

KALENDAR PROGRAM LATIHAN KAKITANGAN TAHUN 2007

| BIL | KURSUS KEMAHIRAN | TEMPOH KHIDMAT | SASARAN | JAN | FEB | MAC | APRIL | MEI | JUN | JULAI | OGOS | SEPT | OKT | NOV | DIS |
|-----|---|----------------|---------|-------|-------|-------|-------|-------|-------|-------|-------|------|-----|-------|-------|
| 1 | Pengurusan Mesyuarat (A) | Terbuka | P | 9-10 | | | | | | | | | | | |
| 2 | Pengurusan Fail dan Rekod (A) | Terbuka | S | 29-30 | | | | | | | | | | | |
| 3 | Pengurusan Sumber Manusia (A) | 3-5 THN | P | | 5-7 | | | | | | | | | | |
| 4 | Komunikasi Interpersonal (P) | 5-10 THN | S | | 26-27 | | | | | | | | | | |
| 5 | Pengucapan Awam dan Pengacaraan Majlis (L) | >10 THN | P/S | | | 6-8 | | | | | | | | | |
| 6 | Kepimpinan dan Penyeliaan (A) | 3-5 THN | P | | | 22-24 | | | | | | | | | |
| 7 | Training For Trainer (A) | 5-10 THN | P | | | | 5-7 | | | | | | | | |
| 8 | Penulisan Surat, Kertas Kerja & Laporan (A) | Terbuka | P/S | | | | 10-11 | | | | | | | | |
| 9 | Protokol dan Etik Sosial (A) | < 3 THN | P/S | | | | 18-19 | | | | | | | | |
| 10 | Kemahiran Perundingan (L) | > 10 THN | P | | | | | 29-31 | | | | | | | |
| 11 | Teknik Temuduga (P) | 5-10 THN | P | | | | | | 7-9 | | | | | | |
| 12 | Keselamatan dan Kebombaan (A) | Terbuka | S | | | | | | 12-14 | | | | | | |
| 13 | Pengurusan & Penyelidikan | < 3 THN | P | | | | | | 26-27 | | | | | | 10-11 |
| 14 | Penyelenggaraan Bangunan (A) | Terbuka | S | | | | | | | 2-3 | | | | | |
| 15 | Pengurusan Organisasi (A) | < 3 THN | P | | | | | | | 19-21 | | | | | |
| 16 | Penyelenggaraan Kenderaan (A) | Terbuka | S | | | | | | | 27-29 | | | | | |
| 17 | Keselamatan dan Kesihatan Pekerja (A) | Terbuka | S | | | | | | | | 28-29 | | | | |
| 18 | Pengurusan dan Pengendalian Makmal (A) | Terbuka | P/S | | | | | | | | | | | 19-20 | |

| BIL | KURSUS PEMBANGUNAN DIRI | TEMPOH KHIDMAT | SASARAN | JAN | FEB | MAC | APRIL | MEI | JUN | JULAI | OGOS | SEPT | OKT | NOV | DIS |
|-----|---------------------------------------|---------------------|---------|-------|-------|-------|-------|-------|-------|-------|-------|------|-------|-------|-----|
| 25 | Pra Persaraan | <2 Thn Akan Bersara | P/S | 23-25 | | | | | | | | | | | |
| 26 | Motivasi dan Kecemerlangan Diri (P) | 5-10 THN | S | | 13-15 | | | | | | | | | 27-29 | |
| 27 | Pengurusan Kaunseling (A) | 5-10 THN | P | | | 28-30 | | | | | | | | | |
| 28 | Pengukuhan Pasukan | Terbuka | S | | | | 26-28 | | | | | | | 6-8 | |
| 29 | Siasatan Dalaman (A) | Terbuka | S | | | | | 22-23 | | | | | | | |
| 30 | Pemanduan Berhemah (P) | Terbuka | S | | | | | | 28-30 | | | | | | |
| 31 | Institusi Kekeluargaan Islam | Terbuka | S | | | | | | | 16-17 | | | | | |
| 32 | Pengurusan Krisis (A) | > 10 THN | P | | | | | | | | 16-18 | | | | |
| 33 | Pengurusan Masa (A) | 3-5 THN | P/S | | | | | | | | 23-24 | | | | |
| 34 | Kecemerlangan Kakitangan | Terbuka | S | | | | | | | | | | 29-30 | | |
| 35 | Pemikiran Kreatif (A) | 3-5 THN | P | | | | | | | | | | | 1-3 | |
| 36 | ESQ (Emotional Spritual Quotient) (A) | 5-10 THN | P | | | | | | | | | | | 15-17 | |

