

BO1-A-09, Menara 2 KL Eco City, 3, Jln Bangsar 59200 Kuala Lumpur

MANAGEMENT

| LEADERSHIP PROGRAMME | Days |
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| SITUATIONAL LEADERSHIP | 2 |
| THE ART OF LEADERSHIP USING NLP | 2 |
| NETWORKING AND LEADERSHIP PROGRAMME | 2 |
| LEADING IN THE 21 ST CENTURY | 2 |
| EFFECTIVE MANAGEMENT AND LEADERSHIP SKILLS USING NLP | 2 |
| LEADERSHIP DEVELOPMENT PROGRAM - THE POWER OF LEADERSHIP | 2 |
| LEADERSHIP FOR EXECUTIVE | 2 |
| LEADERSHIP FOR MIDDLE MANAGEMENT | 2 |
| LEADERSHIP FOR NON-EXECUTIVE | 2 |
| LEADERSHIP DYNAMICS AND PRACTICES | 2 |
| LEADERSHIP COACHING WITH NLP | 2 |
| MANAGERIAL SKILLS DEVELOPMENT | 2 |
| MANAGING AND LEADING CHANGE | 2 |
| COACHING AND MENTORING | 2 |
| SUN TZE ART OR WAR PRINCIPLES OF MANAGEMENT | 2 |
| RISK MANAGEMENT | 2 |
| PEOPLE MANAGEMENT | Days |
| PEOPLE MANAGEMENT PROGRAM | 2 |
| THE ART OF PEOPLE MANAGEMENT | 2 |
| PROBLEM SOLVING AND THINKING PROGRAMME | Days |
| THE POWER OF ANALYTICAL & CREATIVE THINKING | 2 |
| ANALYTICAL AND CREATIVE THINKING SKILLS | 2 |
| CREATIVITY & INNOVATION FOR BETTER PERFORMANCE | 2 |
| CREATIVITY, INNOVATION & LEADERSHIP SKILLS DEVELOPMENT | 2 |
| CRITICAL THINKING & CREATIVE PROBLEM SOLVING FOR BETTER DECISION MAKING | 2 |
| PROBLEM SOLVING AND DECISION-MAKING SKILLS | 2 |
| STRATEGIC THINKING AND PLANNING | 2 |
| CHANGE OF MINDSET PROGRAM | 2 |
| EMOTIONAL INTELLIGENCE AT WORKPLACE | 2 |
| THINKING OUT-OF-THE-BOX | 2 |
| EMBRACING AN ENTREPRENEURIAL MINDSET | 2 |
| SUPERVISORY PROGRAMME | Days |
| EFFECTIVE SUPERVISORY SKILLS | 2 |
| ESSENTIAL SUPERVISORY PROGRAM | 2 |

HR AND SAFETY

| SAFETY PROGRAM | Days |
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| FIRST AID AND CPR TRAINING | 2 |

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| FORKLIFT TRUCK SAFETY | 2 |
| TRACTOR SAFETY TRAINING | 2 |
| WORKPLACE SAFETY - POST MCO (COVID 19) | 2 |
| BASIC OCCUPATIONAL SAFETY AND HEALTH AWARENESS (OSHA) | 2 |
| BEHAVIOURAL BASED SAFETY & ACCIDENT PREVENTION | 2 |
| DEFENSIVE AND SAFETY DRIVING | 1 |
| DEFENSIVE DRIVING FOR MOTORCYCLE | 1 |
| EFFECTIVE SAFETY COMMITTEE AT WORKPLACE | 1 |
| HEARING CONSERVATION TRAINING | 1 |
| GUIDELINES FOR ERGONOMICS RISK ASSESSMENT | 1 |
| BEHAVIOUR BASED SAFETY | 1 |
| IMPORTANCE OR PERSONAL PROTECTIVE EQUIPMENTS AT WORKPLACE | 1 |
| MANUAL HANDLING AT WORKPLACE | 1 |
| LIFTING GEAR AND SIGNALMAN COURSE | 1 |
| PLANT AND MACHINERY COURSE | 1 |
| ISO 45001:2018 INTERNAL COURSE | 1 |
| CRANE INSPECTION TRAINING | 1 |
| EMERGENCY RESPONSE PLAN TRAINING | 1 |
| HR PROGRAM | Days |
| HR FOR NON-HR IN NEW NORM | 2 |
| HR STRATEGIES AND BEST PRACTICES | 2 |
| THE EMPLOYMENT ACT 1955 | 2 |
| COMPETENCY-BASED INTERVIEW | 2 |
| BEHAVIOURAL-BASED INTERVIEW SKILLS | 2 |
| HANDLING THE NON-PERFORMER AND DISMISSAL WORKSHOP | 2 |

