



# MEF ACADEMY TRAINING CALENDAR 2026

NOVEMBER				
No	Topic	Date	NP (RM)	EB/G3 (RM)
<b>INDUSTRIAL RELATIONS</b>				
1	Contract of Employment: Guide for Drafting the Letter of Employment Updated with Employment Act Amendment 2022	3	1300	1100
2	Handling Poor Performance Employees - Strategies to Prevent Costly Consequences	4	1300	1100
3	Termination of Employment	11	1300	1100
4	Anti-Bribery & Corruption	17	1300	1100
5	Handling Misconduct Relating to Absenteeism	19	1300	1100
<b>HUMAN RESOURCES</b>				
1	Perform to Transform - Performance Systems & Improvement Plans	3 & 4	2000	1600
2	Designing & Implementing Competency Matrix	5 & 6	2000	1600
3	PWLS (Wage System)	11 & 12	2000	1600
4	Behavioral Based Interview (STAR & NLP)	18 & 19	2000	1600
<b>OCCUPATIONAL SAFETY &amp; HEALTH</b>				
1	Hazard Identification, Risk Assessment and Control (HIRAC)	2 & 3	1800	1600

- 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)
2	Occupational Safety and Health Coordinator (OSH-C)	16 - 18	850	800
<b>OTHERS</b>				
1	Lean 6 Sigma (Green & Black Belt)	2 & 3	2000	1600
2	Achieving Excellence for Project Management	10 & 11	2000	1600
3	Harness Power AI for HR	11 & 12	2000	1600
4	Finance for Non-Finance	16 & 17	2000	1600
5	Customer Service Superstars - Delivering Excellence	17	1000	800
6	Empathy & Mental Wellness for Leaders	18	1000	800
7	Empathy & Mental Wellness for Leaders	18	1000	800
8	AI-Powered Talent Search and Sourcing Tools	18 & 19	2000	1600

Express Interest or get more info :

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



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