



# MRS MANAGEMENT SDN BHD (275222-P)

# PUBLIC TRAINING CALENDAR 2012

Correct as at 5 Jan 2012

PUBLIC TRAINING COURSES	SBL	SBLK	VENUE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>MANAGERIAL/EXECUTIVES</b>															
Managers' Symposia 2012	√		KL									19-20			
10 Tools for Highly Effective Managers	√	√	KCH		21-22			21-22			27-28		29-30		17-18
10 Tools for Highly Effective Managers	√	√	KL			19-20				16-17		18-19		19-20	
Managing for Excellence	√		KCH						26-27		27-28		24-25		17-18
Managing for Excellence	√		KL			27-28				17-18		18-19		20-21	
<b>SUPERVISORY</b>															
Effective Supervision at Work	√	√	KCH							9-10			16-17		
Effective Supervision at Work	√	√	KL						26-27					19-20	
<b>SECRETARIAL/ADMINISTRATIVE/CLERICAL</b>															
Secretary Symposia 2012 National Conference	√		KCH				11-12								
Secretary Symposia 2012 National Conference	√		KL				25-26								
Acquiring Social Intelligence	√		KCH				13								
Enhancing PR & Relationship Management															
Acquiring Social Intelligence	√		KL				27								
Enhancing PR & Relationship Management															
Seminar Setiausaha Profesional 2012	√		KL				23								
Aplikasi EQ Dalam Menjana Kecemerlangan Organisasi															
The Secretary In Management Today	√	√	KCH									4-5			
The Secretary In Management Today	√	√	KL									19-20			
Effective Filing, Record & Office Management Skills	√	√	KCH							11-12			18-19		
Effective Filing, Record & Office Management Skills	√	√	KL						28-29					21-22	
<b>SPECIFIC AREAS</b>															
Preparing Effective Documentation	√		KCH			19-20								5-6	
Preparing Effective Documentation	√		KL			28-29									
OHS Committee Training	√		KCH		20-21						27-28				
OHS Committee Training	√		KL			27-28			27-28						
OHS Audit Training	√		KCH		22-23						29-30				
OHS Audit Training	√		KL			29-30				18-19					
The Art of Media Relations	√		KCH			21-22									4-5
The Art of Media Relations	√		KL			27-28									
How to Win & Keep Customers	√		KCH					16-17							
How to Win & Keep Customers	√		KL				11-12	21-22							
Managing Time at the Workplace Effectively	√		KCH				26-27							5-6	
Managing Time at the Workplace Effectively	√		KL										3-4		
Perkhidmatan Kaunter Cemerlang	√		KCH												20-21
Perkhidmatan Kaunter Cemerlang	√		KL					22-23							18-19
Research & Development Skills	√		KCH									11-12			
Research & Development Skills	√		KL									18-19			
Customer Relations & Networking Skills	√		KCH							19-20					
Customer Relations & Networking Skills	√		KL							17-18					
Retaining Good Employees	√		KCH					10-11					16-17		
Retaining Good Employees	√		KL					22-23					24-25		
Social Media for Business 2012	√		KCH									6-7			
Social Media for Business 2012	√		KL										24-25		

More public training workshops and conferences will be added from time to time. Please visit [www.mrstraining.com](http://www.mrstraining.com) for latest updates as well as full listing of in-house training programs.

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in conjunction with  
MRS's 23rd anniversary

HRDF can be  
applied through  
SBL or SBL-KHAS  
Schemes

All above courses  
are available as  
customised  
in-house training