

SME Skills Upgrading Training Grant Subsidised Course Fee for Individual / Group Registration



Code	Title	Duration	Individual Reg (RM)*	Group Reg (RM)*	Group Size
Human Resource Management					
1	Talent Management For Effective Human Capital Deployment	2-Days	300	3000	Max 20 Pax
2	Malaysian Labor Law – Employers’ Rights	2-Days	300	3000	Max 20 Pax
3	Payroll Computation and Administration	2-Days	285	2850	Max 20 Pax
4	Misconduct, Domestic Inquiries & Disciplinary Proceeding	2-Days	285	2850	Max 20 Pax
5	Productivity Linked Wage System Workshop	2-Days	285	2850	Max 20 Pax
Occupational Safety & Health					
6	First Aid & Cardiopulmonary Resuscitation At Workplace	2-Days	285	2850	Max 20 Pax
7	Hazard Identification, Risk Analysis & Risk Control (HIRARC) at Workplace	2-Days	285	2850	Max 20 Pax
8	Safe Handling of Forklift Truck	2-Days	285	2850	Max 20 Pax
9	Effective Safety & Health Committee	2-Days	285	2850	Max 20 Pax
10	Fire & Emergency Response Plan	2-Days	285	2850	Max 20 Pax
11	Safety & Health Officer Certification Program	21-Days	1260	X	X
12	Accident Prevention at Workplace	2-Days	285	2850	10-25 pax
Production & Quality Control					
13	Basic 7 QC Tools	2-Days	285	2850	Max 20 Pax
14	Statistical Process Control (SPC): A Fundamental Approach	2-Days	285	2850	Max 20 Pax
15	Failure Mode and Effects Analysis (FMEA) Workshop	2-Days	285	2850	Max 20 Pax
16	Introduction to Design of Experiment (DOE)	2-Days	285	2850	Max 20 Pax
17	5S Practices and Housekeeping	2-Days	285	2850	Max 20 Pax
18	Total Productive Maintenance (TPM)	2-Days	285	2850	Max 20 Pax
19	Production Planning & Cost Reduction	2-Days	285	2850	Max 20 Pax
20	Advanced Product Quality Planning (APQP) – A Project Management Approach	2-Days	285	2850	Max 20 Pax
21	Measurement System Analysis (MSA) – 4th Edition (June,2010)	2-Days	285	2850	Max 20 Pax
22	Production Parts Approval Process [PPAP]	2-Days	285	2850	Max 20 Pax
23	Total Quality Management	2-Days	285	2850	Max 20 Pax
24	Productivity Improvement with Cycle Time Reduction Techniques	2-Days	285	2850	Max 20 Pax
25	QA and QC Inspectors in Action	2-Days	285	2850	Max 20 Pax
26	Food Safety Practices For SMEs	2-Days	285	2850	Max 20 Pax
27	Geometric and Dimensioning & Tolerance (GD&T)	2-Days	285	2850	Max 20 Pax
28	Quality Concept & Implementation	2-Days	285	2850	Max 20 Pax
Malaysian Customs Regulations and Procedures					
29	Licensed Manufacturing Warehouse (LMW) Licensing, Facilitation & Control	2-Days	285	2850	Max 20 Pax
30	Goods & Service Tax (GST) An Introductory Course	2-Days	285	2850	Max 20 Pax
31	Sales Tax Obligations & Facilities	2-Days	285	2850	Max 20 Pax
32	Import & Export Procedures	2-Days	285	2850	Max 20 Pax
33	Customs Facilitations & Tax Facilities for Importers, Exporters & Manufacturers	2-Days	285	2850	Max 20 Pax
Information Technology					
34	Microsoft Word (Advanced Level)	2-Days	180	X	X
35	Microsoft Excel (Advanced Level)	2-Days	180	X	X
36	AutoCAD (Level 1, 2 & 3)	9-Days	1080	X	X
37	UBS Certificate Course (Accounting-Stock Control-Payroll)	3-Days	360	X	X

SME Skills Upgrading Training Grant

70% of Course Fee Subsidised by Government

Definition of SME:

A) Manufacturing Sector:

Yearly Sales Turnover < RM50 Million OR
Local Full-time Workers < 200

B) Service Sector:

Yearly Sales Turnover < RM20 Million OR
Local Full-time Workers < 75

Plus Malaysian Ownership at least 60%

For more information, please contact us at

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* Fee after Subsidy

