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**LEARNING &
DEVELOPMENT
OPEN PROGRAMS**

MANAGING SELF

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

 Online Learning

Inclusive of 6% SST



PERSONAL DEVELOPMENT		PROGRAM FEE	LEVEL	2023												2024		
				APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR			
NEW	Personal Effectiveness and Productivity	RM870.00	NE E/S FLM M/SLM		18-19			7-8				4-5						
NEW	Time Management	RM900.00	NE E/S FLM M/SLM	17-18			5-6			4-5			8-9					
NEW	Building Self Confidence: Converse to Connect	RM870.00	NE E/S FLM M/SLM			15-16					23-24				19-20			
	Positive Mindset at Work	RM900.00	NE E/S FLM M/SLM		11-12					4-5				5-6				
	Self-Empowerment: Increase Work Effectiveness and Satisfaction	RM840.00	NE E/S FLM M/SLM			6-7		11-12					8-9					
	Growth Mindset	RM900.00	NE E/S FLM M/SLM	26-27				28-29			16-17				11-12			
NEW	Building Emotional Resilience at Work	RM840.00	NE E/S FLM M/SLM				13-14					14-15						
COMMUNICATION																		
	Delivering Powerful Presentations	RM1,050.00	NE E/S FLM M/SLM		11-12					4-5			8-9					
	Result Driven Communication and Influencing Skills	RM1,050.00	NE E/S FLM M/SLM			7-8		20-21						19-20				
	Interpersonal Skills and Assertive Communication	RM1,050.00	NE E/S FLM M/SLM	10-11				14-15				6-7						
NEW	Achieving Successful Outcomes with Persuasion and Influencing Others	RM1,250.00	NE E/S FLM M/SLM			7-8		20-21				7-8			21-22			
NEW	Negotiation Skills for Better Results	RM1,250.00	NE E/S FLM M/SLM				27-28				22-23							
	Using English in the Workplace	RM840.00	NE E/S FLM M/SLM	12-13				1-2				4-5						
NEW	Effective Business Writing Skills	RM1,050.00	NE E/S FLM M/SLM				17-18				6-7				28-29			
NEW	Persuasive Proposal Writing	RM1,400.00	NE E/S FLM M/SLM			15-16				18-19				26-27				
NEW	W.I.S.E (Write Impactfully and Speak Effectively)	RM980.00	NE E/S FLM M/SLM		16-17				4-5				22-23					
CREATIVITY & INNOVATION																		
NEW	Master the Science of Reading the Mind through Body Language	RM1,350.00	NE E/S FLM M/SLM			22-23				23-24			8-9					
	Practical Thinking Skills for Problem Solving and Creativity	RM1,100.00	NE E/S FLM M/SLM				5-6				1-2				4-5			
	Creative Problem Solving and Decision Making Skills	RM1,250.00	NE E/S FLM M/SLM		15-16			11-12			6-7							
NEW	Innovative Problem Solving	RM1,100.00	NE E/S FLM M/SLM			6-7				2-3				5-6				
	Lateral Thinking Skills for Managers & Leaders: Developing Breakthrough in Creativity and Innovation	RM1,350.00	NE E/S FLM M/SLM		25-26			18-19					8-9					
	Design Thinking for Breakthrough Result	RM1,350.00	NE E/S FLM M/SLM	10-11				23-24				13-14						
SUPERVISORY & WORKPLACE MANAGEMENT																		
	7 Leadership Skills of Highly Effective Supervisors	RM870.00	NE E/S FLM M/SLM		3-4			20-21				13-14			14-15			
NEW	Developing Administrative Skills at the Workplace	RM840.00	NE E/S FLM M/SLM	17-18			5-6				1-2							
	Leading and Communicating with Your Team	RM980.00	NE E/S FLM M/SLM	19-20			24-25			16-17				19-20				
	Supervisory Development Program	RM870.00	NE E/S FLM M/SLM					7-8			22-23				27-28			
NEW	Frontline Leadership and Motivation skills	RM840.00	NE E/S FLM M/SLM		18-19			20-21					9-10					
	Essential Manufacturing Supervisory Skills	RM840.00	NE E/S FLM M/SLM			13-14				17-18					13-14			
NEW	Supervisory Skills for Productivity Improvement	RM840.00	NE E/S FLM M/SLM	11-12				19-20				18-19						

