

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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 **4 & 5 MARCH 2025**

MASTERING THE ART OF TIK TOK

 **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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UPCOMING PROGRAM

MARCH 2025

 **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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 **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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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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 **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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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 CALIBRATION CERTIFICATE

 9:00 AM - 5:00 PM

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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 14 & 15 APRIL 2025

HIGH IMPACT TRANSFORMATIONAL LEADERSHIP SKILLS FOR MANAGERS & LEADERS USING NLP

 9:00 AM - 5:00 PM

DORSETT GRAND SUBANG HOTEL SELANGOR

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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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UPCOMING PROGRAM

APRIL 2025

 **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**

INTERVIEWING STRATEGIES (WITH PERSONALITY ASSESSMENT TOOL)

 **9:00 AM - 5:00 PM**
AC HOTEL KUALA LUMPUR / 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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 **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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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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 **23 & 24 APRIL 2025**

EXCELLENT CUSTOMER SERVICE & RESPONSE TO COMPLAINTS

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

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

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APRIL 2025

UPCOMING PROGRAM

MAY 2025

 **7 & 8 MAY 2025**

EFFECTIVE PRESENTATION SKILLS USING NLP

 **9:00 AM - 5:00 PM**
AC HOTEL KUALA LUMPUR

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 **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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 **13 & 14 MAY 2025**

MICROSOFT EXCEL-INTERMEDIATE LEVEL

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

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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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 **15 & 16 MAY 2025**

POWER BI DESKTOP: MASTERING DATA VISUALIZATION

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

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UPCOMING PROGRAM

 **19 & 20 MAY 2025**

**UNDERSTANDING AND IMPLEMENTATION OF
RESPONSIBLE BUSINESS ALLIANCE (RBA VERSION 8.0)**

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

**DORSETT GRAND SUBANG HOTEL, SELANGOR
/ LIVE ZOOM TRAINING**

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MAY 2025

CONTACT US!

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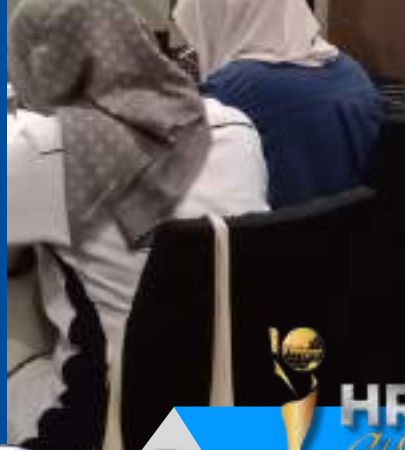
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**HRD
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2022
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