

# UPCOMING PROGRAM

FEBRUARY 2025

 12 & 13 FEBRUARY 2025

**MICROSOFT EXCEL -INTERMEDIATE LEVEL**

 9:00 AM - 5:00 PM

WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL

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 17 & 18 FEBRUARY 2025

**PROFESSIONAL PURCHASING SKILLS**

 9:00 AM - 5:00 PM

WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL

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 17 & 18 FEBRUARY 2025

**MANAGING DISCIPLINE AND MISCONDUCT-HANDLING  
ABSENTEEISM, PROBLEMATIC WORKERS, AND POOR  
PERFORMANCE**

 9:00 AM - 5:00 PM

DORSETT GRAND SUBANG HOTEL, SELANGOR

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 17 & 18 FEBRUARY 2025

**TALENT MANAGEMENT AND SUCCESSION  
PLANNING**

 9:00 AM - 5:00 PM

WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL /ZOOM

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 17 & 18 FEBRUARY 2025

**GEOMETRIC DIMENSIONING AND TOLERANCING  
(GD&T)**

 9:00 AM - 5:00 PM

WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL

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# UPCOMING PROGRAM

**FEBRUARY 2025**

 **17 & 18 FEBRUARY 2025**

**EFFECTIVE MAINTENANCE FOR BUILDINGS:  
MECHANICAL, ELECTRICAL AND FIRE SYSTEM**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL**

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 **18 & 19 FEBRUARY 2025**

**FINANCE FOR NON FINANCE PROFESSIONALS**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL**

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 **24 & 25 FEBRUARY 2025**

**ANTI-BRIBERY AND CORRUPTION - S.17A  
CORPORATE LIABILITY PERSPECTIVE**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL / ZOOM**

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 **24 & 25 FEBRUARY 2025**

**PIPING, FITTINGS AND PUMP-PROBLEM  
IDENTIFICATION AND SOLUTIONS FOR INDUSTRY**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL**

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 **24 & 25 FEBRUARY 2025**

**ROOT CAUSE ANALYSIS (RCA)**

 **9:00 AM - 5:00 PM**

**AC HOTEL BY MARRIOTT PENANG**

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# UPCOMING PROGRAM

**FEBRUARY 2025**

 **24 & 25 FEBRUARY 2025**

**EQ AND COMMUNICATION SKILL USING NLP FOR MANAGERS & LEADERS**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL**

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 **24 & 25 FEBRUARY 2025**

**MANAGING SUSTAINABLE WAREHOUSE AND INVENTORY CONTROL (MALAY VERSION)**

 **9:00 AM - 5:00 PM**

**LIVE ZOOM TRAINING**

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 **24 & 25 FEBRUARY 2025**

**PLASTIC INJECTION MOLDING DEFECTS PREVENTION & ROOT CAUSE ANALYSIS**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL / ZOOM**

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 **26 & 27 FEBRUARY 2025**

**EARTHING AND PROTECTION FOR ELECTRICAL WIRING SYSTEM INCLUDING TESTING AND INSPECTION**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL**

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 **26 & 27 FEBRUARY 2025**

**HEATING, VENTILATION & AIR-CONDITIONING (HVAC)**

 **9:00 AM - 5:00 PM**

**DORSETT GRAND SUBANG HOTEL, SELANGOR**

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# UPCOMING PROGRAM

 **26 & 27 FEBRUARY 2025**

**ELECTRICAL POWER DISTRIBUTION SYSTEM FOR  
COMMERCIAL AND INDUSTRIAL BUILDINGS**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL / ZOOM**

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 **26 & 27 FEBRUARY 2025**

**PLASTIC INJECTION MOLDING DESIGN &  
MANUFACTURE OF PLASTIC PARTS**

 **9:00 AM - 5:00 PM**

**OTC TRAINING CENTRE SDN BHD, GELUGOR,  
PENANG/ZOOM**

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**FEBRUARY 2025**

# UPCOMING PROGRAM

MARCH 2025

 **3 & 4 MARCH 2025**

**MICROSOFT EXCEL (ADVANCED LEVEL)**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL/LIVE ZOOM**

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 **3 & 4 MARCH 2025**

**STRATEGIC PROCUREMENT AND INVENTORY  
MANAGEMENT SYSTEM WITH INTRODUCTION TO  
CONTRACT MANAGEMENT**

 **9:00 AM - 5:00 PM**

**LIVE ZOOM TRAINING**

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 **4 & 5 MARCH 2025**

**DISCOVERING THE SECRETS OF MACRO AND VBA IN  
MICROSOFT EXCEL**

 **9:00 AM - 5:00 PM**

**OTC TRAINING CENTRE SDN BHD SUBANG,  
SELANGOR/LIVE ZOOM**

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 **5 & 6 MARCH 2025**

**EFFECTIVE LOGISTICS AND SUPPLY CHAIN  
MANAGEMENT**

 **9:00 AM - 5:00 PM**

**LIVE ZOOM TRAINING**

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 **5 & 6 MARCH 2025**

**USEFUL EXCEL FORMULAS AND FUNCTIONS**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL /LIVE ZOOM**

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# UPCOMING PROGRAM

MARCH 2025

 5 & 6 MARCH 2025

**MEASUREMENT AND CALIBRATION SYSTEM**

 9:00 AM - 5:00 PM  
LIVE ZOOM TRAINING

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 5 & 6 MARCH 2025

**CUSTOMS DOCUMENTATION, RULING, FACILITIES & LICENSED MANUFACTURING WAREHOUSE (LMW)**

 9:00 AM - 5:00 PM  
LIVE ZOOM TRAINING

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 10 & 11 MARCH 2025

**BASIC GREENHOUSE GAS (GHG) ACCOUNTING, MITIGATION, AUDIT AND REPORTING TRAINING**

 9:00 AM - 5:00 PM  
WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL/LIVE ZOOM

