



FEBRUARY 2025 PUBLIC TRAINING (WEBINAR) HRDCorp CLAIMABLE

RM1,750 Course



Date	Day	Course
3.2.2025	Monday	Cybersecurity Awareness & Practices [Protect Your Data and Devices]
4.2.2025	Tuesday	E-invoice Hands-on Practice & Department Affected
5.2.2025	Wednesday	ISO 45001:2018 Occupational Health and Safety Management
6.2.2025	Thursday	Leadership & Management: Mastering Project Management & Organization Skills [Unlocking Efficiency and Success]
7.2.2025	Friday	HR Compulsory: Unfair dismissal, Domestic Inquiry & Discipline at Workplace and Matters Related to Latest Employment Act
7.2.2025	Friday	Boost Sales Revenue through Social Media Platforms: Tiktok, Facebook, Instagram [Keep up with the latest trends!]



10.2.2025	Monday	Occupational Safety and Health Administration OSHA (Amendment) 2022 & Its Implications to Affected Departments
12.2.2025	Wednesday	职场中的正念与心理健康和幸福感 Mindfulness for Mental Health and Well-being in the Workplace
13.2.2025	Thursday	HR Compulsory: Knowledge for administrative staff on EPF, SOCSO, INCOME TAX, EIS and HRDC Levy
14.2.2025	Friday	ISO 9001:2015 Quality Management Systems
14.2.2025	Friday	Financial Planning & Budgeting: Finance & Accounting Skills for Non-financial Managers
17.2.2025	Monday	Microsoft Excel (Intermediate)
18.2.2025	Tuesday	Leadership & Management: Effective Goal Setting & Strategic Planning [From Vision to Action]
19.2.2025	Wednesday	Microsoft Excel



		(Advanced)
20.2.2025	Thursday	Mastering E-Invoice Across All Departments
20.2.2025	Thursday	Environment, Social and Governance (ESG)
21.2.2025	Friday	Occupational Health & Safety Warehouse Management [In Accordance with NIOSH Standard]
21.2.2025	Friday	How to Handle Complaints & Extremely Difficult Clients [Turn them into your loyal clients!]
24.2.2025	Monday	HR & Compliance: Employee Rights and Protections Under Labour Law [EMPLOYMENT ACT 1955]
25.2.2025	Tuesday	ChatGPT: Automating Routine Tasks & Increase Productivity [Do 3 person's job at a time]
26.2.2025	Wednesday	Emotional Intelligence in Leadership: Building Strong Teams Through Empathy
27.2.2025	Thursday	Power BI



		Essential
27.2.2025	Thursday	有效的职场沟通促进高效且健康的工作环境 Effective Workplace Communication Fosters a Productive & Healthy Working Environment
28.2.2025	Friday	Sales & Customer Service Professionals for Business Success
28.2.2025	Friday	ISO 22000:2018 Elements of Food Safety Management System (FSMS)