SOFTSKILLS / HUMAN DEVELOPMENT

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| NEGOTIATION | Days |
| PERSUASION, INFLUENCE AND NEGOTIATION SKILLS | 2 |
| THE ART OF NEGOTIATION SKILLS | 2 |
| EFFECTIVE NEGOTIATION SKILLS | 2 |
| EMPOWERMENT – ART OF INFLUENCING PEOPLE TO ACHIEVE FULLEST POTENTIAL | 2 |
| CORNERSTONES OF SUCCESSFUL NEGOTIATIONS | 2 |
| TIME MANAGEMENT | Days |
| TIME MANAGEMENT ESSENTIALS | 2 |
| TIME MANAGEMENT TECHNIQUES | 1 |
| EFFECTIVE TIME AND STRESS MANAGEMENT | 2 |
| TIME MANAGEMENT - TIPS TO REDUCE PROCRASTINATION FOR SUCCESS, RESILIENCE & INNOVATION | 2 |
| FLEXIBILITY AND ABILITY TO WORK UNDER PRESSURE & TIME MANAGEMENT | 2 |
| HUMAN INTERPERSONAL SKILLS | Days |
| SUCCESSFUL PRESENTATION SKILLS | 2 |
| POWERFUL PRESENTATION & PUBLIC SPEAKING | 2 |
| EFFECTIVE COMMUNICATION & PRESENTATION SKILLS | 2 |
| HOW TO COMMUNICATE WITH DIPLOMACY | 2 |
| EFFECTIVE COMMUNICATION SKILLS AT WORKPLACE | 2 |
| EFFECTIVE COMMUNICATION AND INTERPERSONAL SKILLS | 2 |

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| BEHAVIOURAL INTERPERSONAL COMMUNICATION | 2 |
| PROFESSIONAL GROOMING AND COMMUNICATION | 2 |
| COMMUNICATION AND DELEGATION | 2 |
| PROFESSIONAL BUSINESS ENGLISH WORKSHOP | 2 |
| BUSINESS GRAMMAR ESSENTIALS FOR THE WORKPLACE | 2 |
| RESUME WRITING AND INTERVIEW SKILLS | 2 |
| ENHANCING PROFESSIONAL WRITING SKILLS | 2 |
| EFFECTIVE BUSINESS WRITING AND PRESENTATION SKILLS | 2 |
| TECHNICAL REPORT WRITING SKILLS MADE EASY FOR ENGINEERS | 2 |
| HANDS-ON INTERNAL AUDIT REPORT WRITING WORKSHOP | 2 |
| PROFESSIONAL GROOMING AND BUSINESS ETIQUETTE | 2 |
| 7 HABITS OF HIGHLY EFFECTIVE PEOPLE | 2 |
| QUANTUM LEAP FOR PERSONAL EXCELLENCE | 2 |
| PASSION FOR PERSONAL EXCELLENCE | 2 |
| OTHERS | Days |
| RESPONSIBILITY AND TEAMWORK PROGRAM | 2 |
| WORK LIFE BALANCE | 3 |
| ENVIRONMENT SUSTAINABILITY & SOCIAL IMPACT | 2 |
| STRESS MANAGEMENT AND WELLNESS PROGRAM | 2 |
| PRE-RETIREMENT PROGRAMME | 2 |
| CHANGE MASTERY PROGRAM | 2 |

