



MEF ACADEMY



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA
MALAYSIAN EMPLOYERS FEDERATION

2024 TRAINING DIRECTORY



www.mef.org.my/mefacademy



International
Labour
Organization



MALAYSIA UNIVERSITY of
SCIENCE and TECHNOLOGY



APPROVED TRAINING PROVIDER

- HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
- INDUSTRIAL RELATIONS MANAGEMENT
- BUSINESS & MANAGEMENT
- OCCUPATIONAL SAFETY & HEALTH
- INFORMATION & COMMUNICATION TECHNOLOGY (ICT)
- UNIVERSITY & ACADEMIC COURSES



PERKESO
SOCSO



Public Training Calendar 2024 • MEF Academy Petaling Jaya

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INDUSTRIAL RELATIONS TRAINING				SCHEME	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
ULL	Understanding Labour Laws (English/Mandarin)	SBL Khas	2	1600				5-6			10-11				9-10				
EAR	Employment Act 1955 & Regulations (Inc Books)	SBL Khas	2	1800		18			9-10					13-14				10-11	
MAK	Memahami Akta Kerja 1955 (Inc Books)	SBL Khas	2	1800				19-20					11-12				4-5		
IRA	Industrial Relations Act 1967 (Inc Books)	SBL Khas	2	1800		20-21				27-28						8-9			
CB	Collective Bargaining (Inc Books)	SBL Khas	2	1800					15-16				5-6					12-13	
DP	Disciplinary Procedures	SBL Khas	2	1600					22-23						5-6				
TMMD	Tatacara Menangani Masalah Disiplin	SBL Khas	2	1600				18-19					13-14					11-12	
HMA	Handling Misconduct of Absenteeism (Inc Books)	SBL Khas	1	1000		16					7					15			
TE	Termination of Employment	SBL Khas	2	1600		14-15				9-10				15-16					
ELFN	Employment Laws For Non-HR Managers	SBL Khas	2	1600				7-8				13-14						4-5	
CME	Criminal Misconduct in Employment (Inc Books)	SBL Khas	1	1000				9				20						15	
ER	Employment Relationship (Inc Books)	SBL Khas	2	1800				25-26					1-2					14-15	
DI	Domestic Inquiry	SBL Khas	1	1000		29					31			22				19	
INDUSTRIAL RELATIONS WORKSHOP																			
MWI	Managing Workplace Issues	SBL Khas	2	1600								5-6					2-3		
PACA	Practical Aspects of Collective Agreement Negotiations	SBL Khas	2	1600	17-18			18-19				20-21						6-7	
MWM	Managing Workforce Misconduct- Effective Disciplinary Process & Domestic Inquiry Procedures (NEW)	SBL Khas	2	1600							13-14			13-14					
ICCM	Implementing Cost – Cutting Measures (NEW)	SBL Khas	2	1600							30-31							7-8	
HUMAN RESOURCE & TALENT DEVELOPMENT							JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
TI	Training Impact – What Next?	SBL Khas	2	1600				1-2				4-5				1-2			
NTU	Train The Trainer	SBL Khas	2	1600				18-19				27-28						5-6	
TTT	Certified HRDC Train The Trainer (NEW)	SBL Khas	5	2788				11-15							2-6				
HRFB	HR for Beginners	SBL Khas	2	1600					15-16						2-3				
CTNA	Certified Training Needs Assessor	SBL Khas	2	1800		19-20				30-31					10-11				
CPT	Certified Professional Trainer	SBL khas	2	2000				1-2						6-7					
COJT	Certified On The Job Trainer	SBL Khas	2	2000		27-28							10-11					7-9	
RECRUITMENT & COMPETENCY SERIES																			
BBIS	Mastering Behavioural Based Interviewing	SBL Khas	2	1600				11-12				24-25						8-9	
BIAS	Behavioural Interview Assessment Using The STAR Methodology	SBLKhas	1	850		14				27						2			
CMP	Competency Mapping For Performance Improvement	SBL Khas	2	1600				16-17					17-18					6-7	
CBSP	Developing & Implementing Competency Systems	SBL Khas	2	1600				28-29					29-30						
CBHR	Competency Based Human Resource Management	SBL Khas	2	1800		1-2			4-5						25-2				
PERFORMANCE MANAGEMENT & COMPENSATION BENEFITS																			
PCC	Power of Coaching & Counselling for Performance	SBL Khas	2	1600				9-10						5-6					
PIPC	Performance Improvement Plan with Coaching (C.L.E.A.R Model) (NEW)	SBL Khas	2	1600		19-20			23-24					22-23					
CTRP	Certificate Total Rewards Professional (NEW)	SBL Khas	2	1800					15-16				11-12					6-7	
CPCC	Certificate In Performance Coaching & Counselling	SBL Khas	3	2200		5-7						2-4						11-13	
BFM	Certificate In Basic Financial Management	SBL Khas	3	2200				26-28						26-28				20-22	

