

No 12-4 Wisma Hamid Arshad Jalan Bangsar Utama
9, Bangsar Utama, 59000 Kuala Lumpur,
Wilayah Persekutuan
Contact : 03-2283 6949 / 012 371 7403
Contact : 6012 371 7403
www.glm-training.com
fb: Global Leadership Management Training Academy



TRAINING CALENDAR 2023

[Document subtitle]



OUR VISION

We aspire to be the premier training and consulting company committed to enriching and bringing light to people's life and helping both individual and organization attain their aspiration to be great leaders of tomorrow.

OUR MISSION

Enrich and develop individuals and organization to make the kind of company the right people want to work while maintaining a balance work life.

OUR CORE VALUES

- Professionalism
- Accountability
- Respect
- Trust
- Nurture
- Excellence
- Relationships
- Sharing

REGISTERED TRAINING
PROVIDER



JABATAN
PEMBANGUNAN
KEMAHIRAN (JPK)
KEMENTERIAN
SUMBER MANUSIA



GLM TRAINING & CONSULTANCY SDN BHD

| JANUARY 2023 - TRAINING CALENDER | | | | |
|----------------------------------|-------|--|---------|--------|
| DAY | DATE | COURSE TITLE | NO DAYS | RM/PAX |
| SUN | 1 | | | |
| MON | 2-3 | Professional Image & Business Etiquette | 2 | 800 |
| TUE | 3 | Domestic Inquiry Proceeding & Dismissal Procedures | 3* | 1,200 |
| WED | 4 | | | |
| THU | 5 | Executive Certificate In Security Management | 3* | 1,800 |
| FRI | 6 | | | |
| SAT | 7 | | | |
| SUN | 8 | | | |
| MON | 9-10 | Managing Absenteeism And Difficult Employees | 2 | 800 |
| TUE | 10-11 | Essentials of Presentation Skills | 2 | 800 |
| WED | 11 | Conducting Training Need Analysis (TNA) & Measuring Training Effectiveness | 3* | 1,200 |
| THU | 12 | Certificate In Hospitality & Tourism Management | 5* | 1,800 |
| FRI | 13 | Certificate In Human Resources Management | 5* | 1,800 |
| SAT | 14 | | | |
| SUN | 15 | | | |
| MON | 16 | | | |
| TUE | 17 | Conducting Training Needs Analysis (TNA) And Measuring Training Impact | 3* | 1,200 |
| WED | 18 | Performance Appraisal Management Setting & KPI | 3* | 1,200 |
| THU | 19 | Developing Training Course Contents | 3* | 1,200 |
| FRI | 20-21 | Competency Based Behavioral Interview Skills | 2 | 800 |
| SAT | | | | |
| SUN | 22 | | | |
| MON | 23 | KING'S BIRTHDAY | | |
| TUE | 24 | | | |
| WED | 25 | Certificate In HR & Office Administration | 5* | 1,800 |
| THU | 26-27 | Effective Grievance Handling Techniques | 2 | 800 |
| FRI | 27 | Certificate In F & B Operations | 5* | 1,800 |
| SAT | 28 | | | |
| SUN | 29 | | | |
| MON | 30-31 | Competency Based Behavioral Interview | 2 | 800 |
| TUE | 31 | | | |
| | | | | |
| | | | | |
| | | | | |