| BIL | KURSUS BAHASA | TEMPOH KHIDMAT | SASARAN | JAN | FEB | MAC | APRIL | MEI | JUN | JULAI | OGOS | SEPT | OKT | NOV | DIS |
|-----|---|----------------|---------|-------|-------|-------|-------|-------|-------|-------|------|------|-------|-----|-----|
| 37 | Kemahiran Berbahasa | Terbuka | S | | | 26-27 | | | | | | | | | |
| 38 | Bahasa Inggeris | Terbuka | P/S | | | | | 29-31 | | | | | 22-24 | | |
| BIL | KURSUS PENGURUSAN KUALITI | TEMPOH KHIDMAT | SASARAN | JAN | FEB | MAC | APRIL | MEI | JUN | JULAI | OGOS | SEPT | OKT | NOV | DIS |
| 39 | Kumpulan Inovatif dan Kreatif - Fasilitator | Terbuka | P | 24-25 | | | | | | | | | | | |
| 40 | Pra-Kumpulan Inovatif dan Kreatif (A) | Terbuka | S | | 13-14 | 23-24 | | | | | | | | | |
| 41 | Key Performance Indicator (KPI) | < 5 THN | P | | 23-24 | | | | | | | 3-4 | | | |
| 42 | Pengurusan Perkhidmatan Pelanggan | Terbuka | S | | | | 10-11 | | | | | | | | |
| 43 | Persekitaran Berkualiti (Amalan 5S) | Terbuka | P/S | | | | 23-24 | | | | | | | | |
| 44 | Aduan dan Maklumbalas Pelanggan (A) | Terbuka | S | | | | | 2-3 | | | | | | | |
| 45 | Bengkel Kumpulan Inovatif dan Kreatif | Terbuka | S | | | | | 10-11 | | | | | | | |
| 46 | Kesedaran ISO (A) | < 3 THN | P/S | | | | | | 5-6 | | | | | | |
| 47 | Bengkel Pemantapan Audit Dalaman | Terbuka | P | | | | | | 14-16 | | | | | | |
| 48 | Balance Scorecard | > 10 THN | P | | | | | | | 5-7 | | | | | |
| 49 | Six Sigma | 3-5 THN | P | | | | | | | 11-13 | | | | | |
| 50 | Manual Prosedur Kerja dan Fail Meja | 3-5 THN | S | | | | | | | 23-24 | | | | | |

