



MEF ACADEMY TRAINING CALENDAR 2026

DECEMBER				
No	Topic	Date	NP (RM)	EB/G3 (RM)
INDUSTRIAL RELATIONS				
1	Disciplinary Procedure	1	1300	1100
2	Competency Mapping & Implementation for Performance Improvement	9	1300	1100
3	Latest Criminal Misconduct at the Workplace 2025	15	1300	1100
4	Certified Data Protection Office	16 & 17	2600	1800
HUMAN RESOURCES				
1	HR & Employment Law for Beginners	3 & 4	2000	1600
2	ISO Standards: Understanding Quality Management (QMS)	7 & 8	2000	1600
3	Develop & Implementation KRAs & KPIs	9 & 10	2000	1600
4	Drafting HR Policies and Employee Handbook	21	1000	800
OCCUPATIONAL SAFETY & HEALTH				
1	Basic Ergonomics for a Better Workplace	7	1000	900
2	Occupational Safety and Health Coordinator (OSH-C)	14 - 16	850	800

- NP - Normal Price, EB - Early Bird (1 month before the training date), G3 - Group of Three



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No	Topic	Date	NP (RM)	EB/G3 (RM)
OTHERS				
1	Communication, Motivation & Team Collaboration	1 & 2	2000	1600
2	Lean Manufacturing Management System	3 & 4	2000	1600
3	Negotiation Mastery: Strategies for Win-Win Outcomes	9 & 10	2000	1600
4	Design an Effective Grading and Salary Structure	15 & 16	2000	1600
5	Managing Payroll System	15 & 16	2000	1600
6	NLP in Sales	17	1000	800
7	Unlocking Your Potential: Cultivating Strengths & Driving Success	21	1000	800

Express Interest or get more info :

- HRDC - Claimable
- Early Bird / Group Discounts Available
- Special Corporate Packages for In-House Training



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