



HL Training Services

Corporate Training Guide

for human capital development

Talk to us

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In-House **Face 2 Face** **Remote Online**

About Us

HL Training Services, a company incorporated in Malaysia and registered with Suruhanjaya Syarikat Malaysia, offers tailored training courses designed to meet your specific needs. Our services encompass not only the provision of these industry-relevant training programmes but also extend to supporting effective execution of your organisation's training plans.

Collaborating with field experts enables us to aid your organisation in tasks like analysing training requirements and formulating programmes that facilitate the ongoing advancement of your human resources.

Being a registered training provider with the Human Resource Development Corporation (HRD Corp), we possess the capability to assist you in claiming training fees through the HRD Corp Claimable Course (SBL-KHAS) scheme.



Public Training

We organise a varied range of hands-on public workshops and seminars held at specified locations. Every aspect of training facilities and logistics will be managed with professionalism.

In-House Training

Our programmes are adaptable to precisely meet your training requirements. Opting for in-house training not only ensures cost-effectiveness but also provides the flexibility to tailor schedules according to your specific training needs.

Online Training

Some of our training programmes are accessible through online training. Our team has proficiency in developing e-learning materials and efficiently conducting virtual seminars and workshops.

Training Programmes

Leadership and Management Development	1
Human Resource Management	2
Financial Management	2
Sales and Customer Service	3
Marketing and Branding	3
Compliance and Quality Improvement	4
Logistics and Procurement	5
Health and Safety	5
Time Management and Productivity Improvement	6
Soft Skills	6
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Leadership and Management Development

"Empowering tomorrow's leaders today"

Coaching and Mentoring Skills for Leadership Success

Duration: 2 days (14 hours)
Date: Mar 14-15, 2024; Nov 4-5, 2024
Venue: Shah Alam / Petaling Jaya

Critical and Analytical Thinking and Problem Solving

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

Effective and Advanced Supervisory Skills

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

Essential Skills for Managers and Executives

Duration: 2 days (14 hours)
Date: Jan 18-19, 2024; Jun 27-28, 2024
Venue: Shah Alam / Petaling Jaya

Leadership Dynamics

Duration: 2 days (14 hours)
Date: May 15-16, 2024; Dec 9-10, 2024
Venue: Shah Alam / Petaling Jaya

Managing and Leading Organisational Change

Duration: 2 days (14 hours)
Date: Apr 22-23, 2024; Sep 23-24, 2024
Venue: Shah Alam / Petaling Jaya

Pengurusan Stress Untuk Pemimpin dan Penyelia

Duration: 2 days (14 hours)
Date: Jul 10-11, 2024
Venue: Shah Alam / Petaling Jaya

Supervisory Development Programme

Duration: 2 days (14 hours)
Date: Feb 5-6, 2024; Aug 19-20, 2024
Venue: Shah Alam / Petaling Jaya

Sharpen Skills to Defuse, Manage and Resolve Conflicts at Work

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

The Ultimate Leader - Awaken the Leader Within and Unleash Potential for Managers

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

Thinking Outside the Box, Issue Solving and Decision Making Skills

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

Human Resource Management

*"Empowering your workforce,
strengthening your business"*

All You Need to Know About Leave and Holidays

Duration: 1 day (7 hours)
Date: Apr 24, 2024
Venue: Shah Alam / Petaling Jaya

Conducting a Domestic Inquiry for Employment Misconduct

Duration: 2 days (14 hours)
Date: Jul 17-18, 2024
Venue: Shah Alam / Petaling Jaya

Dismissals and Conciliation Process at the Industrial Relations Department

Duration: 1 day (7 hours)
Date: Apr 25, 2024
Venue: Shah Alam / Petaling Jaya

Human Resource for Non-Human Resource Personnel

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

Managing Employment Misconduct and Poor Performers

Duration: 1 day (7 hours)
Date: May 28, 2024
Venue: Shah Alam / Petaling Jaya

Managing Pay Reduction, Lay Off, Retrenchment, VSS and MSS

Duration: 1 day (7 hours)
Date: May 29, 2024
Venue: Shah Alam / Petaling Jaya

Managing Workplace Absenteeism and Sick Leave

Duration: 1 day (7 hours)
Date: Mar 5 2024
Venue: Shah Alam / Petaling Jaya

Understanding and Managing Sexual Harassment at the Workplace

Duration: 1 day (7 hours)
Date: Jun 10, 2024
Venue: Shah Alam / Petaling Jaya

Understanding the Basics of Employment Act 1955 and Employment (Amendment) Act 2022