QUALITY MANAGEMENT SYSTEM

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| QUALITY MANAGEMENT SYSTEM | Days |
| ISO 9001 MANAGEMENT AWARENESS AND IMPLEMENTATION GUIDE | 2 |
| ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) | 2 |
| ISO 9001:2015 AWARENESS AND INTERNAL QUALITY AUDITING | 2 |
| ISO 9001 INTERNAL QUALITY AUDITING | 2 |
| ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) | 2 |
| IATF 16949 MANAGEMENT AWARENESS AND IMPLEMENTATION GUIDE | 2 |
| IATF 16949 INTERNAL QUALITY AUDITING | 2 |
| ISO 45001:2018 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEMS | 2 |
| GOOD DISTRIBUTION PRACTICE FOR MEDICAL DEVICES (GDPMD) AND INTERNAL AUDIT AWARENESS TRAINING | 2 |

ADMINISTRATION AND ORGANIZATION IMPROVEMENT

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| ORGANIZATIONAL IMPROVEMENT | Days |
| TOTAL QUALITY MANAGEMENT – FROM VISION TO ACTION | 2 |
| 5S – CREATING A PRODUCTIVE AND SYSTEMATIC WORKPLACE | 2 |
| 5S GOOD HOUSEKEEPING AND WORKPLACE ORGANIZATION | 2 |
| 5S MANAGEMENT WORKSHOP | 1 |
| SUPPLIER MANAGEMENT DEVELOPMENT SYSTEM | 2 |
| EFFECTIVE QUALITY ASSURANCE | 2 |
| EFFECTIVE CONTROL MANAGEMENT | 2 |
| REDUCING COST & INCREASING PROFIT | 2 |
| PROJECT MANAGEMENT FUNDAMENTALS | 2 |

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| PROJECT MANAGEMENT | 3 |
| CUSTOMER SERVICE | Days |
| CUSTOMER SERVICE SUPERSTAR | 2 |
| EXCELLENT SERVICE QUALITY: BUILDING EXCELLENT CUSTOMER SERVICES | 2 |
| STRATEGIC CUSTOMER MANAGEMENT - HANDLING CUSTOMER COMPLAINT | 2 |
| CUSTOMER SERVICE AND HANDLING DIFFICULT CUSTOMERS | 2 |
| CUSTOMER MANAGEMENT | 2 |
| ADMINISTRATION | Days |
| MANAGING RECORDS WITH EFFECTIVE FILING SYSTEM | 1 |
| DEALING CONFIDENTLY WITH DIFFICULT PEOPLE AT WORK | 2 |
| POWER PHONE IMAGE AT FRONT DESK | 2 |
| PROFESSIONAL TELEPHONE HANDLING SKILLS | 2 |
| OFFICE ADMINISTRATION PROGRAM | 2 |
| CLERICAL DEVELOPMENT PROGRAM | 2 |
| EFFECTIVE SECRETARIAL PRACTICE | 2 |
| SPEED TYPING SKILLS | 1 |
| FACILITATING VIRTUAL PROGRAMME | 1 |

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| TECHNICAL / PRODUCTIVITY IMPROVEMENT TOOLS | Days |
| FAILURE MODE AND EFFECTS ANALYSIS | 2 |
| STATISTICAL PROCESS APPROACH | 2 |
| ADVANCED PRODUCT QUALITY PLANNING | 2 |
| MEASUREMENT SYSTEM ANALYSIS | 2 |
| PRODUCTION PART APPROVAL PROCESS | 1 |
| 8D PROBLEM SOLVING METHODOLOGY | 2 |
| MISTAKE PROOFING AND POKA YOKE CONCEPT | 2 |
| 7 BASIC QC TOOLS – PROBLEM SOLVING AND DECISION MAKING | 2 |
| 7 NEW QC TOOLS – MANAGEMENT PLANNING | 2 |
| PRACTICAL COST OF QUALITY – COST REDUCTION STRATEGY | 2 |
| LEAN MANUFACTURING | 2 |
| APPROACH TO EFFECTIVE AND COST REDUCTION MAINTENANCE PRACTICE | 2 |
| MANUFACTURING COST REDUCTION STRATEGIES | 2 |
| ACCEPTANCE SAMPLING | 2 |
| TOTAL PRODUCTIVE MAINTENANCE | 2 |
| KAIZEN AND CONTINUOUS IMPROVEMENT | 2 |
| WAREHOUSING AND DISTRIBUTION MANAGEMENT | 2 |
| SIX SIGMA IMPROVEMENT PROGRAM | 2 |
| SCHEDULED WASTE MANAGEMENT | 2 |
| ROOT CAUSE ANALYSIS & PROBLEM SOLVING METHODOLOGY | 2 |

