



**CeDR**

CORPORATE CONSULTING  
198501004328 (136767-V)

**2024  
-2025**

**LEARNING &  
DEVELOPMENT**

**OPEN PROGRAMS**

# 2024-2025 LEARNING & DEVELOPMENT OPEN PROGRAMS



CeDR is a HRD CORP  
Registered Training Provider

	PROGRAM FEE	LEVEL				2024												2025		
		NE	E/S	FLM	M/SLM	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR			
<b>PERSONAL DEVELOPMENT</b>	★ Developing Personal Effectiveness and Productivity	RM870.00	NE	E/S	FLM	M/SLM		20-21					9-10				20-21			
	<b>BEST SELLER</b> Time and Stress Management	RM900.00	NE	E/S	FLM	M/SLM	24-25				14-15				2-3					
	Building Self Confidence: Converse to Connect	RM870.00	NE	E/S	FLM	M/SLM			12-13				14-15						19-20	
	Positive Mindset at Work	RM900.00	NE	E/S	FLM	M/SLM		2-3				2-3				14-15				
	★ Performance Improvement and Motivation	RM900.00	NE	E/S	FLM	M/SLM				16-17				12-13					10-11	
	★ Building Emotional Resilience at Work	RM900.00	NE	E/S	FLM	M/SLM	29-30				12-13			27-28				19-20		
<b>COMMUNICATION</b>	<b>BEST SELLER</b> Create Impactful Presentation Skills	RM1,100.00	NE	E/S	FLM	M/SLM		6-7			7-8			6-7					19-20	
	<b>BEST SELLER</b> Result Driven Communication and Influencing Skills	RM1,100.00	NE	E/S	FLM	M/SLM			11-12				16-17					26-27		
	<b>BEST SELLER</b> Interpersonal Skills and Assertive Communication	RM1,100.00	NE	E/S	FLM	M/SLM		15-16				9-10			11-12					
	Negotiation Skills for Better Result	RM1,250.00	NE	E/S	FLM	M/SLM				22-23				7-8					12-13	
	★ Using English at Work	RM850.00	NE	E/S	FLM	M/SLM	24-25			24-25			7-8						10-11	
	★ Elevate Your Communication Skills: Effective Presentation and Business Writing Techniques	RM1,100.00	NE	E/S	FLM	M/SLM			6-7			4-5				14-15				
	Persuasive Proposal Writing	RM1,350.00	NE	E/S	FLM	M/SLM	22-23				1-2			9-10						
	<b>BEST SELLER</b> W.I.S.E (Write Impactfully and Speak Effectively)	RM980.00	NE	E/S	FLM	M/SLM		20-21					7-8					10-11		
★ Public Speaking Skills	RM980.00	NE	E/S	FLM	M/SLM				1-2				6-7							
<b>CREATIVITY &amp; INNOVATION</b>	Master the Science of Reading the Mind through Body Language	RM1,350.00	NE	E/S	FLM	M/SLM					3-4			21-22					6-7	
	Practical Thinking Skills for Problem Solving and Creativity	RM1,100.00	NE	E/S	FLM	M/SLM			4-5				2-3					12-13		
	<b>BEST SELLER</b> Critical Problem Solving and Decision Making Skills	RM1,250.00	NE	E/S	FLM	M/SLM		15-16					19-20					16-17		
	★ Creative and Innovative at the Workplace	RM1,100.00	NE	E/S	FLM	M/SLM	29-30				13-14			2-3						
	★ Innovating with Design Thinking	RM1,100.00	NE	E/S	FLM	M/SLM	22-23			4-5				13-14					19-20	
	Lateral Thinking Skills for Managers & Leaders: Developing Breakthrough in Creativity and Innovation	RM1,350.00	NE	E/S	FLM	M/SLM			27-28				22-23					16-17		
<b>SUPERVISORY &amp; WORKPLACE MANAGEMENT</b>	<b>BEST SELLER</b> 7 Leadership Skills of Highly Effective Supervisors	RM870.00	NE	E/S	FLM	M/SLM		6-7			13-14			2-3						
	★ Unleashing Your Leadership Skills	RM850.00	NE	E/S	FLM	M/SLM	24-25					26-27						27-28		
	Leading and Communicating with Your Team	RM980.00	NE	E/S	FLM	M/SLM			5-6				21-22				20-21			
	<b>BEST SELLER</b> Effective Supervisory Management Skills	RM870.00	NE	E/S	FLM	M/SLM				10-11				13-14					10-11	
	★ Leadership in Action for Supervisor	RM850.00	NE	E/S	FLM	M/SLM	16-17				7-8							24-25		
	<b>BEST SELLER</b> Essential Manufacturing Supervisory Skills	RM850.00	NE	E/S	FLM	M/SLM		27-28					11-12		11-12					
Leadership Skills for Productivity Improvement	RM850.00	NE	E/S	FLM	M/SLM	22-23				8-9			18-19					20-21		

