

Training Calendar for September - November 2018

MALAYSIA (Petaling Jaya)

Duration & Dates	Workshop / Seminar
19-20 Sep 2018 or 10-11 Oct 2018	<u>Labour Laws in Malaysia: Essentials of Employment and Dismissal</u> (A 2-Day Seminar by Loo Kia Shong, Advocate and Solicitor) <i>What You Need to Know about Labour Laws in Malaysia, Contracts of Employment, Misconduct and Dismissal</i>
25-27 Sep 2018 or 9 -11 Oct 2018	<u>The 3 Disciplines of an Effective Sales Manager</u> <i>The Real Insider's Guide to Hire & Onboard, Coach & Develop, and Manage & Lead a Result - Oriented Sales Team</i>
28 Sep 2018 or 23 Nov 2018	<u>Corporate Image Grooming and Business Etiquette</u> (A Workshop by Michelle Son, a certified Image & Style Coach) <i>Learn How to Present a Polished, Professional Image of Yourself and Practice Appropriate Business Etiquette</i>
2-4 Oct 2018 or 13-15 Nov 2018	<u>The Effective Manager's Guide to Hiring, Onboarding and Managing the Best-Fit People</u> <i>The Insider's Playbook for Getting the Best-Fit People on Your Team</i>

SINGAPORE

11-13 Sep 2018	<u>The Effective Recruiter: How to Hire and Onboard the Best-Fit People</u> <i>Insiders' Insights to the Real World of Headhunting</i>
18-20 Sep 2018 or 16-18 Oct 2018	<u>The 3 Disciplines of an Effective Sales Manager</u> <i>The Real Insider's Guide to Hire & Onboard, Coach & Develop, and Manage & Lead a Result - Oriented Sales Team</i>
22-24 Oct 2018 or 20-22 Nov 2018	<u>The Effective Manager's Guide to Hiring, Onboarding and Managing the Best-Fit People</u> <i>The Insider's Playbook for Getting the Best-Fit People on Your Team</i>

Click on the hyperlinks above to view more information about each workshop.

SEATS ARE LIMITED. TO REGISTER, PLEASE CALL OR EMAIL:

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