



## COMMUNICATION

## DURATION

THE ART OF RELATING: AN EFFECTIVE COMMUNICATION DEVELOPMENT	2 DAYS
SPEAK-UP: PRESENTING WITH EXCELLENCE	2 DAYS
BASIC MALAY CONVERSATION	2 DAYS
BUSINESS COMMUNICATION & WRITING SKILLS IN ENGLISH	2 DAYS
BUSINESS PROPOSAL WRITING SKILLS IN ENGLISH	2 DAYS
EFFECTIVE WORKPLACE COMMUNICATION	2 DAYS
EFFECTIVE PRESENTATION SKILLS	2 DAYS
ALLURE- COMMUNICATE & INFLUENCE WITH EXCELLENCE	2 DAYS
ENHANCING PERSUASIVE COMMUNICATION SKILLS	2 DAYS
TELEPHONE SKILLS THAT DELIVER RESULTS	1 DAY
THE ART OF EFFECTIVE COMMUNICATION AND PRESENTATION SKILLS WORKSHOP	2 DAYS
THE ART OF PERSUASIVE PRESENTATION SKILLS-SPEAK LIKE A PROFESSIONAL	3 DAYS
A.W.E ACCELERATED WORKPLACE ENGLISH- Enhancing Business English Speaking & Writing at the Workplace	2 DAYS
BASIC JAPANESE CONVERSATION (MODULE 1)	2 DAYS
BASIC JAPANESE CONVERSATION (MODULE 2)	2 DAYS
BASIC JAPANESE CONVERSATION (MODULE 3)	2 DAYS
BUSINESS CONVERSATIONAL MANDARIN (LEVEL 1)	1 DAY
BUSINESS CONVERSATIONAL MANDARIN (LEVEL 2)	1 DAY
BUSINESS CONVERSATIONAL MANDARIN (LEVEL 3)	1 DAY
BUSINESS CONVERSATIONAL MANDARIN (LEVEL 4)	1 DAY
CHARISMATIC- A COMMUNICATION & PRESENTATION	3 DAYS
ENGLISH FOR EVERYDAY CONVERSATION	2 DAYS



## COMMUNICATION

## DURATION

ENGLISH FOR EXECUTIVE & PROFESSIONAL IN TODAY'S MARKET PLACE	2 DAYS
ENGLISH FOR PERSONAL ASSISTANTS AND SECRETARIES IN TODAY'S MARKET PLACE	2 DAYS
IMPRESS THE POINT! THROUGH CREATIVE BUSINESS	2 DAYS
MASTERING THE ART OF POWERFUL PRESENTATION SKILLS	1 DAY
PUBLIC SPEAKING SKILLS	1 DAY
SHARPENING YOUR WRITING SKILL IN LETTER AND EMAILS	2 DAYS

## CUSTOMER SERVICE

## DURATION

COURTESY AND CUSTOMER SERVICE FOR HOSPITAL FRONTLINERS	2 DAYS
CUSTOMER ORIENTED MINDSET AND TELEPHONE PERSUASIVE SKILLS	1 DAY
CUSTOMER SERVICE EXCELLENCE_ENHANCING FRONTLINE IMAGE	2 DAYS
CUSTOMER SERVICE FOR HOSPITALITY INDUSTRY	2 DAYS
CUSTOMER SERVICE WITH A HEART	3 DAYS
EFFECTIVE CUSTOMER SERVICE SKILLS	2 DAYS
ENHANCING CUSTOMER SERVICE EXCELLENCE	2 DAYS
FIVE STAR SERVICE PROGRAM	1 DAY
5 STAR CUSTOMER SERVICE	1 DAY
COMPLAINT MANAGEMENT: CUSTOMER FEEDBACK & COMPLAINT HANDLING	2 DAYS
CUSTOMER FOCUSED SELLING SKILLS WORKSHOP	1 DAY
CUSTOMER SERVICE EXCELLENCE- THE SECRET OF EXCELLENCE SERVICE	2 DAYS
CUSTOMER SERVICE WORKSHOP INCORPORATING PERSONAL GROOMING	1 DAY
ENHANCING CUSTOMER SERVICE EXCELLENCE CALL	2 DAYS
EXCELLENT CUSTOMER SERVICE & SALES COMMUNICATION	1 DAY



