

UPCOMING PROGRAM

OCTOBER 2025

 **13 & 14 OCTOBER 2025**

EMERGENCY GEN-SET & MAINTENANCE

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

**WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL**

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 **13 & 14 OCTOBER 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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 **13 & 14 OCTOBER 2025**

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

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

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 **15 & 16 OCTOBER 2025**

PLASTIC MATERIAL PROPERTIES & SELECTION PROCESS

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

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

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 **15 & 16 OCTOBER 2025**

NAVIGATING IRBM STAMP DUTY SELF-ASSESSMENT SYSTEM

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

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HOTEL**

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UPCOMING PROGRAM

OCTOBER 2025

 **15 & 16 OCTOBER 2025**

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

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

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HOTEL**

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 **16 & 17 OCTOBER 2025**

USEFUL EXCEL FORMULAS AND FUNCTIONS

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

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 **23 & 24 OCTOBER 2025**

TRAINING NEED ANALYSIS

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

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 **29 & 30 OCTOBER 2025**

**AI IN WORKFORCE PRODUCTIVITY - SUPERCHARGE
DAILY WORKFLOWS WITH SMART AI TOOLS**

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

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HOTEL / LIVE ZOOM TRAINING**

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 **29 & 30 OCTOBER 2025**

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

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

AC HOTEL BY MARRIOTT, PENANG

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UPCOMING PROGRAM

 **29 & 30 OCTOBER 2025**

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

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

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OCTOBER 2025

UPCOMING PROGRAM

NOVEMBER 2025

 **5 & 6 NOVEMBER 2025**

DATA PROTECTION OFFICER CERTIFICATE PROGRAMME

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

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

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 **5 & 6 NOVEMBER 2025**

**INVENTORY MANAGEMENT - SUPPLY CHAIN, DEMAND
FORECASTING AND PRODUCTION PLANNING STRATEGIES**

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

**DORSETT GRAND SUBANG HOTEL, SELANGOR
/ REMOTE ONLINE TRAINING**

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 **10 & 11 NOVEMBER 2025**

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

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

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

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 **10 & 11 NOVEMBER 2025**

**ESSENTIAL COST CONTROLLING, REDUCTION AND
SAVING STRATEGIES**

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

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HOTEL / LIVE ZOOM TRAINING**

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 **10 & 11 NOVEMBER 2025**

**NEGOTIATION SKILLS: THE PSYCHOLOGY OF PERSUASION & NEGOTIATION
FOR MANAGER & LEADERS USING NLPINCOTERMS 2020, CUSTOMS
PROCESS & TRADE FINANCING INTERNATIONAL AND DOMESTIC TRADE**

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

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HOTEL**

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UPCOMING PROGRAM

NOVEMBER 2025

 **12 & 13 NOVEMBER 2025**

HARNESS THE POWER OF GENERATIVE AI FOR ACCOUNTING AND FINANCE

 9:00 AM - 5:00 PM

WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL / LIVE ZOOM TRAINING

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 **12 & 13 NOVEMBER 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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 **12 & 13 NOVEMBER 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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 **13 & 14 NOVEMBER 2025**

MICROSOFT EXCEL (ADVANCED LEVEL)

 9:00 AM - 5:00 PM

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HOTEL / LIVE ZOOM TRAINING

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 **17 & 18 NOVEMBER 2025**

HANDLING SEXUAL HARASSMENT CASES

 9:00 AM - 5:00 PM

WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL / LIVE ZOOM TRAINING

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UPCOMING PROGRAM

NOVEMBER 2025

 **17 & 18 NOVEMBER 2025**

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

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

**DORSETT GRAND SUBANG HOTEL, SELANGOR
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 **17 & 18 NOVEMBER 2025**

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

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

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/ LIVE ZOOM TRAINING**

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 **17 & 18 NOVEMBER 2025**

**IRBM E-INVOICING WITH NEW SALES AND
SERVICES TAX**

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

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/ LIVE ZOOM TRAINING**

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 **19 & 20 NOVEMBER 2025**

**POWER BI DESKTOP: MASTERING DATA
VISUALIZATION**

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

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

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 **19 & 20 NOVEMBER 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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UPCOMING PROGRAM

 **24 & 25 NOVEMBER 2025**

HEATING, VENTILATION & AIR-CONDITIONING (HVAC)