★ **NEW Programme**

**BEST SELLER** **Best Seller**

**LEVEL:** **NE** Non-Executive | **E/S** Executive/Supervisory | **FLM** First Level Manager | **M/SLM** Mid/Senior Level Manager

MANAGING PEOPLE PERFORMANCE

PROGRAM FEE	LEVEL				APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
	NE	E/S	FLM	M/SLM												
★ Practical Application of MBTI (Myer-Briggs Type Indicator) at Work	RM980.00	NE	E/S	FLM	M/SLM	2-3			14-15				2-3			
Critical HRM Skills for non-HR Managers	RM1,100.00	NE	E/S	FLM	M/SLM		23-24			18-19				13-14		
Handling Misconduct and Conducting Domestic Inquiry	RM1,100.00	NE	E/S	FLM	M/SLM			10-11			1-2				27-28	
★ Recruitment Interview Techniques	RM980.00	NE	E/S	FLM	M/SLM			11-12				12-13				3-4
<b>BEST SELLER</b> Performance Coaching Skills	RM1,100.00	NE	E/S	FLM	M/SLM				21-22				9-10			
★ Navigating Employment Laws and Industrial Relations	RM1,100.00	NE	E/S	FLM	M/SLM	22-23				18-19				13-14		
★ Conflict Management at Work	RM1,100.00	NE	E/S	FLM	M/SLM			10-11					9-10		25-26	

MANAGEMENT & LEADERSHIP

Essential Skills for New Managers	RM980.00	NE	E/S	FLM	M/SLM			5-6			21-22				12-13	
<b>BEST SELLER</b> Leadership Skills for Managers~ 7 Key Tools for New Leaders	RM1,350.00	NE	E/S	FLM	M/SLM				17-18			27-28				
★ Introduction to Management and Leadership	RM1,250.00	NE	E/S	FLM	M/SLM	4-5			27-28				16-17			
<b>BEST SELLER</b> Situational Leadership	RM1,250.00	NE	E/S	FLM	M/SLM		7-8			9-10				7-8		
★ Leadership and EQ Skills for Results	RM1,100.00	NE	E/S	FLM	M/SLM			6-7			2-3				18-19	
★ Being a Highly Effective Thinking Leader	RM1,400.00	NE	E/S	FLM	M/SLM				17-18			27-28				10-11
★ Resilient Leadership	RM1,250.00	NE	E/S	FLM	M/SLM		14-15				16-17			22-23		
★ Storytelling for Readers: Putting Stories to Work	RM1,100.00	NE	E/S	FLM	M/SLM		6-7			12-13			18-19			
★ Leading Through VUCA (Volatility, Uncertainty, Complexity & Ambiguity)	RM1,250.00	NE	E/S	FLM	M/SLM	29-30			14-15				3-4			
Leadership skills for Managers: Coaching and Mentoring	RM1,250.00	NE	E/S	FLM	M/SLM			10-11				20-21				18-19

FINANCE MANAGEMENT

★ Finance For non-Financial Managers & Executives	RM980.00	NE	E/S	FLM	M/SLM	3-4			23-24			29-30		9-10		
Reading, Understanding and Analysing Financial Statement for Better Decision Making	RM600.00	NE	E/S	FLM	M/SLM		30			15			20			
★ Effective Budgeting, Profit and Cash Flow Planning and Budgetary Control	RM870.00	NE	E/S	FLM	M/SLM			6-7			5-6				17-18	
★ Effective Customer Credit Management and Collection Strategies	RM980.00	NE	E/S	FLM	M/SLM		13-14				15-16					13-14
★ Strategic Vendor Sourcing, Appraisal, Selection Processes and Performance Appraisal	RM1,550.00	NE	E/S	FLM	M/SLM			10-11				13-14				
★ Advance Procurement Strategic & Procurement Cost Reduction Techniques	RM1,550.00	NE	E/S	FLM	M/SLM		27-28				25-26					13-14