FEBRUARY 2023 - TRAINING CALENDER

| DAY | DATE | COURSE TITLE | NO DAYS | RM/PAX |
|-----|-------|--|---------|--------|
| WED | 1 | HARI WILAYAH PERSEKUTUAN | | |
| THU | 2-3 | Professional Image & Business Etiquette | 2 | 800 |
| FRI | 3 | Domestic Inquiry Proceeding & Dismissal Procedures | 3* | 1,200 |
| SAT | 4 | | | |
| SUN | 5 | | | |
| MON | 6-7 | Managing Absenteeism & Difficult Employees | 2 | 800 |
| TUE | 7 | | | |
| WED | 8 | Executive Certificate In Security Management | 3* | 1,800 |
| THU | 9 | Certificate In Hospitality & Tourism Management | 5* | 2,200 |
| FRI | 10 | Certificate In Human Resources Management | 5* | 2,200 |
| SAT | 11 | | | |
| SUN | 12 | | | |
| MON | 13 | | | |
| TUE | 14 | Conducting Training Needs Analysis (TNA) And Measuring Training Impact | 3* | 1,200 |
| WED | 15 | | | |
| THU | 16 | Developing Training Course Contents | 3* | 1,200 |
| FRI | 17 | | | |
| SAT | 18 | | | |
| SUN | 19 | | | |
| MON | 20 | KING'S BIRTHDAY | | |
| TUE | 21 | | | |
| WED | 22 | Certificate In Human Resources Management | 5* | 2,200 |
| THU | 23-24 | Effective Grievance Handling Techniques | 2 | 800 |
| FRI | 24 | Certificate In F & B Operations | 5* | 2,200 |
| SAT | 25 | | | |
| SUN | 26 | | | |
| MON | 27-28 | Competency Based Behavioral Interview | 2 | 800 |
| TUE | 28-29 | Writing High Impact Business Letters & Presentation Techniques | 2 | 800 |



MAC 2023 - TRAINING CALENDER

| DAY | DATE | COURSE TITLE | NO DAYS | RM/PAX |
|-----|-------|---|---------|--------|
| WED | 1 | | | |
| THU | 2-3 | Professional Grooming & Workplace Etiquette | 2 | 800 |
| FRI | 3 | Domestic Inquiry Proceeding & Dismissal Procedures | 3* | 1,200 |
| SAT | 4 | | | |
| SUN | 5 | | | |
| MON | 6-7 | Managing Absenteeism & Difficult Employees | 2 | 800 |
| TUE | 7 | | | |
| WED | 8 | Conducting Training Need Analysis (TNA) | 3* | 1,200 |
| THU | 9 | Certificate In Hospitality & Tourism Management | 5* | 2,200 |
| FRI | 10 | Certificate In Human Resources Management | 5* | 2,200 |
| SAT | 11 | | | |
| SUN | 12 | | | |
| MON | 13 | | | |
| TUE | 14 | The power of Communication and Body Language | 3* | 1,200 |
| WED | 15-16 | Effective Investigation & Incident Reporting | 2 | 800 |
| THU | 16 | Workplace Investigation & Reporting Techniques | 3* | 1,200 |
| FRI | 17-18 | Competency Based Behavioral Interview Skills | 2 | 800 |
| SAT | 18 | | | |
| SUN | 19 | | | |
| MON | 20 | KING'S BIRTHDAY | | |
| TUE | 21-22 | Five Star Customer Service Excellence | 2 | 800 |
| WED | 22 | | | |
| THU | 23 | Certificate in Housekeeping and Floral Decoration | 12* | 2,200 |
| FRI | 24 | Certificate in Tour Operations | 5* | 2,200 |
| SAT | 25 | | | |
| SUN | 26 | | | |
| MON | 27-28 | Competency Based Behavioral Interview | 2 | 1,200 |
| TUE | 28 | Certificate in Tour & Travel Operations | 5* | 2,200 |
| WED | 29-30 | Certificate in Coaching & Mentoring | 2 | 800 |
| THU | 30 | Writing High Impact Business Proposal & Presentation Techniques | 3* | 1,200 |
| FRI | 31 | | | |