• All programmes can be conducted in-house and customised to your organisation's needs.

** All course fees are as follows :

For Members – the price indicated includes SST

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MANAGEMENT & SUPERVISORY SKILLS				SCHEME	DAYS	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
AMT	Advanced Management Training	SBL Khas	2	1600					28-29			26-27			24-25			
BMT	Basic Management Training	SBL Khas	2	1600						24-25				22-23				
TPM	The Professional Manager	SBL Khas	2	1600					1-2				11-12		19-20			
ESS	Supervisory Skills For The New Workforce	SBL Khas	2	1600					21-22			27-28						6-7
ESS	The New Supervisor	SBL Khas	2	1600			19-20				9-10						1-2	
PE	Penyelia Efektif	SBL Khas	2	1600					4-5					15-16				
DSM	Developing Supervisors Into Managers Workshop	SBL Khas	2	1600							6-7						22-23	
CUSTOMER SERVICE																		
FSCS	Customer Service Superstar	SBLKhas	2	1600					6-7			27-28			19-20			
FAYS	Frontliners - At Your Service!!	SBLKhas	1	850			19					12					9	
WDC	Winning Difficult Customers	SBL Khas	1	850					11		27			13				
COMMUNICATION & EQ																		
MYBE	Mind Your Business English	SBL Khas	2	1600			15-16					7-8			7-8			
BWMS	Business Writing – Made Simple!	SBL Khas	2	1600					11-12					17-18				
CEQ	Communication & Emotional Intelligence	SBL Khas	1	850			10			24				24				
PCIS	Power of Interpersonal & Communication Skills at Work Place	SBL Khas	2	1600		18-19			25-26					26-27				
EETQ	Email Etiquette (NEW)	SBL Khas	1	850				7				28					19	
PYP	Projecting Your Presentation Skills	SBL Khas	2	1600					11-12					8-9				4-5
MOTIVATION & ADMINISTRATION							JAN	FEB	MAC	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HTBE	You Can Do It!- How To Be Effective at Work	SBL Khas	1	850						25		5					4	
PWA	Positive Attitude At Your Workplace	SBL Khas	2	1600					6-7			26-27			23-24			
PWC	Positive Work Culture	SBL Khas	1	850					28				19				14	
SKP	Sikap Kerja Positif	SBL Khas	2	1600				20-21				27-28			23-24			
HWS	Handling stress for non-Executives	SBL Khas	1	850				22				24					11	
ECSOS	Excellent Clerical Skills for organization success	SBL Khas	2	1600					15-16			6-7					2-3	
KKOB	Keberkesanan Kerani, Organisasi Berjaya	SBL Khas	2	1600					18-19				11-12		3-4			
KE	Kecerdasan Emosi	SBL Khas	1	850				16			30						20	
FLEXIBLE WORK ONLINE SERIES																		
EQR	EQ Resilience @ Work	SBL Khas	1	700					14-15			14-15					17	
DKCWFH	Developing Key Competencies for Working From Home	SBL Khas	1	700				23-24			11-12			8-9				
PCWFH	Managing Performance of Work From Home Employees	SBL Khas	1	700					21-22			7-8					17-18	
APWFH	Performance Appraisals For Work From Home Employees	SBL Khas	1	700						25-26				1-2				
ESFRW	Effective Strategies for Remote working	SBL Khas	1	700					20-21			1-2					5-6	
STM	Stress & Time Management for WFH	SBL Khas	1	700							18-19			1-2				
RTWM	Return To Work Motivation	SBL Khas	1	700						20-21				29-30				
LEADERSHIP & TEAM MANAGEMENT																		
MYTD	Manage Your Team Dynamics!	SBL Khas	1	850					4				26				21	
CLS	Certificate in Professional Leadership Management	SBL Khas	2	1800						20-21				12-13				
LS	Leadership Skills for Supervisors	SBL Khas	2	1600		15-16					13-14				26-27			

