

UPCOMING PROGRAM

JANUARY 2025

 20 & 21 JANUARY 2025

SPARE PARTS MANAGEMENT

 9:00 AM - 5:00 PM

DORSETT GRAND SUBANG HOTEL, SELANGOR

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 20 & 21 JANUARY 2025

**UNDERSTANDING LABOUR LAWS -THE
EMPLOYMENT ACT 1955 (AMENDMENT 2022)**

 9:00 AM - 5:00 PM

LIVE ZOOM

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 20 & 21 JANUARY 2025

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

 9:00 AM - 5:00 PM

WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL

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 20 & 21 JANUARY 2025

**SUSTAINABLE STRATEGIES FOR PROCUREMENT
MANAGEMENT**

 9:00 AM - 5:00 PM

LIVE ZOOM

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 20 & 21 JANUARY 2025

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

 9:00 AM - 5:00 PM

DORSETT GRAND SUBANG HOTEL, SELANGOR

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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

[CLICK HERE](#)



 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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 **21 & 22 APRIL 2025**

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

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

LIVE ZOOM TRAINING

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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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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

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MAY 2025

CONTACT US!

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