APRIL 2023 - TRAINING CALENDER

| DAY | DATE | COURSE TITLE | NO DAYS | RM/PAX |
|-----|-------|--|---------|--------|
| SAT | 1 | | | |
| SUN | 2 | | | |
| MON | 3 | Human Resources Management for Non-HR Leaders | 3 | 1,200 |
| TUE | 4-5 | Developing Positive Workplace Culture | 2 | 800 |
| WED | 5 | Certificate in Hospitality & Tourism Management | 12* | 2,200 |
| THU | 6 | Domestic Inquiry Proceeding & Dismissal Procedures | 3* | 1,200 |
| FRI | 7 | Mastering Leadership & Supervisory Skills | 3* | 1,200 |
| SAT | 8 | | | |
| SUN | 9 | | | |
| MON | 10-11 | Writing Standard Operations Procedures (SOP) | 2 | 800 |
| TUE | 11 | | | |
| WED | 12 | Conducting Training Need Analysis (TNA) | 3* | 1,200 |
| THU | 13 | Certificate In Hospitality & Tourism Management | 5* | 1,800 |
| FRI | 14 | Certificate In Human Resources Management | 5* | 2,200 |
| SAT | 15 | | | |
| SUN | 16 | | | |
| MON | 17 | | | |
| TUE | 18 | Certification in Professional Secretarial Practice | 12* | 2,200 |
| WED | 19 | Performance Appraisal Management Setting & KPI | 3* | 1,200 |
| THU | 20-21 | Effective Negotiation & Sales Closing using NLP Techniques | 2* | 800 |
| FRI | 21-22 | Competency Based Behavioral Interview Skills | 2 | 800 |
| SAT | 22 | | | |
| SUN | 23 | | | |
| MON | 24 | KING'S BIRTHDAY | | |
| TUE | 25 | | | |
| WED | 26 | Certification in Office Administration | 12* | 2.200 |
| THU | 27-28 | Effective Grievance Handling Techniques | 2 | 800 |
| FRI | 28 | Certificate In F & B Operations | 5* | 2,200 |
| SAT | 29 | | | |
| SUN | 30 | | | |



MAY 2023 - TRAINING CALENDER

| DAY | DATE | COURSE TITLE | NO DAYS | RM/PAX |
|-----|-------|--|---------|--------|
| MON | 1 | | | |
| TUE | 2 | Certificate In F & B Operations | 5* | 2,200 |
| WED | 3-4 | Conflict Management & Resolution At Workplace | 2 | 800 |
| THU | 4-5 | Professional Image & Business Etiquette | 2 | 800 |
| FRI | 5 | Domestic Inquiry Proceeding & Dismissal Procedures | 3* | 1,200 |
| SAT | 6 | | | |
| SUN | 7 | | | |
| MON | 8-9 | Managing Absenteeism & Difficult Employees | 2 | 800 |
| TUE | 9 | | | |
| WED | 10 | Conducting Training Need Analysis (TNA) & Measuring Training Effectiveness | 3* | 1,200 |
| THU | 11 | Certificate In Hospitality & Tourism Management | 5* | 2,200 |
| FRI | 12 | Certificate In Human Resources Management | 5* | 2,200 |
| SAT | 13-14 | Essentials of Presentation Skills | 2 | 800 |
| SUN | 14 | | | |
| MON | 15 | | | |
| TUE | 16 | Writing Human Resources Policy and Employee Handbook | 3* | 1,200 |
| WED | 17 | Performance Appraisal Management Setting & KPI | 3* | 1,200 |
| THU | 18 | | 3* | 1,200 |
| FRI | 19-20 | Competency Based Behavioral Interview Skills | 2 | 800 |
| SAT | 20 | | | |
| SUN | 21 | | | |
| MON | 22 | KING'S BIRTHDAY | | |
| TUE | 23 | | | |
| WED | 24 | | | |
| THU | 25-26 | Effective Grievance Handling Techniques | 2 | 800 |
| FRI | 26 | Certificate In F & B Operations | 5* | 2,200 |
| SAT | 27 | | | |
| SUN | 28 | | | |
| MON | 29-30 | Competency Based Behavioral Interview | 2 | 800 |
| TUE | 30-31 | English for Hospitality Communication | 2 | 800 |
| WED | 31 | | | |
| | | | | |
| | | | | |



