

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**

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/ LIVE ZOOM TRAINING**

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JUNE 2025

UPCOMING PROGRAM

11 & 12 JUNE 2025

ELECTROSTATIC DISCHARGE (ESD) SKILLS DEVELOPMENT WORKSHOP

🕒 **9:00 AM - 5:00 PM**

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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**

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/ LIVE ZOOM TRAINING**

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16 & 17 JUNE 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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JUNE 2025

UPCOMING PROGRAM

 **18 & 19 JUNE 2025**

FINANCE FOR NON FINANCE PROFESSIONALS

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

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 **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**

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 **18 & 19 JUNE 2025**

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

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

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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**

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

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

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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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 **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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2025 JULY

UPCOMING PROGRAM

 **16 & 17 JULY 2025**

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

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

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/ LIVE ZOOM TRAINING**

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 **16 & 17 JULY 2025**

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

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

AC HOTEL BY MARRIOTT, PENANG

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 **16 & 17 JULY 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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 **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**

UNDERSTANDING LABOUR LAWS –THE EMPLOYMENT ACT 1955 (AMENDMENT 2022)

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

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HOTEL / LIVE ZOOM TRAINING**

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2025 JULY

UPCOMING PROGRAM

JULY 2025

 **23 & 24 JULY 2025**

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

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

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 **23 & 24 JULY 2025**

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

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

**WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL**

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 **23 & 24 JULY 2025**

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

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

**WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL**

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 **23 & 24 JULY 2025**

**COST REDUCTION TECHNIQUES FOR MAINTENANCE
PERSONALS**

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

**DORSETT GRAND SUBANG HOTEL,
SELANGOR**

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 **28 & 29 JULY 2025**

MICROSOFT EXCEL (BASIC LEVEL)

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

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

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UPCOMING PROGRAM

 **28 & 29 JULY 2025**

ELECTRICAL FOR NON ELECTRICAL PERSONAL

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

**WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL**

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 **28 & 29 JULY 2025**

IDEAS FOR COST REDUCTION & PROFITABILITY INCREASE IN MANUFACTURING

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

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HOTEL / LIVE ZOOM TRAINING**

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JULY 2025

UPCOMING PROGRAM

AUGUST 2025

 **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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 **6 & 7 AUGUST 2025**

UNDERSTANDING SHIPPING PRATICES, DOCUMENTS AND PAYMENT SYSTEM

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

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

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 **6 & 7 AUGUST 2025**

POSITIVE WORK CULTURE & TEAMWORK HARMONY

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

WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL

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 **7 & 8 AUGUST 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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 **11 & 12 AUGUST 2025**

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

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

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

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UPCOMING PROGRAM

AUGUST 2025

 **11 & 12 AUGUST 2025**

CREATIVE THINKING, PROBLEM SOLVING AND DECISION MAKING

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

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/ LIVE ZOOM TRAINING**

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 **13 & 14 AUGUST 2025**

TALENT MANAGEMENT AND SUCCESSION PLANNING

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

**DORSETT GRAND SUBANG HOTEL,
SELANGOR**

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 **13 & 14 AUGUST 2025**

HANDLING FULL SET ACCOUNTS COURSE

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

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 **14 & 15 AUGUST 2025**

POWER BI DESKTOP: MASTERING DATA VISUALIZATION

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

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SELANGOR/LIVE ZOOM TRAINING**

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UPCOMING PROGRAM

 **18 & 19 AUGUST 2025**

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

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

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

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 **18 & 19 AUGUST 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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 **20 & 21 AUGUST 2025**

**BOILER & STEAM SYSTEMS :- CURRENT AND COMMON
ENGINEERING PROBLEMS & THEIR SOLUTIONS IN INDUSTRY**

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

**WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL**

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 **20 & 21 AUGUST 2025**

**SUCCESSFUL PLANNING AND ORGANIZING SKILLS FOR
ORGANIZATIONAL PERFORMANCE**

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

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AUGUST 2025

UPCOMING PROGRAM

SEPTEMBER 2025

 **10 & 11 SEPTEMBER 2025**

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

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

**DORSETT GRAND SUBANG HOTEL, SELANGOR
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 **10 & 11 SEPTEMBER 2025**

**FINANCE ANALYSIS, COSTING, MODELLING AND
BUDGETING**

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

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

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 **24 & 25 SEPTEMBER 2025**

**NEGOTIATION SKILLS THE PSYCHOLOGY OF PERSUASION &
NEGOTIATION FOR MANAGER & LEADERS USING NLP**

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

AC HOTEL BY MARRIOTT, PENANG

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 **24 & 25 SEPTEMBER 2025**

**INTERNAL COMBUSTION ENGINES-OPERATIONS AND
MAINTENANCE**

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

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 **24 & 25 SEPTEMBER 2025**

**THE ART OF VISUAL SELLING FOR SALES MANAGERS &
EXECUTIVES**

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

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UPCOMING PROGRAM

 **8 & 9 OCTOBER 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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OCTOBER 2025

CONTACT US!

JOHOR-BAHRU | 93-01, Jalan Molek 1/29,
Taman Molek, Johor Bahru, Johor 81100
Malaysia.

Tel : +6012-588 2263

Email : info@otc.com.my

PENANG | 77C-2-14, Jalan Sungai Dua,
Sungai Dua, 11700 Gelugor, Penang,
Malaysia.

Tel : +604-656 7601

Email : info@otc.com.my

SELANGOR | No. 7, 1st Floor, SS 18/1B,
47500 Subang Jaya, Selangor, Malaysia.

Tel : +6012-588 2263

Email : info@otc.com.my



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