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OCCUPATIONAL SAFETY & HEALTH (OSH)				SCHEME	DAY	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
OSH 01	Accident Investigation	SBL Khas	2	1600						18-19				5-6				
OSH 02	Formation of an Effective Safety & Health Committee	SBL Khas	2	1600				6-7					8-9					10-11
OSH 03	Understanding OSHA Act & Amendments	SBL Khas	1	850	22				25						3			
OSH 04	OSH at the Workplace	SBL Khas	2	1600		5-6						13-14			26-27			
OSH 05	OSH Management System for Executives (OSHMS)	SBL Khas	2	1600		26-27						27-28				8-9		
OSH 06	OSH Performance – for Small-Medium Enterprises	SBL Khas	1	850					1						2			
OSH 07	Understanding & Implementing OSH Act 1994 and Its Regulations	SBL Khas	2	1600			28-29				6-7				10-11			
OSH 08	Understanding and Implementing Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease Regulations 2004 (NADOPOD)	SBL Khas	1	850				13					12			1		
OSH 09	Behavioural Based Safety (BBS)	SBL Khas	1	850				1					17				7	
OSH 10	Job Safety Analysis (JSA)	SBL Khas	1	850		28							15				19	
OSH 11	Occupational Safety and Health in the Office	SBL Khas	1	850		5							26				25	
OSH 12	Fire and Emergency Response Plan	SBL Khas	1	850				12						21				
OSH 13	Hazard Identification , Risk Assessment And Risk Control (HIRARC)	SBL Khas	2	1600		22-23							30-31					16-17
OSH 14	Chemical Safety: Managing Chemical Hazard At The Workplace	SBL Khas	2	1600		27-28						24-25						10-11
OSH 15	Certificate Occupational Safety & Health Coordinator	SBL Khas	3	-					23-25						9-11			
OSH 16	Understanding Chemical Data & Legal Requirements (NEW)	SBL Khas	1	850				27						5			22	

KESELAMATAN & KESIHATAN PEKERJAAN (OSH)				SKIM	HARI	BAYARAN	JAN	FEB	MAC	APR	MEI	JUN	JUL	OGO	SEP	OKT	NOV	DIS
OSH 01	Penyiasatan Kemalangan di Tempat Kerja	SBL Khas	2	1600					5-6									
OSH 02	Penuhuan Jawatankuasa Keselamatan dan Kesihatan Pekerjaan	SBL Khas	2	1600							6-9							
OSH 03	Memahami Akta Keselamatan dan Kesihatan Pekerjaan dan Peraturan-peraturan	SBL Khas	2	1600				1-2										
OSH 04	Keselamatan dan Kesihatan di Pejabat	SBL Khas	2	1600		5-6							16-17					
OSH 05	Plan Keselamatan Kebakaran di Tempat Kerja	SBL Khas	1	850								13			25			
OSH 06	Pengenal-Pastian, Penaksiran Risiko dan Kawalan Risiko	SBL Khas	2	1600							7-8					10-11		
OSH 07	Keselamatan Bahan Kimia Berbahaya di Tempat Kerja	SBL Khas	2	1600							25							
OSH 08	Memahami Risalah Data Keselamatan (Bahan Kimia)	SBL Khas	1	850				1					17				7	