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| SALES AND MARKETING | Days |
| DIGITAL MARKETING | 2 |
| EFFECTIVE SALES AND MARKETING STRATEGY | 2 |
| MARKETING METHODOLOGY AND STRATEGY | 2 |
| NLP FOR SALES PROFESSIONAL | 2 |

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| SALES THROUGH SERVICE | 2 |
| CROSS SELLING FOR SUCCESS | 2 |
| FINANCE | Days |
| FINANCE FOR NON-FINANCE EXECUTIVES AND MANAGERS | 2 |
| LEGAL DEBT RECOVERY | 2 |
| PRINCIPLES OF LENDING | 2 |
| BAFIA & ABM RULES | 2 |
| COLLECTION & RECOVERY STRATEGIC WORKSHOP | 2 |

COMPUTER / IT TRAINING

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| MICROSOFT | Days |
| CREATING INFOGRAPHICS USING MICROSOFT OFFICE | 1 |
| DASHBOARDS AND INTERACTIVE REPORTS IN MICROSOFT EXCEL | 2 |
| MAXIMIZING PIVOT TABLE IN MICROSOFT EXCEL | 2 |
| MICROSOFT EXCEL 2016 TIPS & TRICKS | 1 |
| MICROSOFT EXCEL 2016 BASIC & INTERMEDIATE | 2 |
| MICROSOFT EXCEL 2016 ADVANCED | 2 |
| MICROSOFT EXCEL VBA (MACRO PROGRAMMING) FOR NON-PROGRAMMERS | 2 |
| MICROSOFT EXCEL 2016 INTRODUCTION TO POWER QUERY | 1 |
| MICROSOFT EXCEL 2016 POWER PIVOT | 1 |
| MICROSOFT EXCEL 2016 VLOOKUP FUNCTIONS | 1 |
| MICROSOFT EXCEL 2016 FUNCTIONS AND FORMULA EXPERT | 2 |
| MICROSOFT POWERPOINT 2016 - IMPACTFUL SLIDE PRESENTATION | 2 |
| MICROSOFT POWER POINT 2016 BASIC TO ADVANCED | 2 |
| MICROSOFT WORD 2016 BASIC TO ADVANCED | 2 |
| TIPS AND TRICKS IN MICROSOFT WORD, EXCEL AND POWER POINT | 2 |
| MICROSOFT PROJECT 2016 BASIC & INTERMEDIATE | 2 |
| MICROSOFT PROJECT 2016 ADVANCED | 2 |
| MICROSOFT VISIO 2016 | 2 |
| MICROSOFT OFFICE 2013/2016/2019 | 2 |
| MICROSOFT ACCESS 2016 BASIC & INTERMEDIATE | 2 |
| MICROSOFT ACCESS 2016 ADVANCED | 2 |
| MICROSOFT OUTLOOK 2016/2019/365 | 2 |
| MICROSOFT PUBLISHER 2016/2019 | 2 |
| PROJECT MANAGEMENT WITH PRIMAVERA P6 | 2 |
| ANALYZING DATA USING POWER QUERY AND POWER PIVOT | 2 |
| ANALYZING DATA WITH POWER BI | 2 |
| FUNDAMENTALS TO S-CURVES | 1 |
| PLANNING AND SCHEDULING IN PROJECT MANAGEMENT | 1 |
| IT TECHNICAL | Days |
| INTRODUCTION TO PYTHON PROGRAMMING | 3 |
| FUNDAMENTALS OF ADOBE ILLUSTRATOR CS6 | 2 |
| FUNDAMENTALS OF WEB DESIGN | 2 |
| IR 4.0 | Days |
| BIG DATA ANALYTICS FOR COMPETITIVE ADVANTAGE IN BUSINESS | 2 |
| SECURITY FOR CYBER PHYSICAL SYSTEMS | 2 |
| CLOUD COMPUTING - STRATEGIC ADVANTAGE FOR BUSINESS | 2 |

