# KALENDAR 2009

## A. PEMBANGUNAN ORGANISASI

| KOD | Kursus / Bengkel | Jumlah Hari | Kekerapan | BULAN | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Jan | Feb | Mac | Apr | Mei | Jun | Jul | Ogos | Sept | Okt | Nov | Dis |
| A01 | PENYELARASAN PROSIDUR UMUM | | | | | | | | | | | | | | |
| A01001 | Pengurusan Fail | 1 | 2 | | 16 | | | | | | | | 20 | | |
| A01002 | Fail Meja | - | - | | | | | | | | | | | | |
| A01003 | Fail Meja & Manual Prosedur Kerja | 2 | 2 | | | 11 - 12 | | | | 01 - 02 | | | | | |
| A01004 | Pengurusan Rekod | 1 | 2 | | | | 15 | | | | | | | | 07 |
| A01005 | Pengurusan Sumber Manusia | 1 | 1 | | | | | 12 | | | | | | | |
| A01006 | Akta Rahsia Rasmi | 1 | 2 | | | 02 | | 06 | | | | | | | |
| A01007 | Pengendalian & Penulisan Minit Mesyuarat | 2 | 2 | | | 25 - 26 | | | | 28 - 29 | | | | | |
| A01008 | Penulisan Laporan & Kertas Cadangan Berkualiti | 2 | 2 | | | 30 - 31 | | | | 22 - 23 | | | | | |
| A01009 | Penulisan Surat Rasmi & Teks Ucapan | 2 | 2 | | | | | 25 - 26 | | | | | 07 - 08 | | |
| A02 | PENINGKATAN KUALITI | | | | | | | | | | | | | | |
| A02001 | Amalan dan Pemantapan 5S | 1 | 2 | | | | | | 04 | | | | | 10 | |
| A02002 | Pengenalan ISO | 1 | 1 | 14 | | | | | | | | | | | |
| A02003 | Asas KIK | 3 | 2 | | | 03 - 05 | | | 22-24 | | | | | | |
| A02004 | Balance Score Card | - | - | | | | | | | | | | | | |
| A02005 | Penandaarasan (Benchmarking) | - | - | | | | | | | | | | | | |
| A02006 | Pengurusan Perhubungan Pelanggan | 1 | 2 | | 05 | | | | | | | | 14 | | |
| A02007 | Perkhidmatan Kaunter Berkualiti | 1 | 2 | | | | 27 | | | 6 | | | | | |
| A02008 | Perkhidmatan Telefon Berkualiti | 1 | 2 | | | 05 | | | | | 13 | | | | |
| A03 | PROGRAM OSHA | | | | | | | | | | | | | | |
| A03001 | Asas Pertolongan Cemas | 2 | 2 | | | | 22 - 23 | | | | | | | 04 - 05 | |
| A03002 | Keselamatan & Kesihatan Pekerjaan (OSHA) | 1 | 2 | | 13 | | | 15 | | | | | | | |

