

No	Training Program	Course Code	Duration (Days)	Trainer (*subject to change)	Jan	Feb	March	Apr	May	Jun	SBL Khas	Fee (RM) incl 6% SST	Venue (*subject to change)
ACCOUNTING, FINANCE, TAX & LAW													
1.	Effective Debt Collection Skills	H-AFTL-01	2	ROSLAN		14-15		4-5		1-2	YES	1,484	MDC@ZOHL-KL
2.	Bank Reconciliation Statement	H-AFTL-02	2	ROSLAN	10-11		1-2		24-25		YES	1,484	MDC@ZOHL-KL
3.	Basic Bookkeeping for SMEs	H-AFTL-03	2	NORAINI		17-18		20-21		29-30	YES	1,484	MDC@ZOHL-KL
4.	Cash Flow Management & Budget Preparation	H-AFTL-04	2	NORAINI	13-14		21-22		23-24		YES	1,484	MDC@ZOHL-KL
5.	Employment Laws (EA 1955 & Lo 2004/2005), EPF Act 1991, SOCSO Act 1969 & EIS (2018)	H-AFTL-05	2	SANTHANASAMY		21-22		11-12		15-16	YES	1,484	MDC@ZOHL-KL
6.	Tax Planning for Malaysian SME Companies	H-AFTL-06	2	ROSLAN	26-27		14-15		21-22		YES	1,484	MDC@ZOHL-KL
CUSTOMER SERVICE SERIES													
7.	Customer Service Excellence	H-CS-01	2	KIT		10-11		7-8		16-17	YES	1,484	MDC@ZOHL-KL
8.	Effective Customer Complaint Management	H-CS-02	2	KIT	27-28		30-31		26-27		YES	1,484	MDC@ZOHL-KL
DIGITAL & SOCIAL MEDIA MARKETING													
9.	Social Media Marketing	H-DSM-01	2	DON		24-25		21-22		9-10	YES	1,696	MDC@ZOHL-KL
10.	Digital Marketing Strategy	H-DSM-02	2	SUHAIL	24-25		7-8		19-20		YES	1,696	MDC@ZOHL-KL
11.	Digital Marketing Analytics	H-DSM-03	2	SUHAIL		15-16		13-14		20-21	YES	1,696	MDC@ZOHL-KL
12.	Search Engine Optimization (SEO)	H-DSM-04	2	SUHAIL	27-28		28-29		24-25		YES	1,696	MDC@ZOHL-KL
ENGINEERING - BUILDING SERIES													
13.	Building Services & Management	H-BE-01	2	SATHY	20-21		3-4		30-31		YES	1,484	MDC@ZOHL-KL
14.	Strata Management Act	H-BE-03	2	SUBA		14-15		25-26		29-30	YES	1,484	MDC@ZOHL-KL
ENGINEERING – ELECTRICAL SERIES													
15.	Electrical Engineering for Non Electrical Engineer	H-EE-01	2	SATHY	11-12		15-16		16-17		YES	1,484	MDC@ZOHL-KL
16.	Electrical Motor System – Maintenance & Troubleshooting	H-EE-02	2	SATHY		17-18		27-28		27-28	YES	1,484	MDC@ZOHL-KL
17.	Switchgear Operation and Maintenance	H-EE-03	2	SATHY	13-14		17-18		19-20		YES	1,484	MDC@ZOHL-KL
ENGINEERING – MECHANICAL SERIES													
18.	Pumps – Application, Operation & Maintenance	H-ME-01	2	SATHY		10-11		12-13		13-14	YES	1,484	MDC@ZOHL-KL
HUMAN RESOURCE													
19.	Payroll Administration & PCB / TAX Calculations	H-HR-05	2	SANTHANASAMY		14-15		5-6		2-3	YES	1,484	MDC@ZOHL-KL
20.	Managing HR And Employment Issues Effectively at the Workplace & 2019 Law Updates	H-HR-09	2	SANTHANASAMY	12-13		8-9		12-13		YES	1,484	MDC@ZOHL-KL
21.	Income Tax MTD/PCB Calculations + EPF & SOCSO Contributions & Claims (Latest Updates)	H-HR-14	2	SANTHANASAMY		21-22		28-29		23-24	YES	1,484	MDC@ZOHL-KL
INFORMATION & COMMUNICATION TECH SERIES													
22.	Internet of Things (IoT) – Principles & Applications	H-ICT-04	2	Dr HAFIZAL	6-7		7-8		9-10		YES	1,696	MDC@ZOHL-KL
23.	Analytical Thinking & Data Analysis	H-ICT-11	2	SENTHIVALU	4-5		9-10		12-13		YES	1,696	MDC@ZOHL-KL
24.	PowerPivot: Business Data Modeling	H-ICT-12	2	SENTHIVALU		8-9		7-8		9-10	YES	1,696	MDC@ZOHL-KL
25.	Creating Dashboard with Excel	H-ICT-13	2	SENTHIVALU	13-14		14-15		16-17		YES	1,696	MDC@ZOHL-KL
26.	PowerPivot: Dashboarding & Business Data Analysis	H-ICT-14	2	SENTHIVALU		14-15		14-15		16-17	YES	1,696	MDC@ZOHL-KL
27.	Statistical Analysis with Excel	H-ICT-15	2	SENTHIVALU	20-21		24-25		30-31		YES	1,696	MDC@ZOHL-KL
LEADERSHIP & MANAGEMENT SERIES													
28.	Employee Engagement – Take Charge!	H-MG-02	2	SHAZWAN	10-11		10-11		10-11		YES	1,484	MDC@ZOHL-KL
29.	Financial Management	H-MG-03	2	NORAINI		21-22		28-29		1-2	YES	1,484	MDC@ZOHL-KL
30.	Leadership and Influence	H-MG-06	2	ALAUDDIN		14-15		13-14		20-21	YES	1,484	MDC@ZOHL-KL
31.	Mindset Transformation	H-MG-09	2	SHAZWAN	25-26		21-22		23-24		YES	1,484	MDC@ZOHL-KL
32.	Project Management	H-MG-11	2	CARL		9-10		11-12		15-16	YES	1,484	MDC@ZOHL-KL
33.	Fundamentals of Enterprise Risk Management	H-MG-12	2	SANTHANASAMY	19-20		1-2		18-19		YES	1,484	MDC@ZOHL-KL
SUPPLY CHAIN MANAGEMENT SERIES													
34.	Effective Inventory & Warehouse Management	H-SCM-01	2	TAN	12-13		7-8		12-13		YES	1,484	MDC@ZOHL-KL
35.	Principles & Practices of Logistics Operation Management	H-SCM-02	2	TAN		16-17		21-22		22-23	YES	1,484	MDC@ZOHL-KL
36.	Supply Chain Management Best Practices	H-SCM-03	2	TAN	24-25		29-30		26-27		YES	1,484	MDC@ZOHL-KL









