

MIS & ASSOCIATES SDN BHD (271589-M)

Suite 905, PJ Tower, AMCORP Trade Centre, No. 18 Jalan Persiaran Barat, 46050 Petaling Jaya Selangor Darul Ehsan, Malaysia

Tel : 016-3054607 / 03-79559897 / 03-79552251 Fax : 03-79552271

E-mail : mis@missb.com.my <http://www.missb.com.my>**2025 MIS PUBLIC TRAININGS**

For	Course	Duration	Course Title	Course Dates (TBC)	Location
Officers, Executives, Administrator	M1	1 Day	Quantitative & Statistical Analysis In Compensation Administration / Management	9 June	Penang
Executives, Managers	M2	1 Day	Developing, Designing & Implementing An Effective Salary Structure / Scale	10 June 15 July	Penang Kuala Lumpur
HR Managers Managers	M3	2 Days	Effective Compensation & Remuneration Management	11 & 12 June	Penang
HR Managers, C&B Practitioners, Managers	M4	2 Days	Carrying Out a Job Evaluation & Classification Exercise	8 & 9 July	Kuala Lumpur

TBC - To Be Confirmed

***All courses will be conducted in English unless specified.
They may also be conducted and customized for in-house training.***

REGISTRATION DETAILS

Enquiries: Miss Stephanie mis@missb.com.my Tel : 016-3054607 (Mr. Ngo) / 03-79559897 / 03-7992251

Course Fees: Course M1 or M2: **RM1,500.00 + 8% SST per participant**
Course M3 or M4: **RM2,750.00 + 8% SST per participant**

Full Payment of fees is to be paid in advance of the training date (For those not claiming from HRDC)

There is a 8% SST on all invoices

Cheques are to be made payable to MIS & Associates Sdn Bhd

Cancellation: Written notification for each confirmed participant received

- 7 days before training will be refunded but a RM250.00 for administration fee will be charged
- less than 7 days before training will not be refunded

A substitution of participant is allowed at no extra cost

Changes: In the event of unforeseen circumstances, MIS & Associates Sdn Bhd reserves the right to change the date, time, venue. MIS will endeavour to inform all participants soonest possible.

Registration: EMAIL to mis@missb.com.my
ONLINE at www.missb.com.my
FAX to 03-79552271



2025 MIS PUBLIC TRAININGS

REGISTRATION FORM

Course Registration (Please tick as appropriate on the course selected)

Course	M1	M2		M3	M4
Location	Penang	Penang	Kuala Lumpur	Penang	Kuala Lumpur
Duration (Day/Days)	1	1	1	2	2
Dates	9 June	10 June	15 July	11 & 12 June	8 & 9 July
Course Selection (√)					

Participant's Detail

1)	Name: _____	Designation: _____
2)	Name: _____	Designation: _____
3)	Name: _____	Designation: _____

Registration Completed By

Contact Person: _____ Date: _____
 Designation: _____
 Telephone No: _____ Handphone No: _____
 Email: _____
 Company Name: _____
 Company Address: _____
 Company Chop: _____