## B. PEMBANGUNAN PROFESIONAL

| KOD | Kursus / Bengkel | Jumlah Hari | Kekerapan | BULAN | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Jan | Feb | Mac | Apr | Mei | Jun | Jul | Ogos | Sept | Okt | Nov | Dis |
| B01 | PENGURUSAN UNTUK PENGURUS | | | | | | | | | | | | | | |
| B01001 | Pengurusan Krisis / Problem Solving | 2 | 1 | | | | | | 15 - 16 | | | | | | |
| B01002 | Protokol & Etika Pengurusan Majlis | 1 | 2 | | | | | 11 | | 13 | | | | | |
| B01003 | Asas Kemahiran Kauseling | 1 | 3 | | | | | 07 | | 09 | | | 01 | | |
| B01004 | Teknik Pengurusan Berkesan (Effective Managerial Skills) | 2 | 1 | | | | | | 02 - 03 | | | | | | |
| B01005 | Decision Making Skills | 2 | 1 | | | | | | 29 - 30 | | | | | | |
| B01006 | Pengurusan Konflik & Perundingan Berkesan | 2 | 1 | | | | | | | | | | | 23 - 24 | |
| B01007 | Pengurusan Kepimpinan | 2 | 1 | | | 03 - 04 | | | | | | | | | |
| B01008 | Pengurusan Organisasi | 2 | 1 | | | | | 27 - 28 | | | | | | | |
| B01010 | Etika di Meja Makan | 1 | 2 | | | | | 18 | | 27 | | | | | |
| B01011 | Coaching & Mentoring | 2 | 1 | | | | | | 10 - 11 | | | | | | |
| B01012 | Pengurusan Tatatertib Kakitangan | 1 | 3 | | 04 | | | 13 | | | | | 22 | | |
| B01013 | Pengurusan Stress Dalam Organisasi | 2 | 2 | | 17 - 18 | | | | | | 10 - 11 | | | | |
| B01014 | Pengurusan Risiko | 1 | 1 | | | | | | | | 06 | | | | |
| B01015 | Pengurusan Perubahan | 1 | 1 | | | | | | | 15 | | | | | |
| B01016 | Pengurusan & Perancangan Strategik | 3 | 1 | | | | 06 - 08 | | | | | | | | |

## B. PEMBANGUNAN PROFESIONAL

| KOD | Kursus / Bengkel | Jumlah Hari | Kekerapan | BULAN | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Jan | Feb | Mac | Apr | Mei | Jun | Jul | Ogos | Sept | Okt | Nov | Dis |
| B02 | KEMAHIRAN PENGURUSAN AM | | | | | | | | | | | | | | |
| B02001 | Pengurusan Masa | 1 | 4 | 08 | | | 09 | | | | 12 | | | | 09 |
| B02003 | Pengurusan Latihan | 2 | 1 | 12 - 13 | | | | | | | | | | | |
| B02004 | Penyeliaan Berkesan | 3 | 1 | | | 10 - 12 | | | | | | | | | |
| B02005 | Pengacaraan Majlis (Master of Ceremony) | 2 | 2 | | | 23 - 24 | | | | 20 - 21 | | | | | |
| B02006 | Analisa Keperluan Latihan | 2 | 1 | | 10 - 11 | | | | | | | | | | |
| B02007 | Pengurusan Acara | 2 | 2 | | | | | | | | | | | | |

## B. PEMBANGUNAN PROFESIONAL

| KOD | Kursus / Bengkel | Jumlah Hari | Kekerapan | BULAN | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Jan | Feb | Mac | Apr | Mei | Jun | Jul | Ogos | Sept | Okt | Nov | Dis |
| B03 | TRAINING OF TRAINERS | | | | | | | | | | | | | | |
| B03001 | Pengucapan Awam | 2 | 2 | | | | 20 - 21 | | | | 17 - 18 | | | | |
| B03002 | Komunikasi Berkesan | 1 | 3 | | 12 | | | 21 | | | | | | | 16 |
| B03003 | Training Of Trainers (TOT) | 3 | 2 | | | 16 - 18 | | | 22 - 23 | | | | | | |
| B03005 | Pemikiran Kreatif | 2 | 1 | | | | | 19 - 20 | | | | | | | |
| B03006 | Effective Communication Skill | 2 | 2 | | | | 13 - 14 | | | | | | 12 - 13 | | |
| B03007 | Better Spoken English | 2 | 3 | | | | | 04 - 05 | | 07 - 08 | | | | 11 - 12 | |