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CORE MICROSOFT EXCEL COURSES															
	DAY (Hour)	FEE RM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	HRD CORP CLAIMABLE
Microsoft PowerPoint (Fundamental & Intermediate)	1 (7 hr)	212.00	15	5	11	1	8	6	22	5	4	7	4	4	YES
Microsoft PowerPoint (Advanced)	1 (7 hr)	233.20	16	8	12	2	9	7	23	6	5	8	5	5	YES
Effective Presentation using Microsoft PowerPoint	1 (7 hr)	318.00	22	21	13	18	27	13	29	12	18	14	11	12	YES
Infographic: Your PowerPoint Tool to an Engaging and Effective Presentation	1 (7 hr)	371.00	23	22	20	19	28	14	30	13	19	15	12	13	YES
MICROSOFT PROJECT COURSE															
Microsoft Project Made Easy	1 (7 hr)	477.00	19	2	25	3	21	4	30	26	30	4	22	11	YES
MICROSOFT WORD COURSE															
Discover The Techniques to A Professional Word Report	1 (7 hr)	371.00	3	27	19	23	6	4	15	7	20	10	14	26	YES
Microsoft Word Mail Merge in Depth Application	1 (7 hr)	477.00	4	28	21	24	7	5	16	8	25	9	6	30	YES
MICROSOFT ACCESS COURSE															
Microsoft Access (Fundamental & Intermediate)	2 (14 hr)	636.00	-	6-7	-	4-5	-	12-13	-	5-6	-	9-10	-	9-10	YES
Microsoft Access (Fundamental & Intermediate)	2 (14 hr)	636.00	11-12	-	11-12	-	8-9	-	1-2	-	9-10	-	7-8	-	YES
Microsoft Access (Advanced)	2 (14 hr)	636.00	-	8-9	-	29-30	-	27-28	-	21-22	-	28-29	-	26-27	YES
Microsoft Access (Advanced)	2 (14 hr)	636.00	17-18	-	26-27	-	20-21	-	9-10	-	19-20	-	18-19	-	YES
MICROSOFT EXCEL COURSE															
Microsoft Excel Essential Skills (Level 1 & 2)	2 (14 hr)	455.80	11-12	6-7	14-15	4-5	6-7	10-11	15-16	5-6	9-10	17-18	4-5	12-13	YES
Manipulating Data Effectively with Microsoft Excel (Level 1 & 2)	2 (14 hr)	487.60	17-18	21-22	21-22	15-16	13-14	24-25	22-23	15-16	19-20	28-29	18-19	19-20	YES
Microsoft Excel Essential Skills (Level 1)	2 (7 hr)	227.90	11	6	14	4	6	10	15	5	9	17	4	12	YES
Microsoft Excel Essential Skills (Level 2)	2 (7 hr)	227.90	12	7	15	5	7	11	16	6	10	18	5	13	YES
Manipulating Data Effectively with Microsoft Excel (Level 1)	2 (7 hr)	243.80	17	21	21	15	13	24	22	15	19	28	18	19	YES
Manipulating Data Effectively with Microsoft Excel (Level 2)	2 (7 hr)	243.80	18	22	22	16	14	25	23	16	20	29	19	20	YES
HIGH END MICROSOFT EXCEL COURSES - MANAGING AND ANALYSING DATA															
Data Management with Pivot Table using Microsoft Excel	1 (7 hr)	561.80	10	20	6	22	15	12	17	7	18	14	6	4	YES
What If Analysis with Microsoft Excel	1 (7 hr)	636.00	29	23	1	30	8	6	24	21	3	29	13	17	YES
HIGH END MICROSOFT EXCEL COURSES - FUNCTIONS & FORMULAS															
Data Analysing with Microsoft Excel Functions	1 (7 hr)	350.00	3	23	6	1	8	5	24	14	11	11	6	5	YES
Optimizing the Power of Microsoft Excel 365	1 (7 hr)	561.80	4	9	6	22	15	11	9	23	18	3	26	23	YES
