



"Your Solution Oriented HR Consulting Partner"

2023.

PUBLIC PROGRAMMES CALENDAR

For public courses enquiry, please contact:



seminar@irshad.com.my



03-79560010 Irfan | Meiza | Ashri

#	PROGRAMME TITLES	DURATION	FEE	DELIVERY MODE	TARGET GROUP			
					Manager	Executive	Supervisor	Support Staff
A	HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (HRM & HRD)							
1	Bagaimana Mengurus Latihan Secara Strategik	2 Days	RM1,450	Onsite	✓	✓	✓	✓
2	Kaedah Analisis Keperluan Latihan Berasaskan Kompetensi	3 Days	RM1,900	Onsite	✓	✓	✓	
3	Penilaian Keberkesanan Latihan Berasaskan Kompetensi	2 Days	RM1,450	Onsite	✓	✓	✓	
4	Pembangunan Modul Latihan	2 Days	RM1,450	Onsite	✓	✓		
5	Developing HR Strategic Plan & Scorecard	2 Days	RM1,450	Onsite	✓	✓	✓	
6	Industrial Relation Management & Practices	2 Days	RM1,450	Onsite	✓	✓	✓	✓
7	Pengurusan Sumber Manusia	3 Days	RM1,900	Onsite	✓	✓	✓	
B	ORGANISATIONAL DEVELOPMENT							
8	Pembangunan Pelan Strategik Organisasi Secara Sistematis	2 Days	RM1,450	Onsite	✓	✓		
9	Building & Implementing a Balanced Scorecard: 9 Steps to Success	2 Days	RM1,450	Onsite	✓	✓		
10	How to Set & Cascade Organisational KPIs & KRAs	2 Days	RM1,450	Onsite	✓	✓		
C	LEADERSHIP DEVELOPMENT PROGRAMME							
11	Kaedah Perancangan & Penugasan Kerja Yang Efektif (Effective Work Planning & Delegation)	2 Days	RM990	Onsite		✓	✓	
12	Teknik Mentor & Bimbingan Berkesan	2 Days	RM1,450	Onsite	✓	✓	✓	
13	Strategi Mengendali Pekerja Bermasalah	2 Days	RM990	Onsite	✓	✓	✓	
14	Pemikiran Analitikal dan Kreatif dalam Penyelesaian Masalah	2 Days	RM990	Onsite	✓	✓	✓	
15	Problem Solving & Decision Making Skills	2 Days	RM990	Onsite	✓	✓		
D	PERSONAL DEVELOPMENT							
16	Transformasi ke Arah Kecemerlangan Diri (T.E.K.A.D)	4 Hours	RM299	Online		✓	✓	✓
17	Persediaan Menghadapi Persaraan	2 Days	RM1,450	Onsite	✓	✓	✓	✓
18	Kemahiran Komunikasi Interpersonal	2 Days	RM990	Onsite	✓	✓	✓	✓
19	Professional Functions & Events Management	2 Days	RM990	Onsite	✓	✓	✓	✓
E	ADMINISTRATIVE AND SECRETARIAL SKILLS							
20	Effective Office Administration	3 Days	RM1,450	Onsite		✓	✓	✓
21	Pengurusan dan Penulisan Minit Mesyuarat	2 Days	RM990	Onsite / (Online)		✓	✓	✓
F	CUSTOMER SERVICE							
22	Kaedah M.E.S.R.A dalam Pengurusan Aduan & Pelanggan Bermasalah	2 Days	RM990	Onsite		✓	✓	✓
23	Perkhidmatan Kaunter & Pelanggan Berkualiti	2 Days	RM990	Onsite		✓	✓	✓
G	SEMINAR & CONFERENCE							
24	Konvensyen Setiausaha & Pembantu Pentadbiran (KonSePP 2023)	2 Days	RM1,290	Onsite		✓	✓	✓
25	Konvensyen Kepimpinan dan Penyeliaan Kebangsaan (KPK 2023)	2 Days	RM1,390	Onsite	✓	✓	✓	✓
26	Young Executives Summit (YES 2023)	2 Days	RM1,490	Onsite	✓	✓	✓	✓

***All dates and fees quoted are subject to change**

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QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	14 & 15						1 & 2				
				16 - 18						21 - 23	
									3 & 4		
						11 & 12					
				9 & 10					24 & 25		
		15 & 16				5 & 6					
				10 - 12					10 - 12		
10 & 11											6 - 7
					7 - 8						
	8 & 9					25 - 27					
			(5 - 6)				10 & 11				
		7 & 8								27 & 28	
								5 & 6			
					13 & 14				17 & 18		
		1 - 2									
			4						19		
		14 & 15									13 - 14
18 & 19								12 & 13			
				10 & 11						7 & 8	
	28 Feb - 2 Mar						15 - 17				
11 & 12			(11 - 12)					19 & 20			
	21 & 22							26 & 27			
					20 & 21						4 - 5
				23 & 24							
							9 & 10				
										1 & 2	

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

Something BIG is coming...



If you have inquiries about our Conferences:

Ahmad Irfan
011-63371905
irfan@irshad.com.my

Meiza
011-63371905
nurulmeiza@irshad.com.my

Ashri
011-63371905
ashri@irshad.com.my



We provide a full range of HR Solutions:

HR CONSULTING

- Strategic HR Planning
- Psychometric Profiling
- Assessment Centre
- Training Needs Analysis
- Job Analysis
- Job Evaluation
- Job Description Development
- Competency Development
- Succession Planning
- Performance Management
- HR Audit

HR TECHNOLOGY & TOOLS

- Talent Management System
- Profiling & Assessment Tools
- Learning Management System
- E-Learning System
- Learning Media
- Training Needs Analysis System

TRAINING & DEVELOPMENT

- Leadership & Managerial Development
- Executive Development
- Supervisory Development
- Excellent Work Culture
- Corporate Team Building
- Customer Service Excellence
- Motivation Development
- Talent Development
- Organizational Development
- Graduate Employability Enhancement
- Student Development Programme
- Pre Retirement Programme

SEMINAR & EVENTS

- Public Courses
- Konvensyen Setiausaha & Pembantu Pentadbiran (KonSePP)
- Konvensyen Kepimpinan & Penyeliaan Kebangsaan (KPK)
- Young Executive Summit (YES)

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www.irshad.com.my

802. Blok B, Pusat Perdagangan Phileo Damansara 2, Jalan 16/11, 46350 Petaling Jaya, Selangor

YOUR SOLUTION ORIENTED HR CONSULTING PARTNER (74822-W)