

# 2025 TRAINING CALENDAR

## HRDC CLAIMABLE COURSES



**KonSePP**  
2025  
KONVENSyen Setiausaha & Pembantu Pentadbiran

**KPK**  
2025

ISLAMIC  
MANAGEMENT  
PRACTICE  
CONFERENCE  
2025



**irshad**  
HR CONSULTING

**Irshad HR Consulting Sdn Bhd (IRSHAD)** is a well-established Human Resources consulting firm with more than 35 years presence in Malaysia. Since 1988, IRSHAD has been aiding over 500 organisations in realizing their corporate goals through comprehensive and strategic human resources consulting services. IRSHAD also provides both public and in-house training courses.

### Our Services

#### 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 Executive Development
- Supervisory Development
- Excellent Work Culture
- Corporate Team Building
- Customer Service Excellence
- Talent Development
- Organizational Development
- Graduate Employability Enhancement
- Student Development Programme

#### SEMINAR & EVENTS

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

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| CATEGORY                                | NO. | TRAINING                                                                    | TARGET GROUP |           |               | SCHEDULE |         |         |         |         |         |         |         |         |         |         |  |
|-----------------------------------------|-----|-----------------------------------------------------------------------------|--------------|-----------|---------------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|--|
|                                         |     |                                                                             | Manager      | Executive | Non-Executive | FEB      | MAR     | APR     | MAY     | JUN     | JUL     | AUG     | SEP     | OCT     | NOV     | DEC     |  |
| HUMAN RESOURCE MANAGEMENT & DEVELOPMENT | 1   | Pengurusan Latihan Strategik                                                | ✓            | ✓         | ✓             | 25 & 26  |         |         |         |         | 8 & 9   |         |         |         |         | 2 & 3   |  |
|                                         | 2   | Kaedah Analisis Keperluan Latihan (TNA) Berteraskan Kompetensi              | ✓            | ✓         | ✓             |          |         | 22 - 24 |         |         |         | 12 - 14 |         |         | 11 - 13 |         |  |
|                                         | 3   | Penilaian Keberkesanan Latihan Berasaskan Kompetensi                        | ✓            | ✓         | ✓             |          |         |         | 6 & 7   |         |         |         | 29 & 30 |         |         |         |  |
|                                         | 4   | Pembangunan Modul Latihan Berteraskan Kompetensi                            | ✓            | ✓         |               |          |         |         |         | 25 & 26 |         |         |         | 8 & 9   |         |         |  |
|                                         | 5   | Pembangunan Kamus Kompetensi                                                | ✓            | ✓         | ✓             |          |         | 22 & 23 |         |         |         |         | 9 & 10  |         |         |         |  |
|                                         | 6   | Pengurusan Sumber Manusia                                                   | ✓            | ✓         | ✓             | 3 - 5    |         |         | 20 - 22 |         |         | 5 - 7   |         |         | 18 - 20 |         |  |
|                                         | 7   | Polisi dan Prosedur (P&P) Kritikal HR: MENGURUS TENAGA KERJA DENGAN EFEKTIF | ✓            | ✓         | ✓             |          |         |         |         | 18 & 19 |         |         |         | 1 & 2   |         |         |  |
|                                         | 8   | Hubungan Industri Profesional: Strategi & Amalan                            | ✓            | ✓         | ✓             |          |         |         |         |         | 1 & 2   |         |         |         |         |         |  |
|                                         | 9   | Kerja Tanpa Gangguan: Lindungi Diri & Organisasi                            | ✓            | ✓         | ✓             |          |         |         |         |         |         |         | 17 & 18 |         |         |         |  |
| LEADERSHIP DEVELOPMENT PROGRAMME        | 10  | Building & Implementing a Balanced Scorecard: 9 Steps to Success            | ✓            | ✓         |               |          |         |         |         |         | 23 & 24 |         |         |         |         | 9 & 10  |  |
|                                         | 11  | Kaedah Perancangan & Pengagihan Kerja Yang Produktif                        | ✓            | ✓         |               |          |         |         | 14 & 15 |         |         |         |         | 14 & 15 |         |         |  |
