

▶ SEMINARS & CONVENTIONS

KonSePP 2019

Konvensyen Setiausaha & Pembantu Pentadbiran

Konvensyen Setiausaha & Pembantu Pentadbiran (KonSePP) adalah medan pertemuan para Setiausaha dan Pembantu Pentadbiran daripada sektor awam dan swasta untuk meningkatkan kecemerlangan diri dalam melaksanakan tugas pentadbiran.

Konvensyen Kepimpinan & Penyeliaan Kebangsaan (KPK) adalah medan pertemuan tahunan kakitangan penyeliaan daripada pelbagai organisasi awam dan swasta untuk meningkatkan kecemerlangan diri dalam melaksanakan fungsi-fungsi penyeliaan, pengurusan & kepimpinan.

KPK 2019

Konvensyen Kepimpinan Dan Penyeliaan Kebangsaan



YOUNG EXECUTIVES SUMMIT 2019

Young Executives Summit (previously known as Young Executives Seminar) or YES - "Where Future Leaders Meet" - is an annual event organised by Irshad HR Consulting. At Irshad, we believe that young executives should be inspired to develop their leadership skills. Leaders will lift the performance of everyone who works with them and learning how to be a better leader is a necessary step to getting there.

▶ FOR MORE INFORMATION AND REGISTRATION, PLEASE CONTACT:




PUBLIC PROGRAMME DEPARTMENT
(Public Course)
- RAZALI / JASLIZAN / MEIZA / RAIHANA -

CORPORATE TRAINING DEPARTMENT
(In-House Training)
- SAM / NAZRI / SAFWAN / ZIELA -

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PUBLIC PROGRAMME 2019 CALENDAR