Microsoft Excel Functions & Formulas	2 (14 hr)	1007.00	8-9	21-22	7-8	15-16	6-7	10-11	12-13	12-13	15-16	11-12	4-5	YES	
Advanced Microsoft Excel Functions & Formulas	1 (7 hr)	636.00	15	28	20	22	13	27	22	19	26	24	25	9	YES
Mastering Microsoft Excel Array Formulas	1 (7 hr)	636.00	30	29	13	23	14	28	23	20	27	25	26	10	YES
Unleash the Power of Microsoft Excel Lookup Functions	1 (7 hr)	636.00	10	5	13	29	15	5	17	14	2	28	13	18	YES
HIGH END MICROSOFT EXCEL COURSES - AUTOMATION OF TASKS															
Tasks Automation with Microsoft Excel Macro / VBA (Fundamental & Intermediate)	2 (14 hr)	1049.40	8-9	7-8	18-19	2-3	2-3	13-14	4-5	22-23	9-10	17-18	14-15	2-3	YES
Tasks Automation with Microsoft Excel Macro / VBA (Advanced)	2 (14 hr)	1166.00	15-16	26-27	25-26	15-16	6-7	20-21	29-30	28-29	23-24	28-29	21-22	30-31	YES
Microsoft Excel Survey Automation and Consolidation	1 (7 hr)	636.00	24	9	13	17	20	12	11	30	3	8	27	24	YES
HIGH END MICROSOFT EXCEL COURSES - ANALYTIC MODELS															
Interactive Visual Dashboard Reporting and Analysis with Microsoft Excel	2 (14 hr)	1400.00	4-5	5-6	11-12	18-19	9-10	20-21	15-16	26-27	12-13	21-22	18-19	2-3	YES
HIGH END MICROSOFT EXCEL COURSES - POWER BUSINESS INTELLIGENT															
PowerQuery: Transforming work processes in Microsoft Excel	1 (7 hr)	954.00	16	19	18	17	20	12	2	21	23	23	25	19	YES
Advanced PowerQuery Functions in Data Transformation	1 (7 hr)	954.00	30	26	20	29	29	26	3	28	24	24	26	20	YES
PowerPivot : Powerful Data Analysis and Data Modelling in Microsoft Excel	2 (14 hr)	1908.00	29-30	19-20	7-8	4-5	23-24	10-11	18-19	1-2	19-20	7-8	11-12	12-13	YES
PowerPivot DAX Functions	1 (7 hr)	954.00	31	28	25	17	30	12	29	23	25	23	8	23	YES
Power BI Desktop Essential Skills	2 (14 hr)	1400.00	2-3	21-22	14-15	18-19	13-14	13-14	10-11	19-20	4-5	9-10	18-19	9-10	YES
PowerBI Data Modelling	1 (7 hr)	700.00	18	23	26	30	21	4	12	22	18	14	1	16	YES
Advanced Analytic to PowerBI	2 (14 hr)	1400.00	8-9	27-28	21-22	25-26	27-28	24-25	25-26	26-27	26-27	15-16	28-29	17-18	YES
MICROSOFT EXCEL COURSES - HUMAN RESOURCES APPLICATION															
Optimizing the Power of Microsoft Excel in HR	2 (14 hr)	1007.00	11-12	19-20	4-5	25-26	2-3	27-28	18-19	19-20	26-27	23-24	11-12	23-24	YES
Applying Microsoft Excel for HR	2 (7 hr)	350.00	29-30	28-29	14-15	2-3	16-17	4-5	25-26	1-2	12-13	17-18	28-29	19-20	YES
HR Dashboard Analytics	2 (14 hr)	1400.00	22-23	7-8	14-15	23-24	9-10	20-21	22-23	8-9	2-3	21-22	4-5	17-18	YES
MICROSOFT EXCEL COURSES - SALES & MARKETING															
Analysing Sales & Marketing Data using Microsoft Excel	2 (14 hr)	1007.00	8-9	5-6	18-19	29-30	20-21	24-25	25-26	15-16	23-24	1-2	28-29	30-31	YES