|                                         | 12  | Coaching & Mentoring: Teknik Pembangunan Modal Insan                        | ✓            | ✓         |               |          |         |         |         | 10 & 11 |         |         |         |         |         |         |  |
|                                         | 13  | Strategi Meningkatkan Prestasi Pasukan                                      | ✓            | ✓         |               |          |         |         |         |         |         | 18 & 19 |         |         |         |         |  |
|                                         | 14  | Aplikasi Teknik Berfikir Dalam Memimpin Pasukan                             | ✓            | ✓         | ✓             |          |         |         |         | 11 & 12 |         |         |         |         | 24 & 25 |         |  |
|                                         | 15  | Kemahiran Penyelesaian Masalah & Pembuatan Keputusan                        | ✓            | ✓         | ✓             |          |         |         |         |         | 29 & 30 |         |         |         |         |         |  |
|                                         | 16  | Membina Penyelia Efektif untuk Pasukan Kerja Produktif                      |              | ✓         | ✓             |          |         | 23 & 24 |         |         |         |         | 2 & 3   |         |         |         |  |
| PERSONAL DEVELOPMENT                    | 17  | Transformasi ke Arah Kecemerlangan Diri (T.E.K.A.D)                         |              | ✓         | ✓             |          | 3       |         |         |         |         | 20 & 21 |         |         |         |         |  |
|                                         | 18  | Persediaan Menghadapi Persaraan                                             | ✓            | ✓         | ✓             |          |         |         | 26 & 27 |         |         |         |         | 1 & 2   |         |         |  |
|                                         | 19  | Komunikasi Berkesan: Meningkatkan Hubungan & Prestasi                       | ✓            | ✓         | ✓             |          |         |         |         |         | 15 & 16 |         |         |         |         |         |  |
|                                         | 20  | Professional Functions & Events Management                                  | ✓            | ✓         | ✓             |          |         |         | 27 & 28 |         |         |         | 23 & 24 |         |         |         |  |
|                                         | 21  | Minda Sihat Di Tempat Kerja: Ketahui Fakta, Hindari Mitos                   | ✓            | ✓         | ✓             |          |         |         |         | 24 & 25 |         |         |         |         |         |         |  |
|                                         | 22  | Webinar: “Aku Stress... apa nak buat?”                                      | ✓            | ✓         | ✓             |          | 20      |         |         |         |         |         |         |         |         |         |  |
|                                         | 23  | Webinar: “Puasa... Tiada Alasan Tidak Produktif”                            | ✓            | ✓         | ✓             |          | 24      |         |         |         |         |         |         |         |         |         |  |
|                                         | 24  | Webinar: “Ramadan Membentuk Pengurusan Kendiri Berkesan”                    | ✓            | ✓         | ✓             |          | 17      |         |         |         |         |         |         |         |         |         |  |
|                                         | 25  | Webinar: “Kekal Cergas, apa rahsianya?”                                     | ✓            | ✓         | ✓             |          | 20      |         |         |         |         |         |         |         |         |         |  |
| ADMINISTRATIVE & SECRETARIAL SKILLS     | 26  | Sistematik & Berkesan: Pengurusan Pejabat Efektif                           |              | ✓         | ✓             |          |         | 15 & 16 |         |         |         |         |         | 28 & 29 |         |         |  |
|                                         | 27  | Pengurusan dan Penulisan Minit Mesyuarat                                    |              | ✓         | ✓             |          | 25 & 26 |         |         |         |         | 25 & 26 |         |         |         | 16 & 17 |  |
|                                         | 28  | Teknik D.A.I.R.I Dalam Mengurus Bos dan Kerja                               |              | ✓         | ✓             |          | 24      |         |         |         |         | 22      |         |         |         | 26      |  |