## CUSTOMER SERVICE

## DURATION

HANDLING ESCALATION AND MANAGING DIFFICULT	1 DAY
KHIDMAT PELANGGAN YANG CEMERLANG	2 DAYS
KURSUS PERKHIDMATAN KAUNTER BERBUDI BAHASA	2 DAYS
MANAGING CUSTOMER FOR PROFIT: NT FOR SALES	3 DAYS
MENANGANI HUBUNGAN DENGAN PELANGGAN	2 DAYS
PROFESSIONAL TELEPHONE COURTESY & CUSTOMER SERVICE	1 DAY
HANDLING DIFFICULT DAN DEMANDING CUSTOMERS	1 DAY
MANAGING DIFFICULT CUSTOMERS	2 DAYS
AWESOME CUSTOMER EXPERIENCE	2 DAYS
CUSTOMER FIRST MINDSET	1 DAY
MANAGING DIFFICULT CUSTOMERS & SERVICE RECOVERY EXCELLENCE	1 DAY
CONTACT CENTRE: INBOUND TELE-SERVICE	1 DAY
EFFECTIVE TELE-COLLECTION SKILLS	2 DAYS
MANAGING EFFECTIVE BRANDED CUSTOMER EXPERIENCE	2 DAYS
COACHING FOR CUSTOMER SERVICE	2 DAYS
OUTBOUND TELEMARKETING & COLD CALLING	2 DAYS

## FINANCE AND ACCOUNTING

## DURATION

ACCOUNTING AND TAXATION MADE SIMPLE	2 DAYS
ACCOUNTING SKILLS FOR NON-ACCOUNTING STAFF	2 DAYS
ACCOUNTING PRINCIPLES AND PRACTICES	2 DAYS
COST CONTROL AND FINANCIAL PLANNING	2 DAYS
CREDIT MANAGEMENT AND CONTROL SYSTEM	2 DAYS



## FINANCE AND ACCOUNTING

## DURATION

EFFECTIVE BUDGETING AND CASH FLOW PLANNING	2 DAYS
FINANCIAL SKILLS FOR NON-FINANCE MANAGER, EXECUTIVE AND OFFICERS	2 DAYS
FINANCE FOR NON-FINANCIAL PERSONNEL	2 DAYS
FIXED ASSETS MANAGEMENT	2 DAYS
MALAYSIAN TAXATION ISSUES MADE EASY AND TAX INCENTIVE FOR MALAYSIA COMPANIES	2 DAYS
PRACTICAL CREDIT MANAGEMENT AND DEBT RECOVERY	2 DAYS
SMART BUDGETTING FOR PLANNING AND CONTROL	2 DAYS
ADVANCED FINANCIAL ACCOUNTING AND ANALYSIS	2 DAYS
ART OF PREPARING OF PRESENTING AN EFFECTIVE BUSINESS PLAN	2 DAYS
ART OF PROJECT EVALUATION, MANGEMENT & FINANCIAL	2 DAYS
BASIC TAXATION FOR ACCOUNT PERSONNEL	1 DAY
BUSINESS PLANNING AND BUDGETTING	2 DAYS
CREDIT CONTROL AND DEBT COLLECTION STRATEGIES	2 DAYS
DEFERRED TAXATION AND IMPAIRMENT OF ASSETS	2 DAYS
ENRICHING YOUR LIFE WITH FINANCIAL PLANNING & INVESTMENT	1 DAY
FINANCIAL REPORTING STANDARD 139 (FRS)	1 DAY
FINANCIAL STATEMENT ANALYSIS & REPORT FOR NON-FINANCIAL MANAGERS	2 DAYS
HOW TO PREPARE FULL SET OF ACCOUNTS	2 DAYS
IMPROVING PAYROLL ADMINISTRATION TECHNIQUES	2 DAYS
INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENT FOR NON-FINANCE MANAGERS	2 DAYS
MANUFACTURING COSTING FOR NON COSTING PERSONNEL	2 DAYS
SHARPENING YOUR ACCOUNTING SKILLS	2 DAYS



