

# SOFTSKILL TRAINING CALENDAR 2020

REQUEST FOR THE COMPLETE BROCHURE  
REGISTER@ILEARNIC.COM | TEL : 03-3358 1957  
WWW.ILEARNIC.COM



## JANUARY 2020

INDUSTRY GROUP	DATE	DURATIONS	COURSE TITLE	VENUE
HR/ADMIN	7 & 8	2 DAYS	Effective Payroll Administration Technique	MELIA HOTEL KUALA LUMPUR
HR / ADMIN	13 & 14	2 DAYS	Developing KPI & KRA	GENO HOTEL, SUBANG JAYA
OPEN	16	1 Day	Improving Motivation & Integrity Among Staff	MELIA HOTEL KUALA LUMPUR
ACCOUNT / FINANCE	20 & 21	2 DAYS	Finance for non finance	TREFOIL SETIA ALAM
PERFORMANCE & QUALITY	22 & 23	2 DAYS	6S(5S+1S) Approach for Higher Productivity	MELIA HOTEL KUALA LUMPUR

## FEBRUARY 2020

INDUSTRY GROUP	DATE	DURATIONS	COURSE TITLE	VENUE
CUSTOMER SERVICE	3 & 4	2 DAYS	Beyond Customer Service	GENO HOTEL, SUBANG JAYA
MICROSOFT /IT	12 & 13	2 DAYS	Ms Excel 2016 intermediate & advance	MELIA HOTEL KUALA LUMPUR
COMMUNICATION	17 & 18	2 DAYS	Dynamic Presentations	TREFOIL SETIA ALAM
COMMUNICATION	19 & 20	2 DAYS	Effective Event Management	GENO HOTEL, SUBANG JAYA
OFFICE MANAGEMENT	24 & 25	2 DAYS	Managing Workplace Conflict	MELIA HOTEL KUALA LUMPUR
MICROSOFT /IT	26 & 27	2 DAYS	Microsoft Project 2016 Intermediate & Advance	TREFOIL SETIA ALAM

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## MARCH 2020

INDUSTRY GROUP	DATE	DURATIONS	COURSE TITLE	VENUE
PERSONAL DEVELOPMENT	2 & 3	2 DAYS	Deadliest Time Warrior	GENO HOTEL, SUBANG JAYA
ADMINISTRATIVE	4 & 5	2 Days	Effective Filing, Record & Office Management Skills	MELIA HOTEL KUALA LUMPUR
HR	9 & 10	2 DAYS	TNA - Training Plan & Budgetting	TREFOIL SETIA ALAM
WRITING	16 & 17	2 DAYS	Professional Business Writing skills	GENO HOTEL, SUBANG JAYA
CREATIVITY & INNOVATION	23 & 24	2 DAYS	Critical Thinking for Creative Problems Solving & Making Decision	MELIA HOTEL KUALA LUMPUR
HR/ ADMIN	30 & 31	2 DAYS	Administration & Multitasking Skills	TREFOIL SETIA ALAM

## APRIL 2020

INDUSTRY GROUP	DATE	DURATIONS	COURSE TITLE	VENUE
MARKETING	6 & 7	2 DAYS	Market Analysis & Forecasting Technique	GENO HOTEL, SUBANG JAYA
NLP	14 & 15	2 DAYS	Communication Skills Neuro Lingusitic Programming (NLP)	MELIA HOTEL KUALA LUMPUR
SECRETARIES/AD MIN	20	1 Day	Women Empowerment (Secretary Week)	GENO HOTEL, SUBANG JAYA
MICROSOFT /IT	28 & 29	2 DAYS	Ms Excel 2016 Basic & intermediate	MELIA HOTEL KUALA LUMPUR

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## MAY 2020

INDUSTRY GROUP	DATE	DURATIONS	COURSE TITLE	VENUE
OPEN	5	1 Day	Improving Motivation & Integrity Among Staff	GENO HOTEL, SUBANG JAYA
PERSONAL DEVELOPMENT	12 & 13	2 DAYS	Managing Stress and Increase Productivity & Happiness	TREFOIL SETIA ALAM
LEADERSHIP	19 & 20	2 DAYS	High Impact Transformational Leadership Skills for Managers & Leaders using NLP	MELIA HOTEL KUALA LUMPUR

## JUNE 2020

INDUSTRY GROUP	DATE	DURATIONS	COURSE TITLE	VENUE
PROCUREMENT/ WAREHOUSE	9 & 10	2 DAYS	Effective Warehouse Operations	GENO HOTEL, SUBANG JAYA
WRITING	16 & 17	2 DAYS	Technical Report Writing	MELIA HOTEL KUALA LUMPUR
COMMUNICATION	23 & 24	2 DAYS	Negotiation Power Skills	TREFOIL SETIA ALAM