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 12 & 13 MARCH 2025

**DIGITAL MARKETING AND SOCIAL MEDIA MARKETING (SMM) MASTERCLASS**

 9:00 AM - 5:00 PM  
OTC TRAINING CENTRE SDN BHD SUBANG, SELANGOR/LIVE ZOOM

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 12 & 13 MARCH 2025

**BUDGET 2024 INLAND REVENUE BOARD MALAYSIA'S (IRBM) E-INVOICING**

 9:00 AM - 5:00 PM  
DORSETT GRAND SUBANG HOTEL, SELANGOR

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# UPCOMING PROGRAM

 **12 & 13 MARCH 2025**

**DESIGN OF EXPERIMENT (DOE)**

 **9:00 AM - 5:00 PM**

**DORSETT GRAND SUBANG HOTEL, SELANGOR**

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**MARCH 2025**

# UPCOMING PROGRAM

APRIL 2025

 **10 & 11 APRIL 2025**

**EXCEL DASHBOARDS AND REPORTS**

 **9:00 AM - 5:00 PM**

**OTC TRAINING CENTRE SDN BHD SUBANG,  
SELANGOR/LIVE ZOOM TRAINING**

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 **14 & 15 APRIL 2025**

**UNDERSTANDING INCOTERMS 2020, CUSTOMS  
PROCESS & TRADE FINANCING INTERNATIONAL AND  
DOMESTIC TRADE**

 **9:00 AM - 5:00 PM**

**LIVE ZOOM TRAINING**

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 **16 & 17 APRIL 2025**

**DIGITALIZATION STRATEGY WORKSHOP**

 **9:00 AM - 5:00 PM**

**DORSETT GRAND SUBANG HOTEL, SELANGOR**

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 **16 & 17 APRIL 2025**

**PROCUREMENT MANAGEMENT-MANAGING SUPPLIER  
SELECTION & NEGOTIATION, SOURCING & TENDERING**

 **9:00 AM - 5:00 PM**

**LIVE ZOOM TRAINING**

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 **16 & 17 APRIL 2025**

**BASIC ENGINEERING & TECHNICAL KNOWLEDGE FOR  
TROUBLESHOOTING OF INDUSTRIAL MACHINE CIRCUIT  
FAULTY**

 **9:00 AM - 5:00 PM**

**AC HOTEL KUALA LUMPUR**

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# UPCOMING PROGRAM

 **21 & 22 APRIL 2025**

**BASIC MAINTENANCE FOR TECHNICIANS (MALAY VERSION)**

 **9:00 AM - 5:00 PM**

**AC HOTEL BY MARRIOTT PENANG**

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 **21 & 22 APRIL 2025**

**ROOT CAUSE ANALYSIS(RCA)**

 **9:00 AM - 5:00 PM**

**AC HOTEL BY MARRIOTT PENANG**

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 **21 & 22 APRIL 2025**

**UNDERSTAND SHIPPING PRACTICES, DOCUMENTS AND PAYMENT SYSTEM**

 **9:00 AM - 5:00 PM**

**LIVE ZOOM TRAINING**

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**APRIL 2025**

# UPCOMING PROGRAM

 **7 & 8 MAY 2025**

**SCHEDULED PLANNED MAINTENANCE AND PREDICTIVE MAINTENANCE**

 **9:00 AM - 5:00 PM**

**AC HOTEL BY MARRIOTT PENANG**

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 **14 & 15 MAY 2025**

**DEVELOPING COMPETENCIES IN COST REDUCTION AND NEGOTIATION FOR PURCHASING**

 **9:00 AM - 5:00 PM**

**LIVE ZOOM TRAINING**

[CLICK HERE](#)



**MAY 2025**

# CONTACT US!

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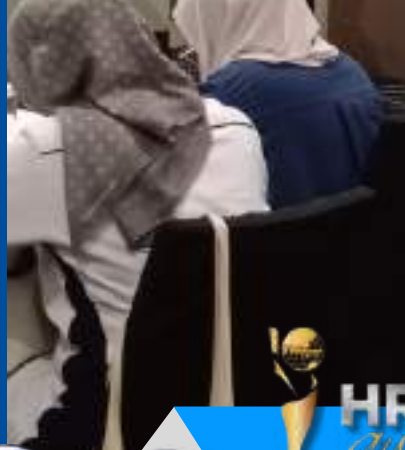
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