CUSTOMER RELATIONS, DIGITAL MARKETING AND SALES

The 4C's of Customer Service "Concern, Confidence, Competence, Communication"	RM870.00	NE	E/S	FLM	M/SLM			5-6			9-10			20-21		
★ Effective Sales Negotiation	RM870.00	NE	E/S	FLM	M/SLM		7-8				22-23				18-19	
Creating a Positive Customer Experience for Service Excellence	RM870.00	NE	E/S	FLM	M/SLM			4-5				12-13				10-11
Leading Customer Service for Frontline Service Staff	RM850.00	NE	E/S	FLM	M/SLM	17-18				13-14				3-4		
SEO Organic Reach Workshop	RM1,250.00	NE	E/S	FLM	M/SLM			20-21			17-18				16-17	
Digital Marketing 101	RM1,100.00	NE	E/S	FLM	M/SLM				15-16			18-19				3-4
<b>BEST SELLER</b> Content Marketing & Copywriting: It's Time to Power Up!	RM1,100.00	NE	E/S	FLM	M/SLM	15-16					23-24				18-19	
★ AI for Marketing: Unleashing the Power of AI Bot for Marketing	RM1,100.00	NE	E/S	FLM	M/SLM		13-14			19-20		18-19				
★ Video Marketing: Creating Engaging Video on Mobile	RM1,100.00	NE	E/S	FLM	M/SLM			10-11				14-15				17-18

QUALITY & PROJECT MANAGEMENT

Continuous Improvement Process (Kaizen)	RM900.00	NE	E/S	FLM	M/SLM			19-20			23-24				17-18	
Stakeholder Management	RM1,250.00	NE	E/S	FLM	M/SLM				19-20					8-9		
Risk Management Tool and Techniques	RM1,100.00	NE	E/S	FLM	M/SLM				24-25			13-14				3-4
Fundamental of Project Management	RM1,100.00	NE	E/S	FLM	M/SLM		27-28			9-10			16-17			
★ 8 Discipline Approach to Problem Solving	RM900.00	NE	E/S	FLM	M/SLM	22-23					23-24					5-6
Lean Management Practise	RM900.00	NE	E/S	FLM	M/SLM					28-29				22-23		
7 Management and Planning Tools	RM900.00	NE	E/S	FLM	M/SLM	22-23			24-25			20-21				

★ NEW Programme

**BEST SELLER** Best Seller

LEVEL: NE Non-Executive E/S Executive/Supervisory FLM First Level Manager M/SLM Mid/ Senior Level Manager

**STRATEGIC MANAGEMENT**





	PROGRAM FEE	LEVEL				2024												2025		
		NE	E/S	FLM	M/SLM	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR			
Strategic Thinking, Planning and Implementation	RM1,300.00	NE	E/S	FLM	M/SLM			12-13				8-9					26-27			
★ Business Model Innovation	RM1,250.00	NE	E/S	FLM	M/SLM				15-16			14-15					19-20			
★ Business Process Improvement	RM1,250.00	NE	E/S	FLM	M/SLM			20-21			2-3			2-3						
Change Management -A Hollistic and Systematic Approach	RM1,250.00	NE	E/S	FLM	M/SLM	18-19				19-20				2-3						
VUCA for Manager, Strong Business Intelligence and Strategic Management Skills	RM1,350.00	NE	E/S	FLM	M/SLM		16-17				11-12				8-9					
★ Developing 360 Corporate Sustainability in Organisation	RM1,250.00	NE	E/S	FLM	M/SLM	29-30						22-23				13-14				
★ Scenario Planning	RM1,300.00	NE	E/S	FLM	M/SLM					19-20					8-9					
★ Diversity & Inclusion in the Workplace	RM1,300.00	NE	E/S	FLM	M/SLM		14-15			15-16			12-13				6-7			
Advance Brainstorming & Mind Mapping for Management Decision Making	RM1,400.00	NE	E/S	FLM	M/SLM			4-5				2-3			13-14					