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PENANG				SCHEME	DAY	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
UEAA	Understanding Employment Act and the Amendments	SBL Khas	2	1600								27-28				22-23		
HMA	Handling Misconduct & Absenteeism	SBL Khas	1	1000								6					25	
DI	Domestic Inquiry	SBL Khas	1	1000		26							17					
HSH	Handling Sexual Harrassment at the Workplace	SBL Khas	2	1600					24-25					19-20				
PIPC	Performance Improvement Plan with Coaching (C.L.E.A.R Model)	SBL Khas	2	1600		22-23									16-17			
MOC	Managing Of Contracts	SBL Khas	1	1200				14					9					
JOHOR BAHRU				SCHEME	DAY	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
MPP	Managing Poor Performance (PIP) using effective Coaching Tools (C.L.E.A.R Model)	SBL Khas	2	1600										26-27				
UEAA	Understanding Employment Act and the Amendments	SBL Khas	2	1600	8-9													
MWM	Managing Workplace Misconduct & Absenteeism	SBL Khas	2	1600		26-27									2-3			
HRB	HR for Beginners	SBL Khas	2	1600			11-12											
CB	Collective Bargaining	SBL Khas	2	1600					22-23							14-15		
OSHA	Understanding OSHA Act & Amendments	SBL Khas	2	1600						29-30								
DI	Domestic Inquiry	SBL Khas	1	1000								28						
HSH	Handling Sexual Harassment at the Workplace	SBL Khas	2	1600													5-6	
TNS	The New Supervisor	SBL Khas	2	1600								6-7						
MHP	Managing & Handling Probationers	SBL Khas	1	950						6								
SARAWAK & SABAH							JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
UEAA	Basic Introduction on The Employment and Industrial Relations Law	SBL Khas	1	850	22													
MWM	Understanding Key Provisions of Labour Ordinance Sarawak Chapter 76	SBL Khas	2	1600		28-29												
HRB	Understanding Key Provisions of Industrial Relations Laws & Practices in Malaysia	SBL Khas	2	1600			25-26											
EHRP	Excel For HR Professionals	SBL Khas	2	1600				23-24										
DI	Domestic Inquiry : Procedure	SBL Khas	2	1600				29-30										
PMED	Performance Management & Employee Development	SBL Khas	2	1600								26-27						
EIR	Basic Intro on the Employment and Industrial Relations Law	SBL Khas	1	850									24					
LOSC	Understanding Key Provisions of Labour Ordinance Sabah Chapter 76	SBL Khas	2	1600										12-13				
PAHANG				SCHEME	DAY	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
UEAA	Understanding Employment Act and the Amendments	SBL Khas	2	1600				18-19							26-27			
HMA	Handling Misconduct & Absenteeism	SBL Khas	1	1000								6					25	
DI	Domestic Inquiry	SBL Khas	1	1000									17					
HRFB	HR for Beginers	SBL Khas	2	1600						14-15								

For trainings conducted in Hotels, the fees may vary between RM50-RM100 per participant.

For more information on PUBLIC or INHOUSE courses, please contact MEF Regional / Branch Office:

- **MEF ACADEMY SDN BHD** or **MEF REGION / BRANCH**
– MEF Branch Contact details on page 6.

• All programmes can be conducted in-house and customised to your organisation's needs.

** All course fees are as follows :

For Members – the price indicated includes SST

For Non-members – the price indicated excludes SST

MEF ACADEMY SDN BHD

3A06-3A07, Block A, Pusat Dagangan Phileo Damansara II, No. 15, Jalan 16/11, Off Jalan Damansara, 46350 Petaling Jaya, Selangor D.e.

Homepage: <http://www.mef.org.my/mefacademy>

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Pn Nazlina (nazlina@mef.org.my) / Ms Kenix Kong (kenix@mef.org.my)