



Training Schedule 2017

| Training Topics | No. of Days | Fee | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|-------------|-------|-----|------------|------------|------------|------------|------------|------------|-----------|----------|------------|------------|----------|
| Human Resource Management (HRM) | 2 | \$120 | | | 23-24 | | | | | | | | | |
| Compensation and Benefit | 2 | \$120 | | | | | 4-5 | | | | 27-28 | | | |
| Occupational Safety and Health | 2 | \$120 | | 27-28 | | | | | | | | | 16-17 | |
| Labour Law Training | 2 | \$120 | | | | | | 28-29 | | | | | 23-24 | |
| Chemical Management | 1 | \$90 | | | | | | | | | 5 | | | 12 |
| Safe Workplace Arrangement/Good House Keeping | 1 | \$90 | | | | | | | 7 | | | | | |
| Problem Solving | 1 | \$90 | | | 17 | | | | | | | | | |
| Workplace Cooperation | 2 | \$120 | | | | | | | | 15-16 | | | | |
| Effective Communication | 1 | \$90 | | | 14 | | | | | | | | | |
| Electrical Safety/Fire Safety | 1 | \$90 | | | 21 | | | | | | | | | |
| Machinery Safety | 1 | \$90 | | | 28 | | | | | | | | | |
| Disciplinary Action and Termination Procedure | 2 | \$120 | | | | 4-5 | | | | | | | | |
| Supervisory Skills Training (SST) | 3 | \$40 | | 22-24 (KH) | 29-31 (CH) | 26-28 (KH) | 23-25 (KH) | 12-14 (CH) | 11-13 (KH) | 9-11 (KH) | 6-8 (KH) | 11-13 (KH) | 28-30 (KH) | 5-7 (KH) |
| Leadership Skill | 2 | \$40 | | 14-15 | | | | | | 29-30 | | 25-26 | | |
| SST ToT (Training of Trainer) | 2 | \$40 | | | | | | | | 24-25 | | | 20-21 | |
| Making Bipartite Committee well-functioning (This Training is mandatory for all advisory factories) | 1 | \$90 | | | | | | | | | | | | |

What each participant gets from each course are:

- ▶ Certificate of attendance
- ▶ Power Point Slide in Hard Copy
- ▶ Note book
- ▶ Pen
- ▶ 2 refreshments, and lunch per day

For more information and registration, please contact:

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Note: This training schedule is subject to change. Thank you!