## FINANCE AND ACCOUNTING

## DURATION

UNDERSTANDING GOOD AND SERVICE TAX (GST) IN MALAYSIA

2 DAYS

STANDARD COSTING AND VARIANCE ANALYSIS

2 DAYS

## HUMAN RESOURCE

## DURATION

STRATEGIC LEADERSHIP COMMUNICATION SKILLS

2 DAYS

DEVELOPING CONTRUCTIVE PERFORMANE APPRAISAL WORKSHOP

2 DAYS

DEVELOPING EFFECTIVE KEY PERFORMANCE INDICATOR

2 DAYS

DOMESTIC INQUIRY PROCESS AND INDUSTRIAL RELATIONS FOR MANAGER

2 DAYS

EFFECTIVE HR ASSISTANT AND ADMINISTRATOR

2 DAYS

EFFECTIVE INTERVIEWING AND RECRUITMENT

2 DAYS

EFFECTIVE TRAINING NEEDS ANALYSIS

1 DAY

EMPLOYEE TERMINATION PROCESS

1 DAY

EMPLOYERS KNOW OUR RIGHT & PROTECTION WITHIN THE LAW

2 DAYS

ENVIRONMENTAL, LEGAL AND OTHER REQUIREMENTS

1 DAY

GUIDE TO WRITING LAWFUL HR DOCUMENTS

1 DAY

HANDLING MISCONDUCT & MANAGING PROBLEMATIC EMPLOYEES

2 DAYS

MANAGING DIFFICULT EMPLOYEES & ABSENTEEISM

2 DAYS

MEASURING RESULT OF INVESTMENT IN HUMAN RESOURCE DEVELOPMENT

2 DAYS

MISCONDUCT, DOMESTIC INQUIRY & DISCIPLINARY PROCEEDING

2 DAYS

ON-THE-JOB TRAINING (OJT) INSTRUCTOR

2 DAYS

STRATEGIC TRAININNG NEEDS ANALYSIS

2 DAYS

TRAINING NEEDS ANALYSIS & EVALUATION OF TRAINING FOR HIGHER PRODUCTIVITY

2 DAYS

CONTRACTS MANAGEMENT\_A BUSINESS PERSPECTIVE

2 DAYS



## HUMAN RESOURCE

## DURATION

MINIMISING COLLECTION DAYS AND RISK	2 DAYS
AKTA PERHUBUNGAN PERUSAHAAN 1967	2 DAYS
BUSINESS SCORECARD, KEY PERFORMANCE SETTING, CASCADING AND MONITORING	2 DAYS
COMPETENCY BASED: BEHAVIORAL INTERVIEWING SKILLS	1 DAY
DESIGNING A BALANCED SCORECARD (COMMUNICATE STRATEGY AND MANAGE ORGANIZATIONAL PERFORMANCE)	1 DAY
EFFECTIVE COMPENSATION & BENEFITS MANAGEMENT	2 DAYS
FUNDAMENTAL OF TRAIN THE TRAINER	3 DAYS
HR FOR NON- HRMANAGER	2 DAYS
PERFORMANCE MANAGEMENT/ APPRAISAL SKILLS	2 DAYS
STRATEGI MENANGANI PEKERJA YANG BERMASALAH & KETIDAKHADIRAN	1 DAY
WORKING WITH GEN X AND Y FOR GREATER BUSINESS	1 DAY
UNDERSTANDING AND APPLICATION OF THE EMPLOYMENT ACT 1955	2 DAYS
UNDERSTANDING THE EMPLOYMENT ACT 1955	1 DAY
WHAT MAKES AN EFFECTIVE EMPLOYEES	2 DAYS
THE A-Z TO PEOPLE DEVELOPMENT: A TRAIN THE TRAINER INITIATIVE FOR HR	5 DAYS

## INTERPERSONAL

## DURATION

LEADERSHIP & ME	2 DAYS
BUSINESS ETIQUETTE AND PROTOCOL	1 DAY
CORPORATE GROOMING & ETIQUETTE FOR FRONTLINERS	1 DAY
CORPORATE GROOMING AND ETIQUETTE- ENHANCING YOUR CORPORATE IMAGE	2 DAYS
CORPORATE IMAGE BUILDING	2 DAYS
CRITICAL THINKING	2 DAYS