## JULY 2020

INDUSTRY GROUP	DATE	DURATIONS	COURSE TITLE	VENUE
HR/ADMIN	1 & 2	2 DAYS	Effective Payroll Administration Technique	MELIA HOTEL KUALA LUMPUR
HR / ADMIN	7 & 8	2 DAYS	Developing KPI & KRA	GENO HOTEL, SUBANG JAYA
OPEN	13 & 14	1 Day	Improving Motivation & Integrity Among Staff	MELIA HOTEL KUALA LUMPUR
ACCOUNT/ FINANCE	20th & 21st	2 DAYS	Finance for non finance	TREFOIL SETIA ALAM
PERFORMANCE & QUALITY	27 & 28	2 DAYS	6S(5S+1S) Approach for Higher Productivity	MELIA HOTEL KUALA LUMPUR

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## AUGUST 2020

INDUSTRY GROUP	DATE	DURATIONS	COURSE TITLE	VENUE
CUSTOMER SERVICE	3 & 4	2 DAYS	Beyond Customer Service	GENO HOTEL, SUBANG JAYA
MICROSOFT /IT	12 & 13	2 DAYS	Ms Excel 2016 intermediate & advance	MELIA HOTEL KUALA LUMPUR
COMMUNICATION	17 & 18	2 DAYS	Dynamic Presentations	TREFOIL SETIA ALAM
COMMUNICATION	19 & 20	2 DAYS	Effective Event Management	GENO HOTEL, SUBANG JAYA
OFFICE MANAGEMENT	24 & 25	2 DAYS	Managing Workplace Conflict	MELIA HOTEL KUALA LUMPUR
MICROSOFT /IT	26 & 27	2 DAYS	Microsoft Project 2016 Intermediate & Advance	TREFOIL SETIA ALAM

## SEPTEMBER 2020

INDUSTRY GROUP	DATE	DURATIONS	COURSE TITLE	VENUE
PERSONAL DEVELOPMENT	2 & 3	2 DAYS	Deadliest Time Warrior	GENO HOTEL, SUBANG JAYA
ADMINISTRATIVE	7 & 8	2 Days	Effective Filing, Record & Office Management Skills	MELIA HOTEL KUALA LUMPUR
HR	9 & 10	2 DAYS	TNA - Training Plan & Budgetting	TREFOIL SETIA ALAM
WRITING	16 & 17	2 DAYS	Professional Business Writing skills	GENO HOTEL, SUBANG JAYA
CREATIVITY & INNOVATION	23 & 24	2 DAYS	Critical Thinking for Creative Problems Solving & Making Decision	MELIA HOTEL KUALA LUMPUR
HR/ ADMIN	28 & 29	2 DAYS	Administration & Multitasking Skills	TREFOIL SETIA ALAM

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## OCTOBER 2020

INDUSTRY GROUP	DATE	DURATIONS	COURSE TITLE	VENUE
OPEN	5	1 Day	Improving Motivation & Integrity Among Staff	GENO HOTEL, SUBANG JAYA
PERSONAL DEVELOPMENT	9 & 10	2 DAYS	Managing Stress and Increase Productivity & Happiness	TREFOIL SETIA ALAM
LEADERSHIP	24 & 25	2 DAYS	High Impact Transformational Leadership Skills for Managers & Leaders using NLP	MELIA HOTEL KUALA LUMPUR

## NOVEMBER 2020

INDUSTRY GROUP	DATE	DURATIONS	COURSE TITLE	VENUE
PROCUREMENT/ WAREHOUSE	1 & 2	2 DAYS	Effective Warehouse Operations	GENO HOTEL, SUBANG JAYA
WRITING	8 & 9	2 DAYS	Technical Report Writing	MELIA HOTEL KUALA LUMPUR
COMMUNICATION	16 & 17	2 DAYS	Negotiation Power Skills	TREFOIL SETIA ALAM

## DECEMBER 2020

INDUSTRY GROUP	DATE	DURATIONS	COURSE TITLE	VENUE
MARKETING	6 & 7	2 DAYS	Market Analysis & Forecasting Technique	GENO HOTEL, SUBANG JAYA
NLP	14 & 15	2 DAYS	Communication Skills Neuro Linguistic Programming (NLP)	MELIA HOTEL KUALA LUMPUR
SECRETARIES/ ADMIN	20	1 Day	Women Empowerment (Secretary Week)	GENO HOTEL, SUBANG JAYA
MICROSOFT /IT	28 & 29	2 DAYS	Ms Excel 2016 Basic & intermediate	MELIA HOTEL KUALA LUMPUR