 Irshad HR Consulting Sdn Bhd
 irshadhrconsulting
 IRSHAD HR CONSULTING SDN BHD

| CATEGORY | # | PROGRAMME TITLES | SBL-KHAS | TARGET GROUP | | | | QUARTER | | | |
|--------------------------------------|----|---|----------|--------------|-----------|------------|---------------|-------------|---------------|--------------|-------------|
| | | | | Manager | Executive | Supervisor | Support Staff | Q1 | Q2 | Q3 | Q4 |
| ANNUAL CONFERENCES AND CONVENTIONS | 1 | Konvensyen Setiausaha Dan Pembantu Pentadbiran (KonSePP 2019) | ✓ | | ✓ | | ✓ | 27 - 28 Mar | | | |
| | 2 | Konvensyen Kepimpinan dan Penyeliaan Kebangsaan (KPK 2019) | ✓ | | ✓ | ✓ | | | | 9 - 10 Jul | |
| | 3 | Young Executives Summit (YES 2019) | ✓ | ✓ | ✓ | ✓ | | | | | 2 - 3 Oct |
| MASTERCLASS | 4 | David Allen's Getting Things Done | ✓ | ✓ | ✓ | | | 20 - 21 Feb | 29 - 30 April | 30 - 31 Jul | 13 - 14 Nov |
| | 5 | Personal Retreat for Inspiring Strategic Manager (PRISMA) | ✓ | ✓ | | | | 23 - 24 Jan | | 24 - 25 Jul | |
| | 6 | Rhythm-Based Learning Activities for Training Professional | | ✓ | ✓ | ✓ | ✓ | | 23 - 24 April | | |
| | 7 | Coaching and Emotional Excellence | | ✓ | ✓ | | | | | | 15 - 16 Oct |
| HUMAN RESOURCE MANAGEMENT | 8 | Human Resource Management (HRM) for New HR Personnel | ✓ | | ✓ | | | | | 14 -15 Aug | |
| | 9 | Strategic Talent Management and Succession Planning for Organisational Excellence | ✓ | ✓ | ✓ | | | | 16 - 17 Apr | 20 - 21 Aug | |
| | 10 | Competency-based Interview Techniques | ✓ | ✓ | ✓ | | | | | 24 - 25 Jul | 9 - 10 Dec |
| HUMAN RESOURCE DEVELOPMENT | 11 | Strategic Training Management for HR and Training Professional | ✓ | ✓ | ✓ | | | | 9 - 10 April | | 9 - 10 Dec |
| | 12 | Kaedah Analisis Keperluan Latihan Berasaskan Kompetensi | ✓ | ✓ | ✓ | | 29 - 30 Jan | | | 2 - 3 Jul | |
| | 13 | Developing Competency-based Training Module | | ✓ | ✓ | | | | | 14 - 15 Aug | 30 - 31 Oct |
| | 14 | Evaluating Training Effectiveness and Impact | ✓ | ✓ | ✓ | | | | | 4 - 5 Sept | 13 - 14 Nov |
| SUPERVISORY & LEADERSHIP DEVELOPMENT | 15 | Kaedah Komunikasi Berkesan untuk Penyelia | ✓ | | | ✓ | | 20 - 21 Feb | | 20 - 21 Aug | |
| | 16 | Teknik Penyelesaian Masalah untuk Penyelia | ✓ | | | ✓ | | | 29 - 30 April | 16 - 17 Jul | |
| | 17 | Memimpin Pasukan Kerja ke arah Prestasi Tinggi | ✓ | ✓ | ✓ | ✓ | | 19 - 20 Mar | | | 8 - 9 Oct |
| | 18 | Strategi Mengendali Pekerja Bermasalah | ✓ | ✓ | ✓ | ✓ | | | 9 - 10 April | 25 - 26 Sept | |
| ADMINISTRATION AND SUPPORT | 19 | Pengendalian Aduan & Pelanggan Bermasalah | ✓ | | ✓ | ✓ | ✓ | 23 - 24 Jan | | 11 - 12 Sept | |
| | 20 | Pengendalian Telefon Secara Profesional | ✓ | | ✓ | ✓ | ✓ | | 25 - 26 Jun | | 15 - 16 Oct |
| | 21 | Pengurusan Rekod dan Sistem Fail | | | ✓ | ✓ | ✓ | | 18 - 19 Jun | 18 - 19 Sept | |
| | 22 | Perkhidmatan Kaunter & Pelanggan Berkualiti | ✓ | | ✓ | ✓ | ✓ | | | 27 - 28 Aug | 22 - 23 Oct |
| | 23 | Pembangunan Sekretari Profesional | | | | ✓ | ✓ | 26 - 27 Feb | | 24 - 25 Jul | |
| | 24 | Pengurusan dan Penulisan Minit Mesyuarat | | | ✓ | ✓ | ✓ | 12 - 13 Mar | | | 5 - 6 Nov |
| PERSONAL MASTERY & SELF DEVELOPMENT | 25 | Budaya Kerja C.E.M.E.R.L.A.N.G | ✓ | | ✓ | ✓ | ✓ | | 23 - 24 Apr | | 19 - 20 Nov |
| | 26 | Profesionalisme dalam Penampilan Diri & Etiket Sosial | ✓ | | ✓ | ✓ | ✓ | 29 - 30 Jan | | | 26 - 27 Nov |
| | 27 | Membina Kecemerlangan Hidup & Kerjaya (Work-Life Balance) | ✓ | ✓ | ✓ | ✓ | ✓ | | 23 - 24 Apr | 6 - 7 Aug | |
| | 28 | Persediaan Menghadapi Persaraan | | ✓ | ✓ | ✓ | ✓ | 5 - 6 Mar | | | 17 - 18 Dec |
| | 29 | Pengacaraan Majlis Secara Profesional | | ✓ | ✓ | ✓ | ✓ | 23 - 24 Jan | | 27 - 28 Aug | |
| | 30 | Ethics and Integrity for Frontline Leaders | ✓ | ✓ | ✓ | ✓ | | | 11 - 12 Jun | | 19 - 20 Nov |
| | 31 | Effective Interpersonal Communication Skills | | | ✓ | | | 12 - 13 Mar | | 30 - 31 Jul | |
| | 32 | Professional Events and Functions Management | | | ✓ | ✓ | | 12 - 13 Feb | | | 30 - 31 Oct |
| TECHNICAL & MANUFACTURING | 33 | Managing Work & Time Effectively / Pengurusan masa dan Kerja secara Berkesan | | | ✓ | ✓ | | 12 - 13 Feb | 18 - 19 Jun | | |
| | 34 | Six Sigma | | ✓ | ✓ | ✓ | ✓ | 26 - 27 Feb | | | |
| | 35 | Lean Methodology | | ✓ | ✓ | ✓ | ✓ | | 9 - 10 April | | |
| | 36 | Process Failure Mode Effects Analysts | | ✓ | ✓ | ✓ | ✓ | | 18 - 19 Jun | | |
| | 37 | Design Failure Mode Effects Analysts | | ✓ | ✓ | ✓ | ✓ | | | 14 - 15 Aug | |
| | 38 | Cost of Poor Quality (COPQ) | | ✓ | ✓ | ✓ | ✓ | | | 11 - 12 Sept | |
| | 39 | Measurement Systems Analysis (MSA) | | ✓ | ✓ | ✓ | ✓ | | | | 8 - 9 Oct |

*All dates and fees quoted are subject to change

*All programmes can be conducted In-House and tailored to your specific needs

*SBL-KHAS programmes registered with HRDF under SBL-KHAS claimable