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| CATEGORY                                                                                           | NO. | TRAINING                                                                                    | TARGET GROUP |           |               | SCHEDULE |         |     |         |         |         |         |         |         |       |         |         |
|----------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------------|--------------|-----------|---------------|----------|---------|-----|---------|---------|---------|---------|---------|---------|-------|---------|---------|
|                                                                                                    |     |                                                                                             | Manager      | Executive | Non-Executive | FEB      | MAR     | APR | MAY     | JUN     | JUL     | AUG     | SEP     | OCT     | NOV   | DEC     |         |
| CUSTOMER SERVICE                                                                                   | 29  | Kaedah M.E.S.R.A Dalam Pengurusan Aduan & Pelanggan Bermasalah                              |              | ✓         | ✓             |          |         |     |         |         | 24 & 25 |         |         |         |       | 5 & 6   |         |
|                                                                                                    | 30  | Pengalaman Pelanggan: Membina Hubungan, Meningkatkan Kepercayaan                            |              | ✓         | ✓             |          | 19 & 20 |     |         |         |         | 27 & 28 |         |         |       |         | 17 & 18 |
| AI & CHATGPT<br><small>*in collaboration with Multimedia Consulting</small>                        | 31  | Transformasi Produktiviti Melalui Ai & ChatGPT                                              | ✓            | ✓         | ✓             | 17 & 18  |         |     |         |         |         |         |         |         |       | 25 & 26 |         |
|                                                                                                    | 32  | Kemahiran Ai & CHatGPT Untuk 'Next Level Corporate Trainer'                                 | ✓            | ✓         | ✓             |          |         | 23  |         |         |         |         |         |         |       |         |         |
|                                                                                                    | 33  | ChatGPT For Beginner                                                                        | ✓            | ✓         | ✓             |          |         |     |         | 24 & 25 |         |         |         |         |       |         |         |
|                                                                                                    | 34  | Transforming Training Design With Ai & ChatGPT Using 'Reach-R Pillar of Learning Engagement | ✓            | ✓         | ✓             |          |         |     |         |         | 15 & 16 |         |         |         |       |         |         |
|                                                                                                    | 35  | Ai-Powered Storytelling Skills for Professionals & Team Leaders                             | ✓            | ✓         | ✓             |          |         |     |         |         |         | 5 & 6   |         |         |       |         |         |
|                                                                                                    | 36  | BOOST21: Bootcamp Kemahiran Ai & ChatGPT Untuk Trainer Korporat Abad 21                     | ✓            | ✓         | ✓             |          |         |     |         |         |         |         |         | 22 & 23 |       |         |         |
|                                                                                                    |     |                                                                                             |              |           |               |          |         |     |         |         |         |         |         |         |       |         |         |
| DATA ANALYTICS<br><small>*in collaboration with Multimedia Consulting</small>                      | 37  | Big Data Analysis: How To Analyse Data                                                      | ✓            | ✓         | ✓             |          |         |     | 14 & 15 |         |         |         |         | 1 & 2   |       |         |         |
|                                                                                                    | 38  | Power BI: From Data To Decisions                                                            | ✓            | ✓         | ✓             |          |         |     |         |         | 1 & 2   |         | 10 & 11 |         |       |         |         |
| MS OFFICE<br><small>*in collaboration with Multimedia Consulting</small>                           | 39  | Power Point (Intermediate)                                                                  | ✓            | ✓         | ✓             |          |         |     | 5 & 6   |         |         |         |         |         |       |         |         |
|                                                                                                    | 40  | Power Point (Advance)                                                                       | ✓            | ✓         | ✓             |          |         |     |         | 18 & 19 |         |         |         |         |       |         |         |
|                                                                                                    | 41  | Microsoft Word (Intermediate)                                                               | ✓            | ✓         | ✓             |          |         |     | 26 & 27 |         |         |         |         |         |       |         | 16 & 17 |
