



# 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								1-2		25-26		
Occupational Safety and Health	2	\$120			6-7								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								31				
Problem Solving	1	\$90						27						
Workplace Cooperation	2	\$120								15-16				
Effective Communication	1	\$90							28					
Electrical Safety/Fire Safety	1	\$90			21				4					
Machinery Safety	1	\$90							14					
Disciplinary Action and Termination Procedure	1	\$90								17				
<b>Supervisory Skills Training (SST)</b>	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)
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!**