

PROGRAM BANTUAN LATIHAN BAGI INSENTIF PENGAMBILAN PEKERJA DI BAWAH PENJANAKERJAYA

NO	KOD	TAJUK KURSUS	TEMPOH (HARI)	BIDANG
1	HIT7129	SPEAKING & WRITING GOOD ENGLISH FOR ADMINISTRATION	2	KURSUS BAHASA
2	HIT7130	EXECUTIVE SECRETARIES DEVELOPMENT PROGRAM	2	PROFESSIONAL TRAINING
3	HIT7131	EMPLOYMENT ACT	1	PENGURUSAN SUMBER MANUSIA
4	HIT7132	MANAGING TRAINING MATRIX	2	PENGURUSAN SUMBER MANUSIA
5	HIT7133	PLANNING, MANAGING AND VISUALIZING PROJECTS WITH MICROSOFT	2	PROFESSIONAL TRAINING
6	HIT7134	TECHNICAL COST REDUCTION STRATEGIES FOR MANUFACTURING INDUSTRIES	2	MANUFACTURING
7	HIT7135	EMPLOYMENT LAW AND TRADE UNION ACT	2	PENGURUSAN SUMBER MANUSIA
8	HIT7136	BEST PRACTICES IN PROCUREMENT MANAGEMENT	2	PROFESSIONAL TRAINING
9	HIT7137	FINANCE FOR NON-FINANCE PROFESSIONALS	2	PROFESSIONAL TRAINING
10	HIT7138	CERTIFICATE IN FOOD SAFETY, HYGIENE AND SANITATION	10	PEMROSESAN MAKANAN
11	HIT7139	CERTIFICATE IN RETAIL CUSTOMER SERVICE SKILLS	10	RETAIL

PROGRAM BANTUAN LATIHAN BAGI INSENTIF PENGAMBILAN PEKERJA DI BAWAH PENJANAKERJAYA 2.0

NO	KOD	TAJUK KURSUS	TEMPOH (HARI)	BIDANG
1	HIT9091	ESSENTIAL SKILLS FOR CALL CENTRE CUSTOMER SERVICE	5	QUALITY OR PRODUCTIVITY
2	HIT9092	ESSENTIAL SKILLS FOR RETAIL INDUSTRY CUSTOMER SERVICE	5	RETAIL
3	HIT9093	ESSENTIAL SKILLS FOR TECHNICAL REPORT WRITING	5	TECHNICAL
4	HIT9094	PROFESSIONAL COURSE ON MANAGING FULL SET OF ACCOUNT	5	PROFESSIONAL TRAINING
5	HIT9095	SUCCESSFUL COMMUNICATION AND PRESENTATION SKILLS AT WORKPLACE	5	PROFESSIONAL TRAINING