|                                                                                                    | 42  | Microsoft Word (Advance)                                                                    | ✓            | ✓         | ✓             |          |         |     |         |         | 29 & 30 |         |         |         |       |         |         |
|                                                                                                    | 43  | Microsoft Excel (Intermediate)                                                              | ✓            | ✓         | ✓             |          |         |     |         |         |         | 19 & 20 |         |         |       |         |         |
|                                                                                                    | 44  | Microsoft Excel (Advance)                                                                   | ✓            | ✓         | ✓             |          |         |     |         |         |         |         | 24 & 25 |         |       |         |         |
| NETWORK & SECURITY<br><small>*in collaboration with Multimedia Consulting</small>                  | 45  | Cybersecurity Awareness                                                                     | ✓            | ✓         | ✓             | 25 & 26  |         |     |         |         |         |         |         |         |       |         |         |
| FREE WEBINAR<br><small>*in collaboration with Multimedia Consulting</small>                        | 46  | Free IT Webinar: I-Trans                                                                    | ✓            | ✓         | ✓             | 13       |         |     |         |         |         |         |         |         |       |         |         |
|                                                                                                    | 47  | Free IT Webinar: Skillsoft                                                                  | ✓            | ✓         | ✓             |          |         |     |         |         |         |         |         |         |       | 4       |         |
|                                                                                                    | 48  | Free IT Webinar: I-Mocha                                                                    | ✓            | ✓         | ✓             |          |         |     |         |         |         |         |         |         |       |         | 3       |
| PROFESSIONAL CERTIFICATE                                                                           | 49  | Chartered Project Manager (ChPM), GAFM                                                      | ✓            | ✓         | ✓             |          |         |     | 13 - 16 |         |         |         |         |         |       | 3 - 6   |         |
|                                                                                                    | 50  | Train The Trainer (in collaboration with SCOMA)                                             | ✓            | ✓         | ✓             |          |         |     |         | 16 - 20 |         |         |         | 13 - 17 |       |         |         |
| TECHNICAL COURSES<br><small>*in collaboration with Global Performance Technical Consulting</small> | 51  | Fundamental of Hazard Identification Risk Assessment Risk Control (HIRARC)                  | ✓            | ✓         | ✓             |          |         |     |         |         | 21 & 22 |         |         |         |       |         |         |
|                                                                                                    | 52  | Chemical Management                                                                         | ✓            | ✓         | ✓             |          |         |     |         |         |         | 11 & 12 |         |         |       |         |         |
|                                                                                                    | 53  | Good Laboratory Practice (GLP)                                                              | ✓            | ✓         | ✓             |          |         |     |         |         |         |         | 10 & 11 |         |       |         |         |
|                                                                                                    | 54  | Risk-Based Thinking in ISO 9001:2015                                                        | ✓            | ✓         | ✓             |          |         |     |         |         |         |         |         |         | 6 & 7 |         |         |
| SEMINAR & CONFERENCE                                                                               | 55  | Konvensyen Setiausaha & Pembantu Pentadbiran 2025 (KonSePP 2025)                            |              | ✓         | ✓             |          |         |     | 14 & 15 |         |         |         |         |         |       |         |         |
|                                                                                                    | 56  | Konvensyen Kepimpinan & penyeliaan Kebangsaan (KPK 2025)                                    | ✓            | ✓         | ✓             |          |         |     |         |         | 16 & 17 |         |         |         |       |         |         |
|                                                                                                    | 57  | Islamic Management Practice Conference 2025 (IMPC 2025)                                     | ✓            | ✓         |               |          |         |     |         |         |         | 27      |         |         |       |         |         |
|                                                                                                    | 58  | Young Executives Summit 2025 (YES 2025)                                                     | ✓            | ✓         | ✓             |          |         |     |         |         |         |         |         |         | 1 & 2 |         |         |

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