## INTERPERSONAL

## DURATION

DEVELOPING GOOD ATTITUDE AT WORK	2 DAYS
GOAL SETTING	2 DAYS
MASTERING THE ART PRESENTATION THROUGH NLP, EQ AND PERSONALITY	1 DAY
MENJIWAI NILAI HIDUP DAN KERJA DALAM MENINGKATKAN PRESTASI DAN PRODUKTIVITI	3 DAYS
MOTIVATION & EMOTIONAL INTELLIGENCE (EQ) FOR XTRA-ORDINARY PERFORMANCE	1 DAY
PERSONAL GROOMING	2 DAYS
POSITIVE WORK ATTITUDE	1 DAY
PROFESSIONAL IMAGE AND BRANDING	1 DAY
THE ART OF FINE DINING	1 DAY
LEADERSHIP STARTS WITH ME	2 DAYS
BUILDING INTERPERSONAL SKILLS	2 DAYS
COMMUNICATION AND RAPPORT BUILDING	1 DAY
EFFECTIVE COMMUNICATION AND INTERPERSONAL SKILLS	2 DAYS
SKILLS FOR SUCCESSFUL NEGOTIATION	2 DAYS
WINNING BUSINESS COMMUNICATION SKILLS	1 DAY
UNDERSTANDING OTHER BY UNDERSTANDING MYSELF	2 DAYS
WORKPLACE ETIQUETTE PROGRAM	2 DAYS
EMOTIONAL INTELLIGENCE (EQ) AT WORKPLACE	2 DAYS
NEURO LINGUISTIC PROGRAMMING (NLP) AT WORKPLACE	2 DAYS
PERSONAL BRANDING & INFLUENCING SKILLS	2 DAYS
THE A-Z GUIDE TO PERSONALITY PROFILING TOOLS: (INTRO TO DISC, MYERS BRIGGS, Iwam)	3 DAYS



## MANAGEMENT & SUPERVISORY

## DURATION

STRATEGIC MANAGEMENT SKILLS	2 DAYS
CHANGE MANAGEMENT SKILLS	2 DAYS
PROJECT MANAGEMENT ESSENTIALS	2 DAYS
EFFECTIVE MANAGEMENT & SUPERVISORY SKILLS	2 DAYS
COACHING FOR HIGH PERFORMANCE	2 DAYS
101 TIPS FOR NEW MANAGERS: FACILITATING TRANSITION FROM EXECUTIVE TO MANAGERS	2 DAYS
EFFECTIVE CONFLICT MANAGEMENT SKILLS	1 DAY
DEVELOPING POWERFUL SUPERVISORY SKILLS	2 DAYS
EFFECTIVE COACHING & WINNING MENTORING APPROACH	2 DAYS
EFFECTIVE LEADERSHIP FOR DYNAMIC TEAMWORK	2 DAYS
EFFECTIVE SUPERVISORY DEVELOPMENT PROGRAM	2 DAYS
EXECUTIVE LEADERSHIP SKILLS_BREAKTHROUGH TO SUCCESS IN BAD TIMES	2 DAYS
KEMAHIRAN DALAM KEPIMPINAN BAGI PENYELIA YANG BERCEKAPAN TINGGI	2 DAYS
KURSUS KEPIMPINAN BAGI PENYELIA DAN LINE-LEADER	1 DAY
MANAGING BUSINESS RISK ENHANCING THE VALUE OF A COMPANY WITH A RISK MANAGEMENT PLAN	2 DAYS
MENTORING, COACHING AND COUNSELING SKILLS	2 DAYS
OPERATOR YANG BERKEMAHIRAN DAN SETIA	1 DAY
RECOGNIZING AND RESOLVING CONFLICT MANAGEMENT	1 DAY
TALENT MANAGEMENT AND SUCCESSION PLANNING	2 DAYS
THE MANAGER SURVIVAL BOX-THE 10 MOST ESSENTIAL MUST HAVE INSTRUMENTS	2 DAYS
TRANSFORMING STAR SECRETARIES	1 DAY
WHAT IT TAKES TO BE AN EFFECTIVE MANAGERS	2 DAYS



**OFFICE ADMINISTRATION**

**DURATION**

BUSINESS PROPOSAL WRITING SKILLS IN ENGLISH	2 DAYS
CLERICAL AND ADMINISTRATIVE ENHANCEMENT SKILLS	2 DAYS
CLERICAL ENHANCEMENT PROGRAMME	2 DAYS
CLERICAL ENHANCEMENT, FILE MANAGEMENT AND PHONE ETHICS	2 DAYS
MANAGING OFFICE RECORD AND FILES EFFECTIVELY	2 DAYS
RECORD KEEPING AND FILE MANAGEMENT	2 DAYS
REPORT WRITING FOR BUSINESS	2 DAYS
SHARPENING YOUR ADMINISTRATIVE & OFFICE MANAGEMENT SKILLS	2 DAYS
CREATIVE NOTE TAKING AND WRITING MINUTES	1 DAY