Duration: 1 day (7 hours)
Date: Mar 4, 2024
Venue: Shah Alam / Petaling Jaya

Understanding the Pitfalls of Dismissal and Termination of Employment Contracts

Duration: 1 day (7 hours)
Date: Jun 11, 2024
Venue: Shah Alam / Petaling Jaya

Financial Management

"Unlocking financial potential"

Effective Budgeting, Profit and Cash Flow Planning and Budgetary Control

Duration: 2 days (14 hours)
Date: Oct 10-11, 2024
Venue: Shah Alam / Petaling Jaya

Finance for Non-Financial Managers and Executives

Duration: 2 days (14 hours)
Date: Apr 3-4, 2024
Venue: Shah Alam / Petaling Jaya

Sharpening of Accounting Skills to Keep a Full Set of Accounts and Annual Audit and Tax Schedules Preparations for Accounting Staff

Duration: 2 days (14 hours)
Date: Aug 1-2, 2024

Strengthen Book Keeping and Accounting Skills for Keeping a Full Set of Accounts

Duration: 2 days (14 hours)
Date: Oct 28-29, 2024
Venue: Shah Alam / Petaling Jaya

Sales and Customer Service

"Sales with heart, service with soul"

Achieving Excellence in Customer Relations: Strategies for Outstanding Service

Duration: 2 days (14 hours)
Date: May 22-23, 2024
Venue: Shah Alam / Petaling Jaya

Managing a Sales Team

Duration: 2 days (14 hours)
Date: Mar 11-12, 2024; Sep 2-3, 2024
Venue: Kuala Lumpur

Maximise Your Sales Potential with NLP Selling Techniques

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

Mastering the Art of Sales Negotiations: Strategies for Success in Closing Deals

Duration: 2 days (14 hours)
Date: Jun 10-11, 2024; Oct 21-22, 2024
Venue: Kuala Lumpur

Negotiation and Influencing Strategies for Success

Duration: 2 days (14 hours)
Date: May 16-17, 2024; Nov 14-15, 2024
Venue: Shah Alam / Petaling Jaya

Telephone Techniques and Courtesies

Duration: 1 day (7 hours)
Date: to be advised
Venue: to be advised

The 4C's of Customer Service Excellence: "Concern, Confidence, Competence, Communication"

Duration: 2 days (14 hours)
Date: Mar 7-8, 2024; Oct 14-15, 2024
Venue: Shah Alam / Petaling Jaya

Marketing and Branding

"Elevate your brand, ignite your story"

Crafting Impactful Brands: Strategies for Marketing Dominance

Duration: 2 days (14 hours)
Date: Mar 25-26, 2024
Venue: Kuala Lumpur

Key Account Management

Duration: 2 days (14 hours)
Date: Apr 15-16, 2024; Oct 7-8, 2024
Venue: Kuala Lumpur

Mastering Business Success through Strategic Marketing Techniques

Duration: 2 days (14 hours)
Date: Apr 1-2, 2024
Venue: Kuala Lumpur

Strategic Marketing Planning

Duration: 2 days (14 hours)
Date: May 6-7, 2024; Nov 11-12, 2024
Venue: Kuala Lumpur

Compliance and Quality Improvement

"Elevating excellence through compliance and quality improvement"

ISO 9001 Quality Management System Awareness

Duration: 2 days (14 hours)
Date: Mar 14-15, 2024; Nov 4-5, 2024
Venue: Shah Alam / Petaling Jaya

Critical and Analytical Thinking and Problem Solving

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

ISO 9001 Quality Management System Internal Audit

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

ISO 14001 Environmental Management System Awareness

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

ISO 14001 Environmental Management System Internal Audit

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

Introduction to ISO 22000:2018 Food Safety Management System

Duration: 2 days (14 hours)
Date: Apr 16-17
Venue: Remote online

ISO 22000 Food Safety Management Internal Audit

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

ISO 45001 Occupational Health and Safety Management System Awareness

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

ISO 45001 Occupational Health and Safety Management System Internal Audit

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

MS 1480:2019 Hazard Analysis and Critical Control Point (HACCP) Awareness

Duration: 2 days (14 hours)
Date: Mar 21-22
Venue: Remote online

MS 1514:2022 Good Manufacturing Practice (GMP) Awareness

Duration: 1 day (7 hours)
Date: May 8
Venue: Remote online

Quality Control Circle and 7 QC Tools

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

Thinking Outside the Box, Issue Solving and Decision Making Skills

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

5S Lean Workplace

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

Logistics and Procurement

"Connecting supply chains, mastering procurement"

Best Practices in Supply Chain Management

Duration: 2 days (14 hours)
Date: Mar 18-19, 2024; Aug 12-13, 2024
Venue: Shah Alam / Petaling Jaya