FULLY CLAIMABLE UNDER SBL KHAS

JUNE 2023 - TRAINING CALENDER

| DAY | DATE | COURSE TITLE | NO DAYS | RM/PAX |
|-----|-------|--|---------|--------|
| THU | 1-2 | Professional Grooming & Business Etiquette | 2 | 800 |
| FRI | 2 | Domestic Inquiry Proceeding & Dismissal Procedures | 3* | 1,200 |
| SAT | 3 | | | |
| SUN | 4 | | | |
| MON | 5-6 | Developing A Positive Workplace Culture for Peak Performance | 2 | 800 |
| TUE | 6 | Certification in Human Resources Administration | 5* | 2,200 |
| WED | 7 | | | |
| THU | 8 | Certificate In Hospitality & Tourism Management | 5* | 2,200 |
| FRI | 9 | Certificate In Human Resources Management | 5* | 2,200 |
| SAT | 10 | | | |
| SUN | 11 | | | |
| MON | 12 | | | |
| TUE | 13 | Conducting Training Needs Analysis (TNA) And Measuring Training Impact | 3* | 1,200 |
| WED | 14 | Performance Appraisal Management Setting & KPI | 3* | 1,200 |
| THU | 15 | Certificate in Professional Secretarial Practices | 12* | 2,200 |
| FRI | 16 | | | |
| SAT | 17 | | | |
| SUN | 18 | | | |
| MON | 19 | KING'S BIRTHDAY | | |
| TUE | 20 | | | |
| WED | 21 | Executive Certificate In Security Management | 3* | 1,800 |
| THU | 22 | Certificate in Tour Operations | 5* | 2,200 |
| FRI | 23 | Certificate In F & B Services | 5* | 2,200 |
| SAT | 24 | | | |
| SUN | 25 | | | |
| MON | 26 | | | |
| TUE | 27 | English for Hospitality Communication | 5* | 2,200 |
| WED | 28 | Mastering Leadership & Supervisory Skills | 3* | 1,200 |
| THU | 29-30 | Mastering Coaching & Mentoring for Peak Performance | 2 | 800 |
| FRI | 30 | | | |



JULY 2023 - TRAINING CALENDER

| DAY | DATE | COURSE TITLE | NO DAYS | RM /PAX |
|-----|-------|---|---------|---------|
| SAT | 1 | | | |
| SUN | 2 | | | |
| MON | 3-4 | Effective Communication & Interpersonal Relation for Peak Performance | 2 | 800 |
| TUE | 4-5 | Talent Management & Succession Planning | 2 | 800 |
| WED | 5 | | | |
| THU | 6-7 | Emotional Intelligence (EQ) For Leaders | 2 | 800 |
| FRI | 7 | Sales Closing & Negotiation using NLP | 3* | 1,800 |
| SAT | 8 | | | |
| SUN | 9 | | | |
| MON | 10 | HARI RAYA ADIL ADHA | | |
| TUE | 11 | | | |
| WED | 12-13 | Performance Management & Appraisal Techniques | 2 | 800 |
| THU | 13 | High Impact Facilitation Skills for Trainers | 3* | 1,800 |
| FRI | 14-15 | Event Management & Coordination For Hotels & Resorts | 2 | 800 |
| SAT | 15 | | | |
| SUN | 16 | | | |
| MON | 17 | Designing Training Need Analysis (TNA) | 3* | 1,800 |
| TUE | 18-19 | Understanding Behaviors Using DISC Personality Profiling | 2 | 800 |
| WED | 19 | | | |
| THU | 20 | Guest Service Excellence for Hotels & Resorts | 5* | 2,200 |
| FRI | 21 | | | |
| SAT | 22 | | | |
| SUN | 23 | | | |
| MON | 24-25 | Developing Superior Customer Service Excellence | 2 | 800 |
| TUE | 25 | English for Hospitality Communication | 3* | 1,800 |
| WED | 26 | | | |
| THU | 27-28 | Discipline Management & Domestic Inquiry Proceeding | 2 | 800 |
| FRI | 28 | | | |
| SAT | 29 | AWAL MUHARRAN | | |
| SUN | 30 | | | |
| MON | 31 | | | |