MANAGING BUSINESS

Inclusive of 6% SST

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

 Online Learning

FINANCE MANAGEMENT		PROGRAM FEE	LEVEL		2023												2024		
					APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR			
	Finance for Non-Financial Managers	RM1,100.00	NE	E/S	FLM	M/SLM	27-28				5-6			5-6					
	Exploring the Islamic Capital Market	RM1,250.00	NE	E/S	FLM	M/SLM				24-25				20-21			17-18		
NEW	Reading, Understanding and Analysing Financial Statement for Better Decision Making	RM600.00	NE	E/S	FLM	M/SLM			9				3				28		
NEW	Re-Skilling of Budget Preparation, Profit and Cash Flow Planning and Budgetary Control Techniques (2 Days)	RM870.00	NE	E/S	FLM	M/SLM					8-9					29-30			
CUSTOMER RELATIONS, MARKETING & SALES																			
NEW	The Language of Customer Service	RM830.00	NE	E/S	FLM	M/SLM	6-7						28-29				20-21		
NEW	The 4C's of Customer Service " Concern, Confidence, Competence, Communication "	RM870.00	NE	E/S	FLM	M/SLM			18-19					16-17					
NEW	Practical Sales Techniques to Help You to Close More Deals	RM870.00	NE	E/S	FLM	M/SLM					11-12			18-19			4-5		
	Experiential Selling Skills in Retails	RM870.00	NE	E/S	FLM	M/SLM	12-13					12-13					8-9		
NEW	Creating a Positive Customer Experience	RM900.00	NE	E/S	FLM	M/SLM			17-18					11-12			20-21		
	Leading Customer Service for Frontline Service Staff	RM830.00	NE	E/S	FLM	M/SLM			23-24					13-14			10-11		
	Social Media Masterclass	RM1,250.00	NE	E/S	FLM	M/SLM							12-13				12-13		5-6
	SEO Organic Reach Workshop	RM1,250.00	NE	E/S	FLM	M/SLM					13-14						18-19		21-22
	Content Marketing & Copywriting: It's Time to Power Up!	RM1,100.00	NE	E/S	FLM	M/SLM	10-11						14-15				9-10		
NEW	Digital Marketing 101	RM1,100.00	NE	E/S	FLM	M/SLM			3-4					7-8			14-15		
QUALITY & PROJECT MANAGEMENT																			
NEW	Continuous Improvement Process (Kaizen)	RM980.00	NE	E/S	FLM	M/SLM	17-18					9-10					6-7		
	Business Improvement Via Multiple Perspective Method (MPM)	RM1,050.00	NE	E/S	FLM	M/SLM				20-21				26-27			26-27		
NEW	Stakeholder Management	RM1,050.00	NE	E/S	FLM	M/SLM			15-16				11-12				16-17		
NEW	Risk Management Tool and Techniques	RM1,050.00	NE	E/S	FLM	M/SLM					10-11				8-9				
NEW	Fundamental of Project Management	RM1,050.00	NE	E/S	FLM	M/SLM			8-9				11-12				15-16		
NEW	Lean Management Practise	RM1,050.00	NE	E/S	FLM	M/SLM					1-2			23-24					
	7 Management and Planning Tools	RM900.00	NE	E/S	FLM	M/SLM	27-28						22-23				6-7		
NEW	Total Quality Management	RM900.00	NE	E/S	FLM	M/SLM			3-4							14-15			7-8
STRATEGIC MANAGEMENT																			
	Strategic Thinking, Planning and Implementation	RM1,300.00	NE	E/S	FLM	M/SLM	3-4				10-11				13-14				14-15
NEW	Scenario Planning	RM1,350.00	NE	E/S	FLM	M/SLM				20-21				11-12			26-27		
	Change Management -A Hollistic and Systematic Approach	RM1,300.00	NE	E/S	FLM	M/SLM			11-12			9-10				4-5			
	VUCA for Manager, Strong Business Intelligence and Strategic Management Skills	RM1,350.00	NE	E/S	FLM	M/SLM						27-28			22-23				14-15
	Six Habits of A Strategic Thinking Leader	RM1,250.00	NE	E/S	FLM	M/SLM			18-19				20-21			6-7			
	Cognitive Flexibility	RM1,250.00	NE	E/S	FLM	M/SLM					14-15				2-3			4-5	
NEW	Managing Partnership & Strategic Alliances	RM1,350.00	NE	E/S	FLM	M/SLM						19-20					18-19		
NEW	Advance Brainstorming & Mind Mapping for Management Decision Making	RM1,350.00	NE	E/S	FLM	M/SLM			25-26					4-5				8-9	
OCCUPATIONAL & WORKPLACE SAFETY																			
	Occupational Safety and Health Awareness	RM780.00	NE	E/S	FLM	M/SLM	12-13					4-5					14-15		26-27
	Basic Occupational First Aid, CPR & AED	RM780.00	NE	E/S	FLM	M/SLM			30-31				28-29				13-14		
NEW	Effective Fire Safety, Emergency Response Plan & Preparedness	RM780.00	NE	E/S	FLM	M/SLM					14-15			21-22			9-10		
NEW	Maintenance Safety and Inspection	RM780.00	NE	E/S	FLM	M/SLM			16-17						2-3				5-6
	Hazard Identification Risk Assessment and Risk Control (HIRARC)	RM850.00	NE	E/S	FLM	M/SLM						20-21					15-16		
	OSH: Accident Investigation and Reporting	RM550.00	NE	E/S	FLM	M/SLM	28						13				6		20
	Hazard Analysis and Critical Control Point (HACCP) Awareness and Internal Audit	RM850.00	NE	E/S	FLM	M/SLM					8-9				12-13			9-10	
NEW	Halal Awareness and Best Practise	RM850.00	NE	E/S	FLM	M/SLM						5-6				10-11			22-23

