

## PROGRAM BANTUAN LATIHAN BAGI INSENTIF PENGAMBILAN PEKERJA DI BAWAH PENJANAKERJAYA 1.0

| 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   |

## PROGRAM BANTUAN LATIHAN BAGI INSENTIF PENGAMBILAN PEKERJA DI BAWAH PENJANAKERJAYA 3.0

| NO | KOD     | TAJUK KURSUS                                       | TEMPOH (HARI) | BIDANG            |
|----|---------|--|---------------|-------------------|
| 1  | HIT9669 | CERTIFICATE IN FOOD SAFETY, HYGIENE AND SANITATION | 5             | HOSPITALITI/HOTEL |