## B. PEMBANGUNAN PROFESIONAL

| KOD | Kursus / Bengkel | Jumlah Hari | Kekerapan | BULAN | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Jan | Feb | Mac | Apr | Mei | Jun | Jul | Ogos | Sept | Okt | Nov | Dis |
| B04 | KEMAHIRAN KHUSUS JAWATAN / JABATAN | | | | | | | | | | | | | | |
| B04001 | Kewangan Untuk Bukan Staf Kewangan | 2 | 1 | | | | | | 08 - 09 | | | | | | |
| B04002 | Strategi Kecemerlangan Diri & Organisasi | 2 | 2 | | | | 01 - 02 | | | | | | 05 - 06 | | |
| B04003 | Pengurusan Stor | 1 | 1 | | | | | | 17 | | | | | | |

## B. PEMBANGUNAN PROFESIONAL

| KOD | Kursus / Bengkel | Jumlah Hari | Kekerapan | BULAN | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Jan | Feb | Mac | Apr | Mei | Jun | Jul | Ogos | Sept | Okt | Nov | Dis |
| B05 | KEMAHIRAN KOMPUTER / ICT | | | | | | | | | | | | | | |
| B05001 | Adobe Illustrator | 3 | 4 | 05 - 07 | | 18 - 20 | | | | 01 - 02 | | | | 02 - 04 | |
| B05002 | Adobe In Design | 3 | 4 | 12 - 14 | | 23 - 25 | | | | 06 - 08 | | | | 09 - 11 | |
| B05003 | Adobe Photoshop | 3 | 4 | 19 - 21 | | | 06 - 08 | | | 13 - 15 | | | | 16 - 18 | |
| B05004 | Bengkel Rangkaian Komputer | 2 | 4 | 08 - 09 | | 26 - 27 | | | | 09 - 10 | | | | 05 - 06 | |
| B05005 | Desktop Publishing - MS Publisher | 2 | 4 | 15 - 16 | | | 09 - 10 | | | 16 - 17 | | | | 12 - 13 | |
| B05006 | Developing ASP With Dreamweaver | 3 | 2 | 28 - 30 | | | | | | 20 - 22 | | | | | |
| B05007 | Dreamweaver | 3 | 4 | | 02 - 04 | | 27 - 29 | | | 27 - 29 | | | | 30 | 01 - 02 |
| B05008 | Flash Action Sript | - | - | | | | | | | | | | | | |
| B05009 | Keselamatan ICT | 2 | 4 | 22 - 23 | | 12 - 13 | | | | 23 - 24 | | | | 19 - 20 | |
| B05010 | Lotus Messaging / Lotus Notes | 3 | 4 | | 23 - 25 | | | 04 - 06 | | | 03 - 05 | | | | 07 - 09 |
| B05011 | Macromedia Firework | - | - | | | | | | | | | | | | |
| B05012 | Macromedia Flash | 3 | 4 | | | 02 - 04 | | 11 - 13 | | | 10 - 12 | | | | 14 - 16 |
| B05013 | Microsoft Access | 3 | 4 | | 09 - 11 | | 20 - 22 | | | | | | 05 - 07 | | 21 - 23 |
| B05014 | Microsoft Excel | 2 | 4 | | 05 - 06 | | 23 - 24 | | | 30 - 31 | | | | | 07 - 08 |
| B05015 | Microsoft Powerpoint | 2 | 4 | | 19 - 20 | | 16 - 17 | | | | 06 - 07 | | | | 28 - 29 |
| B05016 | Microsoft Project | 2 | 4 | | 26 - 27 | | | 07 - 08 | | | | | 08 - 09 | | 30 - 31 |
| B05017 | Microsoft Word | 2 | 4 | | | 05 - 06 | | 14 - 15 | | | 13 - 14 | | 12 - 13 | | |
| B05018 | Windows Movie Maker XP | 2 | 4 | | | 10 - 11 | | 18 - 19 | | | 17 - 18 | | 14 - 15 | | |
| B05019 | Pembangunan Laman Web | 3 | 4 | | 16 - 18 | | | 20 - 22 | | 01 - 03 | | | 19 - 21 | | |
| B05020 | Pengenalan Komputer & Internet | 2 | 4 | | 12 - 13 | | | 25 - 26 | | 06 - 07 | | | 22 - 23 | | |
| B05021 | Pengenalan MAC OSX (Apple Macintosh) | 2 | 2 | | | | | | 16 - 17 | | | | | 09 - 10 | |
| B05022 | Penyelenggaraan Komputer | 2 | 4 | | | 16 - 17 | | 27 - 28 | | 22 - 23 | | | 26 - 27 | | |
| B05023 | Rangkaian Komputer - CISCO Certification | 5 | 2 | | | | | | 08 - 12 | | | | | 02 - 06 | |
| B05024 | Statistical Package For Social Science (SPSS) | 3 | 4 | 19 - 21 | | | 01 - 03 | | 01 - 03 | | | | 28 - 30 | | |
| B05025 | Architectural Aided Design (AUTOCAD) | 3 | 2 | | | | | | 08 - 10 | | | | 05 - 07 | | |
| B05026 | Developing PHP With Dreamweaver | 3 | 2 | | | | 13 - 15 | | | | | | | 23 - 25 | |
| B05027 | Microsoft Excel Advance | 2 | 2 | | | | | | 15 - 16 | | | | | 11 - 12 | |
| B05028 | Micro Programming In Excel | 2 | 2 | | | | | | 04 - 05 | | | | 14 - 15 | | |
| B05029 | Microsoft Word Advance | 2 | 2 | | | | | | 04 - 05 | | | | | 16 - 17 | |
| B05030 | Pengenalan Windows Vista | 3 | 12 | 05 - 07 | 02 - 04 | 05 - 06 | 01 - 03 | 04 - 06 | 01 - 03 | 09 - 10 | 06 - 07 | 29 - 30 | 08 - 09 | 23 - 25 | 03 - 04 |
| B05031 | Pengenalan Linux | 2 | 2 | | | | | 07 - 08 | | | | 29 - 30 | | | |