Customs Rulings, Facilities and Licensed Manufacturing Warehouse

Duration: 2 days (14 hours)
Date: Jul 17-18, 2024
Venue: Shah Alam / Petaling Jaya

Effective Procurement and Negotiation Skills

Duration: 2 days (14 hours)
Date: May 20-21, 2024; Oct 16-17, 2024
Venue: Shah Alam / Petaling Jaya

Effective Store, Warehouse and Inventory Management

Duration: 2 days (14 hours)
Date: Apr 17-18, 2024
Venue: Shah Alam / Petaling Jaya

INCOTERM® 2020 and Letter of Credit Term Compliance Technique for Collection Improvement

Duration: 1 day (7 hours)
Date: Aug 9, 2024
Venue: Shah Alam / Petaling Jaya

Pengurusan Stor dan Gudang yang Efektif

Duration: 2 days (14 hours)
Date: Sep 9-10, 2024
Venue: Shah Alam / Petaling Jaya

Shipping Documentations, Procedures and Incoterms 2020

Duration: 2 days (14 hours)
Date: Jun 6-7, 2024; Nov 6-7, 2024
Venue: Shah Alam / Petaling Jaya

Health and Safety

"Building a safer tomorrow today"

Chemical Handling

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

Developing Effective Safety and Health Committee

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

Hearing Conservation

Duration: 1 day (7 hours)
Date: to be advised
Venue: to be advised

Occupational First Aid and CPR

Duration: 2 days (14 hours)
Date: to be advised
Venue: to be advised

Personal Protective Equipment

Duration: 1 day (7 hours)
Date: to be advised
Venue: to be advised

Workplace Safety Awareness

Duration: 1 day (7 hours)
Date: to be advised
Venue: to be advised

Time Management and Productivity Improvement

"Unlock your full potential"

English for Professional Communication in the Workplace

Duration: 25 hours

Date: Jan 5-Mar 8, 2024; Apr 26-Jun 28, 2024;

Aug 12-Sep 9, 2024; Oct 4-Nov 29, 2024

Venue: Romote online

Colored Brain - Seek Grater Satisfaction at Work and Maintain Peak Performance

Duration: 2 days (14 hours)

Date: Apr 25-26, 2024; Sep 4-5, 2024

Venue: Shah Alam / Petaling Jaya

Excellence in Office Management

Duration: 2 days (14 hours)

Date: to be advised

Venue: to be advised

Key Tools for Personal Effectiveness - Leading Self for High Performance

Duration: 2 days (14 hours)

Date: to be advised

Venue: to be advised

Mindfulness and Stress Management

Duration: 2 days (14 hours)

Date: Jul 25-25, 2024

Venue: Shah Alam / Petaling Jaya

Optimizing Your Time: Mastering Time Management Techniques

Duration: 2 days (14 hours)

Date: Mar 20-21, 2024; Oct 9-10, 2024

Venue: Shah Alam / Petaling Jaya

Relaxed Productivity and Total Wellness for a Full Rejuvenation at Work

Duration: 2 days (14 hours)

Date: Aug 14-15, 2024

Venue: Shah Alam / Petaling Jaya

Time Management - Unlocking Your Productivity Potential

Duration: 2 days (14 hours)

Date: to be advised

Venue: to be advised

Soft Skills

"Cultivating success through soft skills mastery"

Effective Communication and Interpersonal Skills

Duration: 2 days (14 hours)

Date: Apr 29-30, 2024

Venue: Shah Alam / Petaling Jaya

Emotional Intelingence at Work

Duration: 2 days (14 hours)

Date: Feb 5-6, 2024; Aug 21-22, 2024

Venue: Shah Alam / Petaling Jaya

Motivasi Pemikiran Cemerlang untuk Pekerja

Duration: 2 days (14 hours)

Date: Jun 24-25, 2024

Venue: Shah Alam / Petaling Jaya

Peak Performance Team Building

Duration: 2 days (14 hours)

Date: to be advised

Venue: to be advised

Relationship Building - Improving Interpersonal and People Skills

Duration: 2 days (14 hours)

Date: to be advised

Venue: to be advised

Strengthening Communication and Presentation Skills

Duration: 2 days (14 hours)

Date: to be advised

Venue: to be advised

Strengthening Mental Toughness and Resilience

Duration: 2 days (14 hours)

Date: to be advised

Venue: to be advised

Monthly Schedule

January - June 2024

JANUARY

5, 12, 19 English for Professional Communication in the Workplace
18-19 Essential Skills for Managers and Executives

