Creating Digital Documents In Word (Word 2007/2010/2013/2016/2019/Word For Office 365)				
		Creating Interactive Forms In Word (Word 2007/2010/2013/2016/2019/Word For Office 365)				

DIGITAL TECHNOLOGY *(cont)*

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
OPERATIONAL SOFTWARE <i>(cont)</i>						
In-House Program Only		Working With Custom Formulas In Microsoft Project (Project 2007/2010/2013/2016/2019/ Project For Office 365)			HRDC Claimable Courses	Online
		Visualizing Geospatial Data With Excel Power Map (Excel 2013/2016/2019/Excel For Office 365)				
		Interactive Data Visualization With Excel Power BI Tools (Excel 2013/2016/2019/Excel For Office 365)				
		Using Dax Functions In Power BI Tools (Level 1) (Excel 2010/2013/2016/2019/Excel For Office 365/Power BI)				
		Using Dax Functions In Power BI Tools (Level 2) (Excel 2010/2013/2016/2019/Excel For Office 365/Power BI)				
		Creating Business Apps With Microsoft Power Apps				
		Creating Automated Workflows With Microsoft Power Automate				
		Creating Business Apps With Microsoft Power Apps And Power Automate				
		Creating Intelligent Chatbots With Microsoft Power Virtual Agents				
		Essential Human Resource Templates In Excel (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Essential Supply Chain Templates In Excel (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Essential Sales & Marketing Templates In Excel (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Essential Financial Modeling In Excel (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Essential Statistical Analysis In Excel (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Essential Sales Forecasting In Excel (Excel 2007/2010/2013/2016/2019/Excel For Office 365)				
		Interactive Dashboards In Excel Power View (Excel 2013/2016/2019/Excel For Office 365)				
	Creating Business Documents With Microsoft Word (Basic Level) (Word 2007/2010/2013/2016/2019/Word For Office 365)					

DIGITAL TECHNOLOGY *(cont)*

Date	Duration/ Time	Program	Fees (RM)		HRD Corp Scheme	Mode of Delivery
			M	NM		
OPERATIONAL SOFTWARE <i>(cont)</i>						
In-House Program Only		Creating Business Documents With Microsoft Word (Advanced Level) (Word 2007/2010/2013/2016/2019/Word For Office 365)	HRDC Claimable Courses	Online		
		Creating Business Documents With Microsoft Word (Intermediate Level) (Word 2007/2010/2013/2016/2019/Word For Office 365)				
		Using Skype, Microsoft Teams & OneDrive In Your Business (Basic – Advanced) (Skype for Business, Microsoft Teams, OneDrive for Business for Office 365)				
		Creating Interactive Forms With Microsoft Forms (Basic – Advanced) (Microsoft Forms for Office 365)				
		Working With Formulas & Functions In Microsoft Access (Access 2007/2010/2013/2016/2019/Access For Office 365)				
		Designing Organization Internal Sites With Microsoft SharePoint (For End User) (Basic – Intermediate) (SharePoint 2007/2010/2013/SharePoint Online)				
		Designing Organization Internal Sites With Microsoft SharePoint (For End User) (Advanced) (SharePoint 2007/2010/2013/SharePoint Online)				
		Using M Language In Power BI Tools (Level 1) (Excel 2010/2013/2016/2019/Excel for Office 365/Power BI)				
		Using M Language In Power BI Tools (Level 2) (Excel 2010/2013/2016/2019/Excel for Office 365/Power BI)				

NOTES, TERMS, AND CONDITIONS

- *M denotes Member Price and NM denotes Non-Member Price*
- *Training dates and course fees are correct at the time of printing and are subject to change.*
- *Training fees that are not published will only be advised upon program enquiry.*
- *All public programs can be conducted as in-house classes upon request. Terms and conditions apply.*
- *Prices quoted are subject to any prevailing service tax or government tax, whichever and whenever applicable.*
- *PSDC is a Ministry of Finance (MOF)-approved training institution. Companies that do not contribute to the Human Resource Development Fund (HRDF) are eligible for double tax deduction on training expenses billed by the PSDC.*

CONTACT DETAILS

To find out more, please feel free to contact our Corporate Training Team:

Elly Leong

✉ ellyleong@psdc.org.my ☎ +604-643 7909 ext 523

Marie Ngan

✉ mariengan@psdc.org.my ☎ +604-643 7909 ext 577

Yuki Lee

✉ yukilee@psdc.org.my ☎ +604-643 7909 ext 517

Nur Fazlina Anis

✉ nurfazlina@psdc.org.my ☎ +604-643 7909 ext 595

Nurul Suha

✉ nurulsuha@psdc.org.my ☎ +604-643 7909 ext 512



To find out more, call +604-643 7909 ext 514/577/523/512/517/595
or email to corptraining@psdc.org.my

**1, Jalan Sultan Azlan Shah, Bandar Bayan Baru,
11900 Bayan Lepas, Penang, Malaysia**

T +604-643 7909 **E** admin@psdc.org.my **W** www.psd.org.my

All information is correct at the time of printing and is subject to change. PSDC 2023. All rights reserved.