## C. PEMBANGUNAN KERJAYA

| KOD | Kursus / Bengkel | Jumlah Hari | Kekerapan | BULAN | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Jan | Feb | Mac | Apr | Mei | Jun | Jul | Ogos | Sept | Okt | Nov | Dis |
| C01 | INDUKSI | | | | | | | | | | | | | | |
| C01001 | Induksi Khusus Kumpulan I | 3 | 6 | | | 11 - 13 P | 15 - 17 P | 13 - 15 A | 10 - 12 A | 15 - 17 P | 12 - 14 P | | | | |
| C01002 | Induksi Umum Kumpulan I | 14 | 6 | | | 13 - 26 P | 17 - 30 P | 15 - 28 A | 12 - 25 A | 17 - 30 P | 14 - 27 P | | | | |
| C01003 | Induksi Khusus Kumpulan II | 3 | 3 | | 11 - 13 | | | | | | | | 05 - 07 | | 14 - 16 |
| C01004 | Induksi Umum Kumpulan II | 9 | 3 | | 13 - 21 | | | | | | | | 07 - 15 | | 16 - 24 |
| C01005 | Induksi Khusus Kumpulan II & III | 3 | 2 | 12 - 14 | | | | | | | | | 28 - 30 | | |
| C01006 | Induksi Umum Kumpulan II & III | 9 | 2 | 14 - 22 | | | | | | | | | 30 - | - 07 | |
| C02 | KPSL | | | | | | | | | | | | | | |
| | Pemb. Makmal (C17/C22/C26 Ke Pen. Peg. Sains (C27) | 2 | 1 | | | 17 - 18 | | | | | | | | | |
| | Peng. Keselamatan (KP11/KP14) Ke Pemb. Keselamatan (KP17) | 2 | 1 | | | | | | 16 - 17 | | | | | | |
| | Pen. Peg. Keselamatan (KP27) Ke Peg. Keselamatan (KP41) | 5 | 1 | | | | | | | 06 - 10 | | | | | |
| | Pen. Peg. Penerbitan (N27) Ke Peg. Penerbitan (N41) | 5 | 1 | | | | | | | | | | 12 - 16 | | |
| C03 | PROGRAM PERALIHAN | | | | | | | | | | | | | | |
| | Pembantu Makmal (Tahap 3) | 5 | 1 | | 09 - 13 | | | | | | | | | | |
| C04 | PEPERIKSAAN JABATAN | 3 | 2 | | | | 20 - 22 | | | | | | | 10 - 12 | |
| C05 | PENILAIAN TAHAP KECEKAPAN | | | | | | | | | | | | | | |
| | Iklan PTK | | 2 | 16/12 - 15 | | | | | | 01 - 31 | | | | | |
| | Kursus PTK Gred 52, 48 & 44 | | 2 | | 09 - 16 | | | | | | | | | 02 - 10 | |
| | Kursus PTK Gred 26 - 40 | | 1 | | 17 - 23 | | | | | | | | | | |
| | Peperiksaan PTK Gred 17 - 40 | | 2 | | | 24 - 31 | | | | | | 01 - 10 | | | |
| | Penilaian PTK Gred 1 - 16 | | 2 | | | 24 - | - 25 | | | | | 01 - 30 | | | |

