



EITA - Training

Microsoft training for EEM Penang branch

4 – 6 Feb 2015

As part of Eita's training initiative, an internal training was conducted in EITA Elevator Branch Penang. It was a 3-day course from 4th to 6th February 2015 on the popular Microsoft Office software. The Microsoft Office software covered:

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook.

In addition there was a short briefing about the impact of GST to the Penang Branch operations.

The Internal Trainer, Cheng Boon Huat was sent to the Penang Branch for the purpose of this training and was welcomed by Penang Branch Manager, Mr Ooi Soon Keat. There were 5 participants who attended the training and all of them tried their best to attend despite their current responsibilities and schedule.