AUGUST 2023 - TRAINING CALENDAR

| DAY | DATE | COURSE TITLE | NO DAYS | RM/PAX |
|-----|-------|--|---------|--------|
| TUE | 1-2 | Developing Superior Customer Service Excellence | 2 | 800 |
| WED | 2-3 | Effective Investigation & Incident Reporting | 2 | 800 |
| THU | 3 | | | |
| FRI | 4-5 | Understanding the Basics of Employment Act 1955 Latest Amendment | 2 | 800 |
| SAT | 5 | | | |
| SUN | 6 | | | |
| MON | 7 | | | |
| TUE | 8-9 | Certificate in Coaching and Mentoring | 2 | 800 |
| WED | 9 | Sexual Harassment & Prevention at Workplace | 1 | 400 |
| THU | 10-11 | Writing Human Resources Policy and Employee Handbook | 2 | 800 |
| FRI | 11 | | | |
| SAT | 12 | | | |
| SUN | 13 | | | |
| MON | 14 | | | |
| TUE | 15-16 | Payroll Administration & Salary Processing | 2 | 800 |
| WED | 16 | | | |
| THU | 17 | Certificate In Human Resources Management | 5* | 2,200 |
| FRI | 18 | Mastering Facilitation Skills for Trainers | 3* | 800 |
| SAT | 19 | | | |
| SUN | 20 | | | |
| MON | 21 | | | |
| TUE | 22 | Human Resources Management for Non-HR Leaders | 3 | 1,200 |
| WED | 23 | Certification in Office Administration | 12* | 2,200 |
| THU | 24-25 | Effective Presentation Skills & Public Speaking for Leaders | 2 | 800 |
| FRI | 25 | | | |
| SAT | 26 | | | |
| SUN | 27 | | | |
| MON | 28 | Certificate in Housekeeping and Floral Decoration | 12* | 2,200 |
| TUE | 30 | | | |
| WED | 31 | MERDEKA DAY | | |



GLM TRAINING & CONSULTANCY SDN BHD

SEPTEMBER 2023 - TRAINING CALENDAR

| DAY | DATE | COURSE TITLE | NO DAYS | RM /PAX |
|-----|-------|--|---------|---------|
| Fri | 1 | Executive Certificate In Security Management | 3* | 1,800 |
| Sat | 2 | | | |
| Sun | 3 | | | |
| Mon | 4 | Certificate in Professional Secretarial Practices | 12* | 2,200 |
| Tue | 5 | Certificate in Hospitality & Tourism Management | 12* | 2,200 |
| Wed | 6 | | | |
| Thu | 7-8 | Talent Management & Succession Planning | 2 | 800 |
| Fri | 8 | | | |
| Sat | 9 | | | |
| Sun | 10 | | | |
| Mon | 11 | | | |
| Tue | 12 | Certificate In Front Office Operation | 5* | 2,200 |
| Wed | 13 | Certificate In F & B Services | 5* | 2,200 |
| Thu | 14 | | | |
| Fri | 15 | | | |
| Sat | 16 | Malaysia Day | | |
| Sun | 17 | | | |
| Mon | 18 | | | |
| Tue | 19 | Supervisory & Leadership Development Program | 5* | 2,200 |
| Wed | 20-21 | Effective Negotiation & Sales Closing using NLP Techniques | 2 | 800 |
| Thu | 21-22 | Managing Discipline & Grievance Handling Procedure | 2 | 800 |
| Fri | 22 | Mastering Leadership & Supervisory Skills | 3* | 1,200 |
| Sat | 23 | | | |
| Sun | 24 | | | |
| Mon | 25 | | | |
| Tue | 26-27 | Writing Letters & Preparing Minutes Of Meeting | 2 | 800 |
| Wed | 27-28 | Domestic Inquiry Proceeding Techniques | 2 | 800 |
| Thu | 28 | | | |
| Fri | 29-30 | Sales Closing & Negotiation Techniques | 2 | 800 |
| Sat | 30 | | | |