**PERSONAL EFFECTIVENESS**

**DURATION**

BUDAYA KERJA CEMERLANG	2 DAYS
CREATIVITY-WINNING FORMULA TO SUCCESS	2 DAYS
EMOTIONAL INTELLIGENT (EQ) FOR EXTRA ORDINARY PERFORMANCE IN HOSPITALITY INDUSTRY	2 DAYS
HOW TO BE A WINNER- MOTIVATIONAL TALK	2 DAYS
PLANNING AND ORGANIZING- THE NEW REVOLUTIONARY APPROACH IN TIME AND PERSONAL MANAGEMENT	2 DAYS
THINKING OUT THE BOX- THE ART OF INTERGALACTIC THINKING	2 DAYS
POSITIVE WORK CULTURE	2 DAYS

**QUALITY MANAGEMENT**

**DURATION**

5S INTERNAL AUDIT	1 DAY
5S- THE FOUNDATION FOR ENHANCING PRODUCTIVITY	1 DAY
6S TOWARDS A QUALITY MANAGEMENT	1 DAY
7 MANAGEMENT AND PLANNING TOOLS	2 DAYS



## QUALITY MANAGEMENT

## DURATION

7 QUALITY CONTROL TOOLS	2 DAYS
7QC TOOLS AND ITS APPLICATION IN PDCA	2 DAYS
BASIC 7 QUALITY CONTROL TOOLS	2 DAYS
CHEMICALS AND SCHEDULE WASTE MANAGEMENT	2 DAYS
COST REDUCTION TECHNIQUES WITH 5S APPROACH	2 DAYS
COST REDUCTION	2 DAYS
EFFECTIVE DOCUMENT CONTROL AND RECORD MANAGEMENT	2 DAYS
ELIMINATION OF WASTE AT THE WORKPLACE	2 DAYS
GMP IMPLEMENTATION IN THE HERBAL PRODUCTS MANUFACTURING	2 DAYS
GOOD HYGIENE PRACTICES (GHP)	1 DAY
HACCP IN FOOD PROCESSING	2 DAYS
HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) IN FOOD PROCESSING	2 DAYS
HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP) INTERNAL AUDIT	2 DAYS
ISO 14001:2004 INTERNAL AUDITING	1 DAY
ISO 14001:2004 INTERNAL AUDITORS AND ENVIRONMENTAL ASPECTS	2 DAYS
ISO 9001:2008 AWARENESS TRAINING- IMPLEMENTING AN EFFECTIVE QMS	2 DAYS
ISO 9001:2008 INTERNAL AUDIT TRAINING	2 DAYS
ISO 9001:2008 PROCESS APPROACH INTERNAL QUALITY AUDIT	2 DAYS
ISO TS16949:2002 INTERNAL QUALITY AUDITOR TRAINING	2 DAYS
ISO TS16949:2002 AWARENESS	1 DAY
ISO TS16949:2002 PROCESS APPROACH INTERNAL AUDIT TRAINING	2 DAYS
OHSAS 18001 INTERNAL AUDITOR TRAINING	2 DAYS



## QUALITY MANAGEMENT

## DURATION

PRACTICAL GUIDE TO FOOD HANDLER

1 DAY

QA AND QC INSPECTORS IN ACTION

2 DAYS

QMS, EMS AND OHSAS INTERNAL AUDIT TRAINING

2 DAYS

UNDERSTANDING THE REQUIREMENTS OF INTEGRATED MANAGEMENT SYSTEM (ISO9001, ISO14001 AND ISO 18001)

