

PAY 30% GET 100%!

DON'T WAIT, SME NOW CAN ENJOY 70% FEES SUBSIDIZED BY SME CORP UNDER SKILLS UPGRADING PROGRAMME

KCCCI SHRDC Joint Training Program 2012

It is normal for most of the business start pick up after March of every year, so let's prepare our staff and executives **READY TO GO!**

| No. | Course Title | Duration | Fees | After 70% |
|--|---|----------|----------|-----------|
| A. READY TO GO! 整装待发 [April to June 2012] | | | | |
| 1 | Effective Business Proposal | 2 | 700.00 | 210.00 |
| 2 | Professional Business English | 5 | 1,000.00 | 300.00 |
| 3 | Professional Business and Office Management Skills | 2 | 700.00 | 210.00 |
| 4 | Creating Competitive Edge Through Service Quality | 2 | 600.00 | 180.00 |
| 5 | Competency Based Recruitment and Selection Workshop | 2 | 1,500.00 | 450.00 |
| 6 | High Impact Presentation Skills with MS Power Point | 4 | 1,600.00 | 480.00 |
| 7 | Positive Work Attitude | 2 | 700.00 | 210.00 |

Business will be peak when reached the month of July onwards, is time to equipment our senior staff or management for a **GIANT LEAP!!**

| | | | | |
|---|-----------------------------------|---|----------|--------|
| B. GIANT LEAP!! 大步跨进 [July to August 2012] | | | | |
| 8 | Negotiation Skills | 2 | 1,200.00 | 360.00 |
| 9 | Communicative Leadership Programs | 3 | 1,650.00 | 495.00 |
| 10 | Effective Marketing Skills | 3 | 840.00 | 252.00 |
| 11 | Enterprise Training Need Analysis | 3 | 1,200.00 | 360.00 |
| 12 | Finance for Non Finance Staff | 2 | 600.00 | 180.00 |
| 13 | Influencing Skills | 2 | 700.00 | 210.00 |

While having final push on last quarter of the year, is time for the business owners to consider **INNOVATION FOR TOMORROW!!!** And bring the business to the new high for 2013.

| | | | | |
|--|--|---|----------|--------|
| C. INNOVATION FOR TOMORROW!!! 开创新局 [September to December 2012] | | | | |
| 14 | Edward de Bono's Lateral Thinking | 2 | 1,000.00 | 300.00 |
| 15 | Edward de Bono's Six Thinking Hats | 2 | 1,000.00 | 300.00 |
| 16 | Leading Bold Change | 2 | 1,500.00 | 450.00 |
| 17 | Inside Innovation | 2 | 1,800.00 | 540.00 |
| 18 | Competitive Intelligence – Blindspots & Cross Competitor Analysis | 2 | 1,800.00 | 540.00 |
| 19 | Competitive Intelligence – Intelligence Sourcing & Tactical Analysis | 2 | 1,800.00 | 540.00 |

* All course will be conducted at SHRDC or KCCCI, some courses can be conducted in Mandarin Language

CONTACT 03-3344 7361 FOR DETAILS

Collaboration between **KLANG CHINESE CHAMBER OF COMMENCE AND INDUSTRY** and **SELANGOR HUMAN RESOURCE DEVELOPMENT CENTRE**



COURSE REGISTRATION FORM

COURSE TITLE : _____ COURSE DATE _____
 COMPANY NAME : _____
 ADDRESS : _____

 TEL NO : _____ CONTACT PERSON : _____
 FAX NO : _____ HRDF CODE(IF ANY): _____
 EMAIL : _____

| No | Participant's Full Name | Designation | Department |
|----|-------------------------|-------------|------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

SMIDEC DECLARATION (if applicable)

I confirm that our company meets the following SME criteria. Please tick in

- 1. SME with Enterprise Status and Register Under the Registrar Of Business (R.O.B.) **OR**
- 2. SME with Sdn Bhd Status and Register Under the Registrar Of Company (R.O.C.) **AND**
- 3. At Least 60% Malaysian Owned
- 4. Annual Sales Turnover Less Than RM25 Million Or No. Of Employees Less Than 150 (Manufacturing)
- 5. Annual Sales Turnover Less Than RM5 Million Or No. Of Employees Less Than 50 (Service)
- 6. The registered participants are **Malaysian employees/owners** of the business

Nature of business: _____

APPROVED BY

Name: _____

Designation: _____

COMPANY CHOP: _____

PAYMENT

- Please enclose a crossed cheque to Selangor Human Resource Development Centre, if applicable.
- Payment is required on the first day of course

Notes for SMEs:

- Enterprise status company please fax to us copy of R.O.B (Form D)
- Sdn Bhd status company please fax to us copy of Form 24 and Form 49

CANCELLATION

- ◆ A penalty of 25% will be imposed for cancellation. Cancellation must be made no later than 3 days prior to commencement date.
- ◆ Fees will not be refunded if participants fails to show up on any day. However, substitution for the day will be allowed.

OTHER INFO

- ◆ Please register your name at 8.30 am on the first day of the course.
- ◆ As courses are intensive, participants are expected to attend at least 80% of entire course to be eligible for certification.
- ◆ Participants will receive a set of manuals and reference materials upon commencement of class.
- ◆ Casual business attire expected at all times.