MANAGING OTHERS

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



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MANAGING PEOPLE PERFORMANCE				PROGRAM FEE	LEVEL		APR	MAY	JUN	JUL	2023	AUG	SEP	OCT	NOV	DEC	2024	JAN	FEB	MAR
NEW	Managing Misconduct, Absenteeism and Performance	RM1,100.00	NE	E/S	FLM	M/SLM	10-11					16-17								13-14
NEW	Critical HRM Skills for non-HR Managers	RM1,100.00	NE	E/S	FLM	M/SLM		11-12					19-20					17-18		
	Behavioral Interview Skills & Techniques	RM1,100.00	NE	E/S	FLM	M/SLM		3-4					20-21				13-14			14-15
NEW	Performance Coaching Skills	RM980.00	NE	E/S	FLM	M/SLM	19-20				24-25				16-17			24-25		
	Managing Conflicts at Work	RM1,100.00	NE	E/S	FLM	M/SLM				21-22						8-9			28-29	
	Managing Poor Performance under Employment Law	RM980.00	NE	E/S	FLM	M/SLM					11-12						4-5			
NEW	The A-Z of Domestic Inquiry	RM1,100.00	NE	E/S	FLM	M/SLM				15-16					12-13				19-20	
NEW	Managing Staff with Challenging Behaviour	RM600.00	NE	E/S	FLM	M/SLM		17				24					22			29
MANAGEMENT & LEADERSHIP																				
	Essential Skills for New Managers	RM980.00	NE	E/S	FLM	M/SLM		18-19				7-8				22-23				14-15
	Leadership Skills for Managers~ 7 Key Tools for New Leaders	RM1,350.00	NE	E/S	FLM	M/SLM				6-7			4-5				12-13			
NEW	People Leadership: Inspiring, Coaching and Managing	RM1,250.00	NE	E/S	FLM	M/SLM		24-25							18-19					21-22
NEW	EQ & Leadership Skills for Results	RM980.00	NE	E/S	FLM	M/SLM		11-12							4-5				5-6	
NEW	High Impact Transformational Leadership Skills for Managers & Leaders	RM1,400.00	NE	E/S	FLM	M/SLM					17-18					6-7				11-12
	Leadership Skills for Changing Times	RM980.00	NE	E/S	FLM	M/SLM	10-11					14-15					6-7			
NEW	Empowering Leadership and Delegation	RM1,250.00	NE	E/S	FLM	M/SLM					25-26					21-22				19-20
	Leadership Skills for Managers: Coaching and Mentoring	RM1,250.00	NE	E/S	FLM	M/SLM				13-14			20-21					9-10		

CERTIFICATIONS



Inclusive of 6% SST

TRAINER DEVELOPMENT PROGRAMS		PROGRAM FEE	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
HRD CORP Certification Program														
• Train the Trainer (TTT)		RM2,788.00	10-14	22-26	19-23	24-28	21-25	18-22	23-27	20-24	4-8	15-19	19-23	4-8
• Evaluation on the Effectiveness of Training Program (EET) - 2 Days		RM1,200.00			14-15				18-19					
• On the Job Training - 2 Days		RM1,000.00	12-13			12-13			10-11			23-24		6-7
• Workplace Competency Assessor - 2 Days		RM1,200.00		9-10		5-6		13-14		8-9		10-11		
• Facilitation Skills - 2 Days		RM1,200.00		24-25			16-17			7-8			21-25	
• Creative Training Techniques and Applications - 2 days		RM2,400.00					14-15							
AUSTRALIAN ACCREDITED PROGRAMS														
• Facilitator-Led Online Learning TAE40116 AUSTRALIAN CERTIFICATE IV IN TRAINING AND ASSESSMENT		AUD2880	Please contact CeDR Customer service at 03-33447310 or visit our website at www.cedr.com.my for the program schedule.											
• TAE40110 to TAE40116 Upgrade		AUD450 – AUD1250												



- The Program Fee is inclusive of 6% SST. Group discount is available.
- 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.
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PRIORITIZING YOUR LEARNING NEEDS

— via —

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