2 DAYS

## SAFETY AND HEALTH

## DURATION

ACCIDENT REPORTING AND INVESTIGATION

2 DAYS

ASAS KESELAMATAN & SIKAP PEMANDUAN DALAM KONSEP KAMARIKA

1 DAY

BAGAIMANA MENINGKATKAN PENGURUSAN KESELAMATAN DAN KESIHATAN PEKERJAAN

1 DAY

BASIC LIFE SUPPORT AND FIRST AID TRAINING

2 DAYS

BEHAVIOUR BASED SAFETY MANAGEMENT

2 DAYS

CHEMICAL AND OTHERS HAZARDOUS MATERIALS HANDLINGS IN OSHA

2 DAYS

CHEMICAL SPILLAGE & DISCHARGE RESPONSE PROCEDURES

1 DAY

CORPORATE SECURITY MANAGEMENT

2 DAYS

CPR & 1ST FIRST AID

1 DAY

EMERGENCY RESPONSE PLANNING

1 DAY

EMERGENCY RESPONSE PLANNING

2 DAYS

FIRE RESPONSE PLANNING

2 DAYS

FIRST AID AT WORKPLACE- THE COMPLETE GUIDE (CERTIFICATION)

3 DAYS

FIRST AID AT WORKPLACE

2 DAYS

FIRST AID AT WORKPLACE

3 DAYS

FORKLIFT SAFETY HANDLING AND BASIC MAINTENANCE

2 DAYS

HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL (HIRARC)

2 DAYS



## **SAFETY AND HEALTH**

## **DURATION**

KURSUS KESELAMATAN, PENGENDALIAN AND PENYELENGGARAAN FORKLIFT	2 DAYS
MACHINERY AND EQUIPMENT SAFETY TRAINING	2 DAYS
OCCUPATIONAL SAFETY AND HEALTH AT WORK PLACE	2 DAYS
OPTIMIZING WORKPLACE SAFETY AND HEALTH	2 DAYS
PERSONAL PROTECTIVE EQUIPMENT	2 DAYS
SAFETY AND PROFICIENY IN HANDLING HAND CONTROLLES CRANE OR OVERHEAD CRANE	1 DAY
SAFETY MANAGEMENT SYSTEM	3 DAYS
SAFETY TRAINING FOR SAFETY COMMITTEE MEMBERS	2 DAYS
TRAINING THE FIRE FIGHTING SQUAD	2 DAYS

## **SALES AND MARKETING**

## **DURATION**

ART OF SUCCESSFUL NEGOTIATION	1 DAY
CONSULTATIVE SELLING WORKSHOP	2 DAYS
ENHANCEMENT OF EXCELLENCE SALES MANAGEMENT SKILLS	2 DAYS
HIGH LEVEL SELLING SKILLS THAT DELIVER RESULTS	2 DAYS
LEADING AN EXCELLENT & PRODUCTIVE SALES TEAM WITH NLP METHODODOLOY	2 DAYS
SALES MANAGEMENT COACHING USING NLP TECHNIQUES	2 DAYS
CUSTOMER FOCUS SELLING	2 DAYS
SALES CHAMPION MINDSET & ATTITUDE	1 DAY
HIGH PERFORMANCE SELLING & POWERFUL CLOSING TECHNIQUES	2 DAYS
HIGH IMPACT SALES PRESENTATION SKILLS	2 DAYS
KEY ACCOUNT MANAGEMENT SKILLS	1 DAY
HIGH PERFORMANCE SALES FORCE MANAGEMENT	2 DAYS