| BIL | KURSUS TEKNOLOGI MAKLUMAT | TEMPOH KHIDMAT | SASARAN | JAN | FEB | MAC | APRIL | MEI | JUN | JULAI | OGOS | SEPT | OKT | NOV | DIS |
|-----|--|----------------|---------|-----|-------|-------|-------|-------|-------|-------|-------|------|-------|-----|-----|
| 51 | Keselamatan Komputer (Rangkaian) | Terbuka | P/S | | 7-8 | | | | 26-27 | | | | | | |
| 52 | Automasi Pejabat (Word, Excel, Powerpoint) | Terbuka | P/S | | 14-16 | | | 2-4 | | | | 5-7 | | | |
| 53 | Teknik Penyelenggaraan Perkakasan & Baikpulih (Asas & Pertengahan) | Terbuka | P/S | | 21-22 | | | | 12-13 | | | | | | |
| 54 | Aplikasi & Teknologi Maklumat (IT, Internet, e-Mel) | Terbuka | P/S | | 27-28 | | | 9-10 | | | | | | | |
| 55 | Keselamatan Komputer (Virus, e-Mel, Spyware, BSA) | Terbuka | P/S | | | 7-8 | | | 19-20 | | | | | | |
| 56 | Desktop Publishing (Indesign) | Terbuka | P/S | | | 14-15 | | | | | | | | | |
| 57 | Pakej Statistik (SAS) | Terbuka | P | | | 21-22 | | | | | | | | | |
| 58 | Aplikasi Multimedia (Macromedia Flash) | Terbuka | P/S | | | | 12-13 | | | | | | | | |
| 59 | Pakej Statistik (AMOS, SPSS) | Terbuka | P/S | | | | 19-20 | | | | | | | | |
| 60 | Aplikasi Multimedia (Adobe Photoshop) | Terbuka | P/S | | | | 25-26 | | | | | | | | |
| 61 | Desktop Publishing (Adobe Illustrator) | Terbuka | P/S | | | | | 16-17 | | | | | | | |
| 62 | Keselamatan Komputer (Penyelenggaraan Komputer) | Terbuka | P/S | | | | | 23-24 | | | | | 24-25 | | |
| 63 | Aplikasi Multimedia (Adobe Illustrator) | Terbuka | P/S | | | | | | | 11-12 | | | | | |
| 64 | Desktop Publishing (MS Publisher) | Terbuka | P/S | | | | | | | 18-19 | | | | | |
| 65 | Pembangunan Web (Cold Fusion, Macromedia Dreamweaver) | Terbuka | S | | | | | | | 25-26 | | | | | |
| 66 | Aplikasi Multimedia (Macromedia Captivate) | Terbuka | P/S | | | | | | | | 8-9 | | | | |
| 67 | Pembangunan Web (Microsoft Access) | Terbuka | P/S | | | | | | | | 15-16 | | | | |
| 68 | Desktop Publishing (Adobe Acrobat) | Terbuka | P/S | | | | | | | | | | 29-30 | | |

| BIL | KURSUS DALAM PERKHIDMATAN | TEMPOH KHIDMAT | SASARAN | JAN | FEB | MAC | APRIL | MEI | JUN | JULAI | OGOS | SEPT | OKT | NOV | DIS |
|-----|--------------------------------------|----------------|---------|-----|-------|-------|-------|-------|-------|-------|-------|------|-------|-------|------|
| 69 | Kaedah Penyelidikan (SLAB) | Cuti Belajar | P | | 19-28 | | | | 3-9 | | | | 22-31 | | |
| 70 | Induksi Kumpulan Pengurusan | Lantikan Baru | P | | | 5-16 | | | | | 19-30 | | | | |
| 71 | PTK Tahap 4 - Gred 48 | Terbuka | P | | | 6-14 | | | | | | | | | |
| 72 | Orientasi Kakitangan Kontrak | Lantikan Baru | P | | | 20-23 | | | | 11-14 | | | | | |
| 73 | Orientasi Kakitangan Kontrak | Lantikan Baru | S | | | | 2-5 | | | | | | 25-29 | | |
| 74 | Pembantu Makmal (A) | 1-3 THN | S | | | | | 7-14 | | | | | | | |
| 75 | Induksi Kumpulan Sokongan | Lantikan Baru | S | | | | | 14-23 | | | | | | 5-14 | |
| 76 | Kursus PTK Tahap 3 – Gred 44 | Terbuka | P | | | | | 22-30 | | | | | | | |
| 77 | Pembantu Makmal (L) | > 10 THN | S | | | | | | 20-30 | | | | | | |
| 78 | PTK Tahap 5 - Gred 52 | Terbuka | P | | | | | | | 23-31 | | | | | |
| 79 | Kursus PTK Tahap 4 – Gred 26, 36, 38 | Terbuka | S | | | | | | | | | | | 20-28 | |
| 80 | PTK Tahap 6 - Gred 54 | Terbuka | P | | | | | | | | | | | | 3-12 |

Catatan:

Kursus dan tarikh yang dicadangkan ini masih tertakluk kepada pindaan

Petunjuk:

P : Kumpulan Pengurusan & Profesional

S : Kumpulan Sokongan

A : Peringkat Asas

P : Peringkat Pertengahan

L : Peringkat Lanjutan