

# 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**

[CLICK HERE](#)



 **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  
/ LIVE ZOOM TRAINING**

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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**  
**WYNDHAM GRAND BANGSAR, 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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 **16 & 17 APRIL 2025**

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

 **9:00 AM - 5:00 PM**  
**DORSETT GRAND SUBANG HOTEL, SELANGOR /**  
**LIVE ZOOM TRAINING**

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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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# UPCOMING PROGRAM

APRIL 2025

 **21 & 22 APRIL 2025**

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

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

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

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 **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**

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

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

**AC HOTEL BY MARRIOTT PENANG**

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 **21 & 22 APRIL 2025**

**DESIGN FOR MANUFACTURE & ASSEMBLY (DFMA)**

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

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

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 **23 & 24 APRIL 2025**

**PLASTIC INJECTION MOLDING: ROBUST PROCESS  
DEVELOPMENT & SCIENTIFIC MOLDING**

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

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

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# UPCOMING PROGRAM

 **23 & 24 APRIL 2025**

**PLASTIC INJECTION MOLDING: ROBUST PROCESS  
DEVELOPMENT & SCIENTIFIC MOLDING**

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

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

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**APRIL 2025**

# UPCOMING PROGRAM

 **5 & 6 MAY 2025**

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

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

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

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 **5 & 6 MAY 2025**

**BREAKTHROUGH THINKING SKILLS FOR EXECUTIVES  
& MANAGERS**

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

**WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL**

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 **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**

**ELECTRICAL FOR NON ELECTRICAL PERSONAL**

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

**WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL**

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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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**MAY 2025**

# UPCOMING PROGRAM

MAY 2025

 **7 & 8 MAY 2025**

**INTRODUCTION TO CLEANROOM MAINTENANCE,  
OPERATION, DESIGN & CONSTRUCTION**

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

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

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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**

**DORSETT GRAND SUBANG HOTEL, SELANGOR  
/ 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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 **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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# UPCOMING PROGRAM

MAY 2025

 **19 & 20 MAY 2025**

**MANAGING MATERIAL AND INVENTORY PERFORMANCES**

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

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

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 **19 & 20 MAY 2025**

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

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

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

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 **20 & 21 MAY 2025**

**MEASUREMENT AND CALIBRATION SYSTEM**

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

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

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 **21 & 22 MAY 2025**

**INTRODUCTION TO GENERATIVE AI AND CHATGPT: EXPLORING  
THE FUTURE OF CONVERSATIONAL AI FOR BEGINNERS**

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

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

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 **21 & 22 MAY 2025**

**MANAGING EMPLOYEE PERFORMANCE, BEHAVIOR AND  
ATTITUDE**

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

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

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# UPCOMING PROGRAM

**21 & 22 MAY 2025**

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

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

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

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**27 & 28 MAY 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 TRAINING**

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**MAY 2025**

# UPCOMING PROGRAM

 **4 & 5 JUNE 2025**

**MICROSOFT EXCEL (ADVANCED LEVEL)**

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

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

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 **11 & 12 JUNE 2025**

**PROFESSIONAL PURCHASING SKILLS**

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

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

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 **11 & 12 JUNE 2025**

**SPARE PARTS MANAGEMENT**

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

**DORSETT GRAND SUBANG HOTEL, SELANGOR**

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 **11 & 12 JUNE 2025**

**FUNDAMENTALS OF PUMPS AND COOLING TOWERS**

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

**DORSETT GRAND SUBANG HOTEL, SELANGOR**

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 **11 & 12 JUNE 2025**

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

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

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

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**JUNE 2025**

# UPCOMING PROGRAM

JUNE 2025

**11 & 12 JUNE 2025**

## **ELECTROSTATIC DISCHARGE (ESD) SKILLS DEVELOPMENT WORKSHOP**

🕒 9:00 AM - 5:00 PM

WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL / LIVE ZOOM TRAINING

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 **16 & 17 JUNE 2025**

## **HIGH IMPACT TRANSFORMATIONAL LEADERSHIP SKILLS FOR MANAGERS & LEADERS USING NLP**

🕒 9:00 AM - 5:00 PM

AC HOTEL BY MARRIOTT, PENANG

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 **16 & 17 JUNE 2025**

## **EFFECTIVE LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

🕒 9:00 AM - 5:00 PM

DORSETT GRAND SUBANG HOTEL, SELANGOR  
/ LIVE ZOOM TRAINING

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 **18 & 19 JUNE 2025**

## **FINANCE FOR NON FINANCE PROFESSIONALS**

🕒 9:00 AM - 5:00 PM

WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL / LIVE ZOOM TRAINING

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 **18 & 19 JUNE 2025**

## **MASTERING THE ART OF CUSTOMER CONFLICT: TURNING CHALLENGES INTO OPPORTUNITIES**

🕒 9:00 AM - 5:00 PM

WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL / LIVE ZOOM TRAINING

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# UPCOMING PROGRAM

 **18 & 19 JUNE 2025**

**INDUSTRIAL ELECTRONIC AND ELECTRICAL  
TECHNOLOGY**

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

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

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**18 & 19 JUNE 2025**

**TRAINING NEED ANALYSIS**

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

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

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**JUNE 2025**

# UPCOMING PROGRAM

 **9 & 10 JULY 2025**

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

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

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

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 **9 & 10 JULY 2025**

**CREATING A POSITIVE WORK CULTURE AND FOSTERING TEAMWORK HARMONY IN TODAY'S FAST PACE WORK ENVIRONMENT**

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

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 **9 & 10 JULY 2025**

**MASTERING THE ART OF CUSTOMER CONFLICT: TURNING CHALLENGES INTO OPPORTUNITIES**

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

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

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 **15 & 16 JULY 2025**

**ESSENTIAL BUSINESS AND FINANCIAL ACUMEN**

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

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

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 **16 & 17 JULY 2025**

**PLASTIC INJECTION MOLDING ROBUST PROCESS DEVELOPMENT & SCIENTIFIC MOLDING**

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

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

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**2025 JULY**

# UPCOMING PROGRAM

 **16 & 17 JULY 2025**

**MASTER MANAGER TRANSITION FROM ENGINEER /  
SUPERVISOR TO MANAGER APPLYING NLP**

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

**WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL**

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 **21 & 22 JULY 2025**

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

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

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/ LIVE ZOOM TRAINING**

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 **21 & 22 JULY 2025**

**TALENT MANAGEMENT AND SUCCESSION PLANNING**

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

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 **23 & 24 JULY 2025**

**MASTER THE SCIENCE OF READING THE MIND THROUGH  
BODY LANGUAGE FOR MANAGERS AND LEADERS**

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

**WYNDHAM GRAND BANGSAR KUALA LUMPUR  
HOTEL**

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**2025 JULY**

# UPCOMING PROGRAM

 **6 & 7 AUGUST 2025**

**SCHEDULED PLANNED MAINTENANCE AND PREDICTIVE  
MAINTENANCE**

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

**DORSETT GRAND SUBANG HOTEL, SELANGOR**

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**AUGUST 2025**

# CONTACT US!

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media.



**HRD  
awards  
2022  
TRAINING  
PROVIDER**