## SALES AND MARKETING

## DURATION

STRATEGIC MARKETING MANAGEMENT

2 DAYS

SUCCESSFUL TELE-SALES MANAGEMENT

2 DAYS

SALES COACHING AND MANAGEMENT

2 DAYS

## SUPPLY CHAIN MANAGEMENT

## DURATION

EFFECTIVE INVENTORY CONTROL AND WAREHOUSE OPERATION

2 DAYS

EFFECTIVE OPERATION PLANNING & CONTROL

2 DAYS

EFFECTIVE WAREHOUSE AND LOGISTICS MANAGEMENT

2 DAYS

EMPOWERING GLOBAL DISTRIBUTION WITH LOGISTIC AND SUPPLY CHAIN STRATEGY

2 DAYS

IMPORT AND EXPORT INCOTERMS & LETTER OF CREDIT

2 DAYS

INCOTERM, SHPPING, PROCEDURE & IMPORT EXPORT DOCUMENTATION

2 DAYS

MANAGING IMPORT EXPORT OPERATIONS & INCOTERM APPLICATIONS

2 DAYS

POWERFUL NEGOTIATION FOR SUCCESSFUL PURCHASING

2 DAYS

TRADE FINANCE OPERATIONS AN EFFECTIVE GUIDE ON THE FINANCIAL SIDE OF INTERNATIONAL TRADE

2 DAYS

HIGH IMPACT NEGOTIATION SKILLS

1 DAY

## TEAMBUILDING

## DURATION

CORE: THE FUNDAMENTAL OF TEAM

1 DAY

T.E.A.M: TEAM EFFECTIVENESS ATTITUDANAL & MOTIVATION

2 DAYS

TWOT: THE WISDOM OF TEAM

2 DAYS

IMPACT : THE 7C's TO HIGHLY EFFECTIVE TEAM

3 DAYS

JALAN JALAN CARI MAKAN: TEAM FOOD HUNT

1 DAY

PIRATES OF THE MALACCA STREET

2 DAYS

FAST TRACK TO CREATIVITY

2 DAYS



## TEAMBUILDING

## DURATION

T.E.A.M

2 DAYS

LEADING IN CRISIS-TAKING COMMAND & CONTROL OF CRISIS SITUATION AND COMMUNICATION

2 DAYS

TEAM SYNERGY-ONENESS CREATES ENHANCED PERFORMANCE

2 DAYS

THE ART OF RADIATING POSSIBILITIES

1 DAY

## TECHNICAL

## DURATION

APQP AND PPAP

2 DAYS

BOILER AND STEAM GENERATION FOR BOILER

2 DAYS

ELECTRONIC CIRCUIT DESIGN FOR TECHNICIAN & ENGINEERS

2 DAYS

ELECTRONICS DESIGN USING SOFTWARE

2 DAYS

ESSENTIAL TECHNICAL REPORT WRITING

1 DAY

GAS METAL ARC WELDING IN CARBON STEEL PLATE

2 DAYS

GAS TUNGSTEN ARC WELDING IN CARDON STEEL PLATE

2 DAYS

INDUSTRIAL HYDRAULIC TECHNOLOGY

3 DAYS

PROGRAMMABLE LOGIC CONTROLLER- ENTRY LEVEL

2 DAYS

RATIONALE FOR TECHNICAL REPORT WRITING

2 DAYS

SELECTION, CALIBRATION, CHECK & CARE FOR YOUR LINEAR MEASURING INSTRUMENTS

2 DAYS

TECHNICAL MANAGEMENT-CONCEPTS OF PRODUCTIVITY AND QUALITY

2 DAYS



## MICROSOFT OFFICE APPLICATION

## DURATION

MICROSOFT EXCEL FOR FOUNDATION LEVEL (LEVEL 1) - 2007/2010	1 DAY
MICROSOFT EXCEL FOR INTERMEDIATE LEVEL (LEVEL 2) - 2007/2010	1 DAY
MICROSOFT EXCEL FOR ADVANCE LEVEL (LEVEL 3)- 2007/2010	1 DAY
MICROSOFT WORD FOR FOUNDATION LEVEL (LEVEL 1) - 2007/2010	1 DAY
MICROSOFT WORD FOR INTERMEDIATE LEVEL (LEVEL 2) - 2007/2010	1 DAY
MICROSOFT WORD FOR ADVANCE LEVEL (LEVEL 3)- 2007/2010	1 DAY
MICROSOFT POWERPOINT FOR FOUNDATION LEVEL (LEVEL 1) - 2007/2010	1 DAY
MICROSOFT POWERPOINT FOR INTERMEDIATE LEVEL (LEVEL 2) - 2007/2010	1 DAY
MICROSOFT POWERPOINT FOR ADVANCE LEVEL (LEVEL 3)- 2007/2010	1 DAY
MICROSOFT OUTLOOK FOR FOUNDATION LEVEL (LEVEL 1) - 2007/2010	1 DAY
MICROSOFT OUTLOOK FOR INTERMEDIATE LEVEL (LEVEL 2) - 2007/2010	1 DAY
MICROSOFT OUTLOOK FOR ADVANCE LEVEL (LEVEL 3)- 2007/2010	1 DAY
MICROSOFT OFFICE PROJECT FOR FOUNDATION LEVEL (LEVEL 1) - 2007/2010	1 DAY
MICROSOFT OFFICE PROJECT FOR INTERMEDIATE LEVEL (LEVEL 2) - 2007/2010	1 DAY
MICROSOFT OFFICE PROJECT FOR ADVANCE LEVEL (LEVEL 3)- 2007/2010	1 DAY