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| INTERNET OF THINGS (DIGITALIZATION OF INDUSTRY) | 2 |
| ARTIFICIAL INTELLIGENCE - TRANSFORMING BUSINESS | 2 |
| STORYTELLING WITH DATA, THE ART OF DATA VISUALISATION | 2 |
| DIGITAL MARKETING | 2 |
| FUNDAMENTALS TO SURVEY DESIGN | 2 |
| INVESTIGATING AND IDENTIFYING BUSINESS PROBLEM | 2 |
| THE DIGITAL TRANSFORMATION OF BUSINESS | 2 |
| AUTOCAD | Days |
| AUTOCAD LEVEL 1 ESSENTIALS | 2 |
| AUTOCAD LEVEL 2 INTERMEDIATE | 2 |
| AUTOCAD LEVEL 3 ADVANCED | 2 |
| WINDOWS SERVER 2019 | Days |
| INSTALLING AND CONFIGURING WINDOWS SERVER 2019 | 2 |
| MANAGING HYPER-V WITH WINDOWS SERVER 2019 | 2 |
| WINDOWS SERVER 2016 | Days |
| NETWORKING WITH WINDOWS SERVER 2016 | 2 |
| INSTALLING, STORAGE AND COMPUTE WITH WINDOWS SERVER 2016 | 2 |
| CONFIGURING ACTIVE DIRECTORY | 2 |
| WINDOWS SERVER 2012 R2 | Days |
| INSTALLING AND CONFIGURING WINDOWS SERVER 2012 | 2 |
| ADMINISTERING WINDOWS SERVER 2012 R2 | 2 |
| CONFIGURING AND ADMINISTERING HYPER-V IN WINDOWS SERVER 2012 R2 | 2 |
| UNDERSTANDING ACTIVE DIRECTORY | 2 |
| WINDOWS SERVER 2012 R2 TECHNICAL ADMINISTRATION | 2 |
| WINDOWS 10 | Days |
| WINDOWS 10 ESSENTIAL TRAINING | 2 |
| INSTALLING AND CONFIGURING WINDOWS 10 | 2 |
| SUPPORTING AND TROUBLE SHOOTING WINDOWS 10 | 2 |
| ADMINISTERING WINDOWS 10 | 2 |
| NETWORKING | Days |
| NETWORKING FUNDAMENTALS | 2 |
| LAN EXPERT | 2 |
| CERTIFIED NETWORK TECHNICAL COORDINATOR | 2 |
| NETWORK TROUBLE SHOOTING & DISASTER RECOVERY PLANNING | 2 |
| PC TECHNICAL | Days |
| HELP DESK SUPPORT | 2 |
| BASIC PC & LAPTOP REPAIRING | 2 |
| PC MAINTENANCE, CONFIGURATION & TROUBLESHOOTING | 3 |
| ADVANCE PC CONFIGURATION, TROUBLESHOOTING & DATA RECOVERY | 2 |
| IT SECURITY | Days |
| NETWORK SECURITY FUNDAMENTALS | 2 |
| ETHICAL HACKING & PENETRATION TEST FOR IT ADMINISTRATOR | 2 |
| CYBER SECURITY FOUNDATION | 2 |
| CYBER SECURITY – ATTACK & COUNTERMEASURES | 2 |
| MALAY LANGUAGE PROGRAM | Days |
| KURSUS KEMAHIRAN PENGURUSAN MASA | 1 |

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| KURSUS KOMUNIKASI BERKESAN | 1 |
| KURSUS PENGURUSAN STRES | 1 |
| KURSUS BUDAYA KERJA CEMERLANG | 1 |
| MENANGANI KETIDAKPASTIAN DALAM PANDEMIK COVID-19 | 2 |

ASIA