OCTOBER 2023 - TRAINING CALENDAR

| DAY | DATE | COURSE TITLE | NO DAYS | RM/PAX |
|-----|-------|---|---------|--------|
| SUN | 1 | | | |
| MON | 2-3 | Writing Human Resources Policy & Employee Handbook | 2 | 1,200 |
| TUE | 3 | Certificate in Tour Operations | 5* | 2,200 |
| WED | 4-5 | Competency Based Behavior Interview Techniques | 2 | 1,200 |
| THU | 5 | | | |
| FRI | 6 | Mastering Leadership & Supervisory Skills | 3* | 1,200 |
| SAT | 7 | | | |
| SUN | 8 | | | |
| MON | 9 | HARI KEPUTERAAN NABI MUHAMMAD | | |
| TUE | 10 | | | |
| WED | 11-12 | Managing Discipline and Grievance Handling | 2 | 800 |
| THU | 12 | | | |
| FRI | 13 | | | |
| SAT | 14-15 | Problem Solving & Decision Making | 2 | 800 |
| SUN | 15 | | | |
| MON | 16 | | | |
| TUE | 17-18 | Enhancing Public Speaking & Presentation Skills | 2 | 1,200 |
| WED | 18-19 | Developing Leadership Excellence for Peak Performance | 2 | 1,200 |
| THU | 19 | | | |
| FRI | 20 | | | |
| SAT | 21 | DEEPAVALI | | |
| SUN | 22 | | | |
| MON | 23 | | | |
| TUE | 24-25 | Professional Grooming & Workplace Etiquette | 2 | 800 |
| WED | 25 | Certification in Travel & Tour Operations | 5* | 2,200 |
| THU | 26 | Effective Communication and Interpersonal Skills | 2 | 800 |
| FRI | 27 | | | |
| SAT | 28 | | | |
| SUN | 29 | | | |
| MON | 30 | Certification in Office Administration | *12 | 2,200 |
| TUE | 31 | | | |



NOVEMBER 2023 - TRAINING CALENDAR

| DAY | DATE | COURSE TITLE | NO DAYS | RM /PAX |
|-----|-------|--|---------|---------|
| WED | 1-2 | Mastering Facilitation and Presentation Skills | | |
| THU | 3 | Certificate in Secretarial Practice & Office Administration | 5* | 2,200 |
| FRI | 4-5 | Effective Investigation & Incident Reporting | 2 | 800 |
| SAT | 5 | | | |
| SUN | 6 | | | |
| MON | 7 | | | |
| TUE | 8-9 | Executive Certificate In Security Management | 3* | 1,800 |
| WED | 9-10 | Developing Superior Customer Service Excellence | 2 | 800 |
| THU | 10-11 | Payroll Administration & Record Keeping | 2 | 800 |
| FRI | 11 | Certificate in Housekeeping and Floral Decoration | 12* | 2,200 |
| SAT | 12 | | | |
| SUN | 13 | | | |
| MON | 14 | | | |
| TUE | 15-16 | Managing Discipline & Domestic Inquiry Procedure | 2 | 800 |
| WED | 16 | | | |
| THU | 17-18 | Developing A Positive Workplace Culture for Peak Performance | 2 | 800 |
| FRI | 18-19 | Certification in Human Resources Administration | 5* | 2,200 |
| SAT | 19 | | | |
| SUN | 20 | | | |
| MON | 21-22 | Professional Grooming & Workplace Etiquette | 2 | 800 |
| TUE | 22 | Certification Travel & Tour Operations | 5* | 2,200 |
| WED | 23-24 | Competency Based Behavioral Interview | 2 | 1,800 |
| THU | 24 | | | |
| FRI | 25-26 | Writing Human Resources Policy and Employee Handbook | 3 | 1,800 |
| SAT | 26 | | | |
| SUN | 27 | | | |
| MON | 28 | | | |
| TUE | 29 | English for Hospitality Communication | 5* | 2,200 |
| WED | 30 | | | |



Legend - 3* - Course shall be scheduled once a week
 5* - Course shall be scheduled once a week