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

WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL

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 **24 & 25 NOVEMBER 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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 **26 & 27 NOVEMBER 2025**

ELECTRICAL FOR NON ELECTRICAL PERSONAL

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

WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL

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NOVEMBER 2025

UPCOMING PROGRAM

DECEMBER 2025

 **1 & 2 DECEMBER 2025**

ENERGY MANAGEMENT FUNDAMENTALS FOR INDUSTRIES

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

**WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL**

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 **1 & 2 DECEMBER 2025**

**SCHEDULED PLANNED MAINTENANCE AND PREDICTIVE
MAINTENANCE**

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

AC HOTEL BY MARRIOTT, PENANG

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 **3 & 4 DECEMBER 2025**

TALENT MANAGEMENT AND SUCCESSION PLANNING

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

DORSETT GRAND SUBANG HOTEL, SELANGOR

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 **3 & 4 DECEMBER 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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 **3 & 4 DECEMBER 2025**

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

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

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

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UPCOMING PROGRAM

DECEMBER 2025

 **3 & 4 DECEMBER 2025**

FUTURE-READY WORKFORCE: DEVELOPING ADVERSITY QUOTIENT IN STRENGTHENING MENTAL TOUGHNESS AND RESILIENCE

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

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 **3 & 4 DECEMBER 2025**

EFFECTIVE WAREHOUSE OPERATION AND INVENTORY MANAGEMENT- MALAY VERSION

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

WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL

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 **8 & 9 DECEMBER 2025**

INTERVIEWING STRATEGIES (WITH PERSONALITY ASSESSMENT TOOL)

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

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 **8 & 9 DECEMBER 2025**

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

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

WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL / LIVE ZOOM TRAINING

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 **8 & 9 DECEMBER 2025**

PROFESSIONAL PURCHASING SKILLS

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

DORSETT GRAND SUBANG HOTEL, SELANGOR / LIVE ZOOM TRAINING

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UPCOMING PROGRAM

DECEMBER 2025

 **8 & 9 DECEMBER 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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 **8 & 9 DECEMBER 2025**

HANDLING FULL SET ACCOUNTS COURSE

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

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 **15 & 16 DECEMBER 2025**

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

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

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 **15 & 16 DECEMBER 2025**

ESSENTIAL OF PROJECT MANAGEMENT

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

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

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 **15 & 16 DECEMBER 2025**

**MASTERING MALAYSIAN IMPORT, EXPORT, CUSTOMS
DOCUMENTATION & PROCEDURES**

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

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

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UPCOMING PROGRAM

 **15 & 16 DECEMBER 2025**

UNDERSTANDING MALAYSIA SALES AND SERVICES TAX (SST)

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

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DECEMBER 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

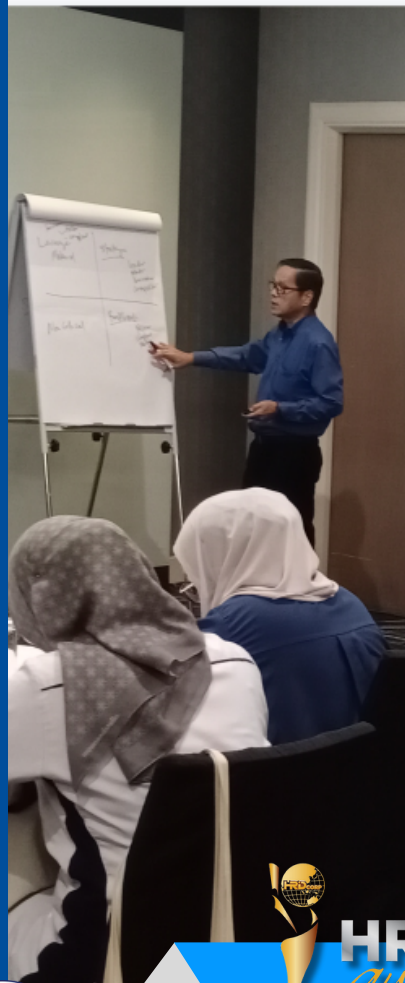
SELANGOR | No. 7, 1st Floor, SS 18/1B,
47500 Subang Jaya, Selangor, Malaysia.

Tel : +6012-588 2263

Email : info@otc.com.my



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