## D. PEMBANGUNAN KEPERIBADIAN

| KOD | Kursus / Bengkel | Jumlah Hari | Kekerapan | BULAN | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Jan | Feb | Mac | Apr | Mei | Jun | Jul | Ogos | Sept | Okt | Nov | Dis |
| D01 | PEMBANGUNAN KEPERIBADIAN | | | | | | | | | | | | | | |
| D01001 | Integriti | 1 | 11 | 15 | 19 | 19 | 16 | 14 | 18 | 30 | 20 | | 15 | 19 | 17 |
| D01002 | Perubahan Sikap | 2 | 4 | | | 17 - 18 | | | 15 - 16 | | 18 - 19 | | | 17 - 18 | |
| D01003 | Islam Hadhari | 1 | 2 | | | | | | | 14 | | | | 25 | |
| D01004 | Penampilan Imej / Diri | 3 | 1 | 19 - 21 | | | | | | | | | | | |
| D01005 | Nilai & Etika | 1 | 4 | 29 | | | 30 | | | | 19 | | | | 29 |
| D01007 | Pengurusan Wang | 1 | 1 | | 26 | | | | | | | | | | |
| D01008 | People Turn Around (PETA) | 2 | 6 | | 02 - 03 | | 28 - 29 | | 24 - 25 | | 04 - 05 | | 27 - 28 | | 02 - 03 |
| D01009 | Development True Potential | 3 | 2 | | 16 - 18 | | | | 13 - 15 | | | | | | |
| D01010 | Budaya Kerja Cemerlang | 3 | 2 | | | | 20 - 22 | | 09 - 10 | | | | | | |

Permohonan untuk mengikuti kursus yang tersenarai didalam kalendar ini boleh dibuat melalui **Permohonan Atas Talian mengikut kursus yang diiklankan. Permohonan hendaklah dibuat melalui sistem e-LATIHAN.**

Sebarang pertanyaan tentang kursus - kursus yang tersenarai hendaklah ditujukan kepada **Penyelaras Projek** yang berkenaan , di alamat :

**Ketua Timbalan Pendaftar**
**Jabatan Pembangunan Sumber Manusia (JPbSM)**
**Pejabat Pendaftar**
**Universiti Teknologi MARA**
Untuk Perhatian: Puan Rosilawati Abdul Jamil & Puan Intan Syarhaida Shaarani
No. Tel : 03-55211318 / 1319 / 55443181 / 3109 / 3107

***Kursus ada dipaparkan dalam I-Staff Portal setiap bulan / Tarikh kursus tertakluk pada pindaan**

ISO 9001:2000 Certificate No: 404089

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