

UPCOMING COURSES

KLANG VALLEY

22-23 April 2024	Reach For the Stars! Excellent Secretaries, Administration and Office Management	G Hotel Gurney Penang	RM1695
24-25 April 2024	Managing Change For Innovative Success!	Dorsett Grand Subang	RM1895
25-26 April 2024	Elevate Leadership Impact: Dynamic Communication with NLP	Dorsett Grand Subang	RM1895
26 April 2024	How To Improve Your Problem-Solving Skills and Build Effective Solutions	Dorsett Grand Subang	RM1295
8-9 May 2024	Mastering Sales Excellence	Dorsett Grand Subang	RM1895
13-14 May 2024	Pengurusan Stor, Gudang & Inventori	Dorsett Grand Subang	RM1695
13-14 May 2024	Winning Debt Collection Skills “The Collection Communication”	Dorsett Grand Subang	RM1795
15-16 May 2024	Effective English Communication Skills That Deliver Results	Dorsett Grand Subang	RM1795
20-21 May 2024	How to Conduct a Domestic Inquiry Effectively	Dorsett Grand Subang	RM1695
27-28 May 2024	Excellent Creative & Critical Thinking Skills for Problem-Solving	Dorsett Grand Subang	RM1695
10-11 June 2024	Intergenerational Communication Communicate with Purpose	Dorsett Grand Subang	RM1695

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OUR LOCATIONS

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25 Jalan Utama 2/18,
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47100 Puchong, Selangor

PENANG
10 Lorong Industri Impian Indah 1,
Taman Industri Impian Indah,
14000 Bukit Mertajam, Penang



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22-23 April 2024	Elevate Leadership Impact: Dynamic Communication with NLP	G Hotel Gurney Penang	RM1895
22-23 April 2024	Enhance Customer Service Skills That Contribute To Customer Retention	G Hotel Gurney Penang	RM1695
24 April 2024	How To Improve Your Problem-Solving Skills and Build Effective Solutions	G Hotel Gurney Penang	RM1295
13-14 May 2024	Excellent Creative & Critical Thinking Skills for Problem-Solving	G Hotel Gurney Penang	RM1695
13-14 May 2024	Mastering Sales Excellence	G Hotel Gurney Penang	RM1895
27-28 May 2024	Reach For the Stars! Excellent Secretaries, Administration and Office Management	G Hotel Gurney Penang	RM1695
29-30 May 2024	Intergenerational Communication Communicate with Purpose	G Hotel Gurney Penang	RM1695

ONLINE

18-19 March 2024	The Employment Act 1955 with the Latest 2022 Amendments	Remote Online Training	RM1395
19 March 2024	The Power of Storytelling Using Great Business Stories to Inspire and Persuade	Remote Online Training	RM700
20-21 March 2024	Developing Professional Business Writing Skills	Remote Online Training	RM1395
25 March 2024	The Art of Managing Difficult People Confidently	Remote Online Training	RM700
26 March 2024	Effective Multi-Tasking in Office Administration	Remote Online Training	RM700
19 April 2024	An Overview of E-Invoicing in Malaysia	Remote Online Training	RM700
24 April 2024	Get That Message Across! The Latest & Essentials of Email Writing	Remote Online Training	RM700

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