FEBRUARY

2, 16, 23 English for Professional Communication in the Workplace
5-6 Emotional Intelligence at Work
5-6 Supervisory Development

MARCH

1, 8 English for Professional Communication in the Workplace
4 Understanding the Employment Act 1955 and Its Amendments
5 Managing Workplace Absenteeism and Sick Leave
7-8 The 4C's of Customer Service Excellence: "Concern, Confidence, Competence, Communication"
11-12 Managing a Sales Team
14-15 Coaching and Mentoring Skills for Leadership Success
18-19 Best Practices in Supply Chain Management
20-21 Optimizing Your Time: Mastering Time Management Techniques
25-26 Crafting Impactful Brands: Strategies for Marketing Dominance

APRIL

26 English for Professional Communication in the Workplace
1-2 Mastering Business Success Through Strategic Marketing Techniques
3-4 Finance for Non-Finance Managers and Executives
15-16 Key Account Management
17-18 Effective Store, Warehouse and Inventory Management
22-23 Fundamental Sales Techniques and Relationship Selling
22-23 Managing and Leading Organisational Change
24 All You Need to Know About Leave and Holidays
25 Dismissals and Conciliation Process at the Industrial Relations Department
25-26 Colored Brain - Seek Greater Satisfaction at Work and Maintain Peak Performance
29-30 Effective Communication and Interpersonal Skills

MAY

3, 10, 17 English for Professional Communication in the Workplace
6-7 Strategic Marketing Planning
15-16 Leadership Dynamics
16-17 Negotiation and Influencing Strategies for Success
20-21 Effective Procurement and Negotiation Skills
22-23 Achieving Excellence in Customer Relations: Strategies for Outstanding Service
28 Managing Employment Misconduct and Poor Performers
29 Managing Pay Reduction, Lay Off, Retrenchment, VSS and MSS

JUNE

7, 14, 21, 28 English for Professional Communication in the Workplace
6-7 Shipping Documentations, Procedures and Incoterms 2020
10 Understanding & Managing Sexual Harassment at the Workplace
11 Understanding the Pitfalls of Dismissal and Termination of Employment Contracts
10-11 Mastering the Art of Sales Negotiations: Strategies for Success in Closing Deals
24-25 Motivasi Pemikiran Cemerlang untuk Pekerja
27-28 Essential Skills for Managers and Executives

Monthly Schedule

July - December 2024

JULY

12, 19, 26 English for Professional Communication in the Workplace
 10-11 Pengurusan Stress untuk Pemimpin dan Penyelia
 17-18 Conducting a Domestic Inquiry for Employment Misconduct
 17-18 Customs Rulings, Facilities and Licensed Manufacturing Warehouse
 25-26 Mindfulness and Stress Management

AUGUST

2, 9, 16, 23 English for Professional Communication in the Workplace
 1-2 Sharpening of Accounting Skills to keep Full Set of Accounts and Annual Audit & Tax Schedules Preparations for Accounting Staffs
 9 INCOTERM® 2020 and Letter of Credit Term Compliance Technique for Collection Improvement
 12-13 Best Practices in Supply Chain Management
 14-15 Relaxed Productivity and Total Wellness for a Full Rejuvenation at Work
 19-20 Supervisory Development Programme
 21-22 Emotional Intelligence at Work

SEPTEMBER

9 English for Professional Communication in the Workplace
 2-3 Managing a Sales Team
 4-5 Colored Brain - Seek Grater Satisfaction at Work and Maintain Peak Performance
 9-10 Pengurusan Stor dan Gudang yang Efektif
 23-24 Managing and Leading Organisational Change

OCTOBER

4, 10, 18, 25 English for Professional Communication in the Workplace
 7-8 Key Account Management
 9-10 Optimizing Your Time: Mastering Time Management Techniques
 10-11 Effective Budgeting, Profit and Cash Flow Planning and Budgetary Control
 14-15 The 4C's of Customer Service Excellence: "Concern, Confidence, Competence, Communication"
 16-17 Effective Procurement and Negotiation Skills
 21-22 Mastering the Art of Sales Negotiations: Strategies for Success in Closing Deals
 28-29 Strengthen Book Keeping and Accounting skills for Keeping Full Set of Accounts

NOVEMBER

8, 15, 22, 29 English for Professional Communication in the Workplace
 4-5 Coaching and Mentoring Skills for Leadership Success
 6-7 Shipping Documentations, Procedures and Incoterms 2020
 11-12 Strategic Marketing Planning
 14-15 Negotiation and Influencing Strategies for Success

DECEMBER

5-6 Effective Communication and Interpersonal Skills
 9-10 Leadership Dynamics

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