**OCCUPATIONAL & WORKPLACE SAFETY**


 Basic Occupational First Aid, CPR & AED	RM780.00	NE	E/S	FLM	M/SLM				1-2			4-5					
 Effective Fire Safety, Emergency Response Plan & Preparedness	RM780.00	NE	E/S	FLM	M/SLM			6-7			28-29				13-14		
Occupational Safety and Health Awareness	RM780.00	NE	E/S	FLM	M/SLM		27-28				11-12			15-16			
Maintenance Safety and Inspection	RM780.00	NE	E/S	FLM	M/SLM	22-23				13-14			4-5				
Hazard Identification Risk Assessment and Risk Control (HIRCRC)	RM850.00	NE	E/S	FLM	M/SLM			12-13				12-13					13-14
★ Accident Investigation and Reporting	RM850.00	NE	E/S	FLM	M/SLM				9-10					18-19			18-19
★ Good Manufacturing Practise	RM550.00	NE	E/S	FLM	M/SLM			11				8				11-12	
Hazard Analysis and Critical Control Point (HACCP) Awareness and Internal Audit	RM850.00	NE	E/S	FLM	M/SLM		14-15				24-25		4-5				
Halal Awareness and Best Practise	RM850.00	NE	E/S	FLM	M/SLM	29-30				20-21		6-7				18-19	

★ **NEW Programme**

 **Best Seller**

**LEVEL:**  Non-Executive  Executive/Supervisory  First Level Manager  Mid/ Senior Level Manager

**CERTIFICATIONS**

	PROGRAM FEE	2024												2025			
		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR				
<b>TRAINER DEVELOPMENT PROGRAMS</b>																	
<b>HRD CORP Certification Program</b>																	
• Train the Trainer (TTT)	RM2,788.00	22-26	13-17	10-14	22-26	12-16	23-27	21-25	11-15	2-6	20-24	17-21	24-27				
• Evaluation on the Effectiveness of Training Program (EET) - 3 Days	RM1,200.00			11-13				15-17				18-19					
• On the Job Training - 2 Days	RM1,200.00	24-25			17-18			8-9			22-23						
• Workplace Competency Assessor - 2 Days	RM1,200.00		8-9		3-4		11-12	6-7			15-16						
• Facilitation Skills - 2 Days	RM1,200.00		28-29			13-14		6-7			18-19						
• Creative Training Techniques and Applications - 2 days	RM2,500.00					20-21				3-4							
 <b>AUSTRALIAN ACCREDITED PROGRAMS</b>																	
• <b>Self-paced online learning</b> TAE40122 AUSTRALIAN CERTIFICATE IV IN TRAINING AND ASSESSMENT	AUD3300																
• TAE40110 /TAE40116 to TAE40122 Upgrade	AUD1200 – AUD1900																

Please contact CeDR Customer service at 03-33447310 or visit our website at [www.cedr.com.my](http://www.cedr.com.my) for the program schedule.



 **Online Learning**

- The program fee is subject to 6% service tax. Group discount available.
- Service tax rate is subject to change in Malaysian State and Local Tax and Levies. All such charges to be borne by client.
- CeDR reserves the right to cancel, postpone or alter the advertised program at any time due to unforeseen circumstances.
- These programs are available in an in-house format; either via face-to-face or facilitator-led online sessions.
- All information in this calendar is current and correct at the point of printing. For the latest updates, please visit our website at [www.cedr.com.my](http://www.cedr.com.my)

# PLAN AHEAD

## with CeDR to unlock people potential

*We can help with our expertise*

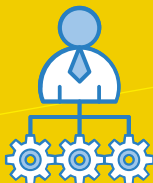


### **Timely Picks**

We offer an extensive range of programs which are customizable to align with your needs, to deliver timely and relevant in house training for your team.

### **Impact Your Bottom Line**

We maximise your business impact through incisive consultation with our pool of subject matter experts for maximum business impact.



### **Leadership Development**

We develop leaders in the pipeline by connecting leadership with performance and culture.

### **Teambuilding**

We build cohesive teams to create a productive and enjoyable working environment with our virtual, game-based, face-to-face or hybrid approaches.



### **Professional Skills Growth**

We develop new & experienced trainers, managers & practitioners with our trainer programs and Tools.



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