37.	Import, Export Documentation, Procedures & INCOTERMS 2020	H-SCM-04	2	CHUA	20-21		28-29		17-18		YES	1,484	MDC@ZOHL-KL
38.	Malaysian Customs Procedures	H-SCM-05	2	CHUA		8-9		7-8		9-10	YES	1,484	MDC@ZOHL-KL
39.	Pengurusan dan Operasi Runcit	H-SCM-09	2	ZALEHA/JANE							YES	1,484	MDC@ZOHL-KL
SAFETY, HEALTH, & ENVIRONMENT SERIES													
40.	Chemical Spill & Splash Handling	H-SHE-01	2	PUVA		10-11		12-13		13-14	YES	1,484	MDC@ZOHL-KL
41.	Scheduled Waste Management	H-SHE-02	2	PUVA	11-12		15-16		16-17		YES	1,484	MDC@ZOHL-KL
42.	Effective & Efficient Incident Reports	H-SHE-06	2	CARL		24-25		25-26		23-24	YES	1,484	MDC@ZOHL-KL
43.	Safety at the Workplace	H-SHE-08	2	SATHY	27-28		17-18		23-24		YES	1,484	MDC@ZOHL-KL
SOFTSKILLS													
44.	Business English for Workplace Communication	H-SS-01	2	KIT	10-11		10-11		10-11		YES	1,484	MDC@ZOHL-KL
45.	Effective Presentation Skills	H-SS-03	2	KIT		23-24		25-26		23-24	YES	1,484	MDC@ZOHL-KL
46.	10 Soft Skills You Need	H-SS-05	2	JANE	13-14		21-22		19-20		YES	1,484	MDC@ZOHL-KL
47.	Creative Problem Solving	H-SS-06	2	ALAUDDIN		7-8		27-28		29-30	YES	1,484	MDC@ZOHL-KL
48.	Developing Corporate Behavior			KIT	24-25		22-23		12-13				
49.	People Management Skills			KIT		17-18		14-15		2-3			
50.	Stress Management			KIT	20-21		1-2		23-24				
TELECOMS SERIES													
51.-	Telecommunications Overview	H-TEL-01	2	DR YUSOFF							YES	1,696	MDC@ZOHL-KL
52.-	5G Wireless Training for Non-Engineers	H-TEL-02	2	DR YUSOFF							YES	1,696	MDC@ZOHL-KL

Note: 1) tentative schedule – subject to change 2) trainer subject to availability | TBD = to be determined – call us at 013.398.1038 (ask for Niesa)

Training Center: MDC@ZOHL, M2-6-08, Level 6, 8trium Tower 2, Jalan Cempaka SD 12/5, Bandar Sri Damansara, 52200 KL | **Office Coordinates:** 3°11'53.0"N 101°36'35.2"E

<p>Note</p> <ul style="list-style-type: none"> • Minimum 5 participants required before Program can proceed. • Date & venue of seminar subject to change. • Payment must be made 7 days before the training date. • Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant. • No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge. • Program content may change subject to revision by our consultants from time to time. • Full fee is required with your registration. • Discount: 5 % min 3 pax • HRDF SBL Khas Claimable (if your company contribute to HRDF Fund) 	<p>Customized In-House Training Program is available in the following areas:</p> <p>AFTL Admin Skills Career Development Human Resources Personal Development Sales & Marketing Leadership & Management Workplace Essentials Entrepreneurship Soft Skills Customer Service SCM Risk Management HSE Telecoms ICT Engineering</p> <p>CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM</p> <p>Go to our website to download brochures of our programs www.zohlgroupp.com/mdc/hrdf-brochure/</p>	<p>Office Address M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5 Bandar Sri Damansara, 52200 Kuala Lumpur</p> <p>©2021 ZOHL Consultancy Sdn Bhd. All rights reserved. Contact : Niesa (013.398.1038) T : 03.6279.9276 F : 03.6279.0663 E : training@zohlgroupp.com</p> 
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