

MALAYSIAN EXPORT ACADEMY

(ISO 9001:2015 CERTIFIED AND HRD CORP REGISTERED TRAINING PROVIDER)

TRAINING CALENDAR : OCTOBER - DECEMBER 2023

[HRD CORP CLAIMABLE COURSES: SKIM BANTUAN LATIHAN KHAS]

UPDATED ON 5 OCTOBER 2023



DATE	TOPIC	SESSION	FEE (incl. 6% SST)
OCTOBER			
3 & 4	Effective Purchasing & Negotiation Skills	Hotel	RM1,855
9 & 10	Planning, Budgeting and Cost Control	Online	RM1,400
11 & 12	Managing Shipping Procedures with Incoterms & Trade Payment	Hotel	RM2,120
16	Business English Communication at Work	Online	RM700
17	Managing Quality Customer Service Mindset at Work	Online	RM700
17	Social Media Marketing	Online	RM700
17 & 18	Effective Payroll Administration	Hotel	RM2,120
23	Understanding Letters of Credit	Online	RM700
23 & 24	Import & Export Procedures and Documentations	Hotel	RM2,120
NOVEMBER			
1 & 2	Pengurusan Stor dan Inventori	Hotel	RM1,855
6 & 7	Finance for Non-Finance Managers and Executives	Online	RM1,400
8 & 9	Practical Guide to Business Writing	Hotel	RM1,855
10	Understanding Employment Act 1955	Hotel	RM1,060
15 & 16	Managing Shipping & Logistics in International Trade (Import-Export)	Hotel	RM2,120
16	Special Talk on Doing Business in Indonesia	Hotel	RM740
16 & 17	Termination of Employment	Hotel	RM2,120
20	Licensed Manufacturing Warehouse (LMW)	Hotel	RM1,060
21	MIDA Tax Exemptions under Section 14(2) Customs Act 1967 and Related SST Rules	Hotel	RM1,060
21 & 22	Kursus Penulisan Dokumen Rasmi Berkualiti	Hotel	RM1,855
22	Trade Financing	Online	RM700
22	Performance Appraisals	Online	RM700
DECEMBER			
4 & 5	Quality Customer Service	Hotel	RM1,855
6 & 7	Understanding the Import Export of Global Trade	Hotel	RM2,120
12	Understanding Letters of Credit	Online	RM700
13 & 14	Effective Payroll Administration	Hotel	RM2,120
14 & 15	Handling Full Set of Accounts	Online	RM1,400
14 & 15	Pengurusan Mesyuarat Berkesan	Hotel	RM1,855
18 & 19	Malaysian Customs Procedures	Hotel	RM2,120
20 & 21	Leadership Skills for Executives	Hotel	RM1,855