| DECEMBER 2023- TRAINING CALENDAR | | | | |
|----------------------------------|-------|--|---------|--------|
| DAY | DATE | COURSE TITLE | NO DAYS | RM/PAX |
| FRI | 1 & 2 | Managing Performance & Setting KPI | 2 | 800 |
| SAT | 3 | | | |
| SUN | 4 | | | |
| MON | 5 | | | |
| TUE | 6 | Certificate in Professional Secretarial Practices | 12* | 2,200 |
| WED | 7 | | | |
| THU | 8-9 | Developing Superior Customer Service Excellence | 2 | 800 |
| FRI | 9 | Mastering Leadership & Supervisory Skills | 3* | 1,200 |
| SAT | 10 | | | |
| SUN | 11 | | | |
| MON | 12 | | | |
| TUE | 13 | | | |
| WED | 14 | Effective Negotiation & Sales Closing using NLP Techniques | 3* | 1,200 |
| THU | 15 | Certificate in Hospitality & Tourism Management | 12* | 2,200 |
| FRI | 16 | Human Resources Management for Non-HR Leaders | 3 | 1,200 |
| SAT | 17 | | | |
| SUN | 18 | | | |
| MON | 19 | | | |
| TUE | 20-21 | Performance Management & Appraisal Techniques | 2 | 800 |
| WED | 21-22 | Professional Grooming & Workplace Etiquette | 2 | 800 |
| THU | 22 | | | |
| FRI | 23 | Developing Professional Image & Positive Personality | 2 | 800 |
| SAT | 24 | | | |
| SUN | 25 | Christmas Day | | |
| MON | 26 | | | |
| TUE | 27 | | | |
| WED | 28 | Developing Human Resources Policy & Employee Handbook | 3* | 1,800 |
| THU | 29-30 | Mastering Coaching & Mentoring for Peak Performance | 2 | 800 |
| FRI | 30 | | | |



| | | | | |
|-----|----|--|--|--|
| SAT | 31 | | | |
|-----|----|--|--|--|

Registration Details

Course Registration is on a first-come first-served basis. Payment of Cheques made in favour of **GLM Training & Consultancy Sdn Bhd** should be forwarded a week before the date of commencement of each programme. Completed registration form that is emailed to GLM Training & Consultancy Sdn Bhd would be deemed as confirmed participant.

Any cancellations must be made in writing via email with a follow up telephone call to our Program Consultant stating your intention of the cancellation from your esteem self or organization.. There will be no charge for cancellation received for cancellation notification of more than 14 days prior to the date of commencement of the programme. Cancellation received 7 – 13 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 0 – 6 working days before the start of the programme is considered forfeited with no refund. Should the participant fails to attend the programme, the full course fees becomes payable . However, replacement can be accepted at no additional cost.

Discount

Registration of more than 2 participants will be given 10 % discount. Published course fees are excluding of 6% Services Tax. GLM Training & Consultancy reserves the right to change the facilitators, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes in the program. The company shall hold no responsibility to pay for any cost incurred including airfare, hotel or the travel costs incurred by participants.

For further enquiries, please contact us at GLM Training & Consultancy Sdn Bhd , No 12-4 Jalan Bangsar Utama 0, Bangsar Utama 59000 Kuala Lumpur. General Line : 03 22836949 or mobile contact 012 3717403.



GLM TRAINING & CONSULTANCY SDN BHD

No 12-4 Wisma Hamid Arshad, Jalan Bangsar Utama 9, Bangsar, 59000 Kuala Lumpur

www.glm-training.com Mobile : 012-3717403

REGISTRATION FORM

| | | |
|------------------------------------|---------------------------|-----------------------------|
| TITLE OF COURSE | | |
| DATE OF COURSE | | |
| <u>Name</u> | <u>Designation</u> | <u>Handphone no.</u> |
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| Company/Organization: _____ | | |
| Nature of Business: _____ | | |
| Address: _____ | | |
| _____ | | |
| Telephone: _____ Fax: _____ | | |
| Email: _____ Contact Person: _____ | | |

GLM TRAINING & CONSULTANCY SDN BHD (1132468-V)

No 12-4, Wisma Hamid Arshad, Jalan Bangsar Utama 9, Bangsar 59000 Kuala Lumpur. Malaysia.

Website : www.glm-training.com Contact 012 3717403



Is your company registered with the Human Resource Development Corporation (HRD Corp)? *(please tick)*

Yes **No**

Is your company a Small and Medium Enterprise (SME)? *(please tick)*

Yes **No**

Course Fees

The course per person / Group is RM

Special Request

.....

Payment / Terms & Conditions

1. Payment to be transferred via online or cheque to **Account No: 29200024605 , Hong Leong Bank, Tun Sambanthan in favour of GLM Training & Consultancy Sdn Bhd.** Kindly email bank in slip to our Service Consultant in charge of your account along with the Registration Form.
2. Any last minute cancellation before the commencement date of the training is NOT refundable.
3. The management has the right to change the date / venue of the event with notice to be given in advance.