NQC Technology Sdn Bhd (604535-M)
Unit 27-6, Block F2, Dataran Prima,
Jalan PJU 1/42A 47301 Petaling Jaya,
Selangor.
Tel No: 03-7805 2088 Fax No: 03-7803 6948
Email: fezah@nqc.com.my
Contact: Fezah Latif (016-382 7671)





PUBLIC SCHEDULE 2023 - NQC TECHNOLOGY SDN BHD

	DURATION (Days)						20	123					
BUSSINESS COMMUNICATION & WRITING SKILLS		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Business Communication & Writing Skills	2				6-7				1-2				4-5
Business Presentation Skills	2	4-5			13-14							9-10	
Connecting People with Powerful Communication	2		2-3			30-31				5-6	<u> </u>	<u> </u>	
Effective Communication and Interpersonal Skills	2		22-23	2.2			3-4	24.22			12-13		
English at Work Technical Report & Writing Skills	2	15-16		2-3				21-22	10-11		19-20	16-17	
Writing Clear & Effective Emails	2	13-10		13-14				27-28	10-11			10-17	7-8
Report Writing for Effective Decisions	2			13 14			6-7	27 20		7-8	1		7.0
Business English (Speak & Write Professionally)	2				17-18							1-2	
CORPORATE BRANDING & IMAGE	1	Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Corporate Grooming & Business Etiquette	2		1-2							4-5			
Corporate Image & Interpersonal Skills	2						10-11					16-17	
Professional Image & Etiquette Corporate Grooming,	2			16-17				17-18			<u> </u>		
Protocol & Business Etiquette Achieving Business	2				27-28						12-13	<u> </u>	12-13
Success Through Professional Image & Business Etiquette.	2	8-9							8-9		-		
Pengurusan Majlis, Etika dan Protokol CUSTOMER SERVICES	2	Jan	Feb	Mac	A 10 11	Mari	lun	Jul	Aug	Com	Oct	Nov	Dec
Breakthrough Secrets of Customer Experience	2	Jan	8-9	IVIAC	Apr	May	Jun 14-15	Jui	Aug	Sep 13-14	Oct	NOV	Dec
Complaints Management	2		0 3				14 13	4-5		13 14	5-6		
Customer Feedback & Complaint	2	30-31			12-13	18-19			3-4		- 5 0		18-19
Customer Service Excellence	2			10-11							2-3		
Effective Telephone Technique Skills	2		21-22					24-25				9-10	
The Awesome Customer Service	2				6-7				17-18			28-29	
Kursus Pengendalian Aduan & Kemahiran komunikasi bagi Helpdesk	2			16-17			26-27			20-21			14-15
Handling Difficult Customer and Demanding Customer Using NLP	2												
HUMAN RESOURCES / MANAGEMENT		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Change Management	2			8-9							<u> </u>	<u> </u>	
Prosecuting And Conducting an Effective Domestic Inquiry	2						15-16						
Handling Difficult Employees	2	47			20-21			24			<u> </u>	21-22	
HR for Non HR	2	17						24	17-18		-	27.20	
Ke Arah Kecemerlangan Perkeranian & Pentadbiran Pejabat Kursus Kepimpinan Dinamik Dan Penyeliaan Yang Berkesan	2		22-23						17-18	11-12	 	27-28	
Law of Termination	2		22-23				6-7			11-12			
Developing And Managing Key Performance Indicator (KPI)	2				10-11						9-10		
Pengurusan Rekod & Fail Yang Komprehensif	2					18-19							18-19
Project Risk Management	2		14-15						3-4				
Training Needs Analysis for A Competent Workforce (TNA)	2			30-31				27-28					
Understanding the Labour Law and Domestic Inquiry	2										16-17		
Office Administrative Skills for Administrative Staff	2					16-17				11-12			
Time Management and Productivity Skills	2	18-19	45.46	22-23				5-6	46.47		<u> </u>	22-23	40.44
Stress Management and Resilience	2		15-16	0.0					16-17		-		13-14
People Management Skills MICROSOFT OFFICE	2	Jan	Feb	8-9 Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Creating Infographic in Microsoft Power Point	2	13-14	160	IVIAC	Арі	iviay	Juli	Jui	Aug	6-7	Ott	1404	Dec
Data Analysis Fundamental using Excel	2	13 14								- 07		2-3	
Microsoft Excel Dashboard for Reporting	2						15-16	6-7				20-21	
Microsoft® Excel for Intermediate/Advance	1		10					13			12		
Microsoft® PowerPoint for Intermediate/Advance	1		8					11			9		
Power Presentation with Power Point	2						12-13		22-23				
Simplify Your Excel Report Using Formula & Functions	1					18					19		
Adobe Illustrator CC/CC6 Intermediate	1			23						40.00		<u> </u>	7-8
Analyzing Data with Power BI	3			16-18						18-20	<u> </u>	<u> </u>	
Excel: Creating a Dashboard with Power Query SUPERVISORY & LEADERSHIP	2	1	F.L					11		<u> </u>	0-4	None	D
Budaya Kerja Cemerlang	2	Jan 10-11	Feb	Mac	Apr 6-7	May	Jun	Jul 5-6	Aug	Sep	Oct	Nov	Dec
Effective Coaching Techniques For Managers	2	10-11	14-15		0-7		1-2	3-0	14-15	-	 	2-3	
Effective Management and Leadership using NLP	2		14 13		20-21			6-7	14 15	7-8	1		14-15
Effective Supervisory Skills	2			23-24	20 21	18-19			10-11		4-5	21-22	11.15
Strategic Thinking Skills	2			9-10			15-16				17-19		
Coaching & Mentoring for Leaders & Managers	2		15-16										
Strategic Thinking, Planning and Management	2							11-12					
Leadership and Strategic Management	2				5-6								
Leadership and Influence	2									19-20			
Coaching and Mentoring	2		1	1	1		Upon r	request					
Fundamental of Coaching and Mentoring for Leadership Success	2	le:	Fb	N/	A	NA		le.	0::=	C	Cont	New	Des
FINANCIAL & TAX Cash Flow Management	2	Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov 9-10	Dec
Cost Reduction Strategies for Manufacturing Industry	2	1	1	1	6-7				⊢—	 	 	3-10	
Effective Budgeting & Forecasting Technique	2	4-5	 	 	U-7	7-10		 		 	11-12	\vdash	
Effective Credit Management & Faster Debt Collection	2	1				. 10			8-9				
Finance for Non-Finance	2				20-21							23-24	
Successful Debt Collection Program	2		21-22										
Kursus Belanjawan dan Kos Kawalan Effective	2						8-9			21-22			
Letter of Credit - Operations	2			16-17				1	1	1	1	1	13-14

Practical Budgeting & Cost Control Techniques	2							27-28					
Understanding Malaysian Corporate Tax Budget Preparation Skills	2	1	1	1	1	1	Upon r 15-16	equest	1	1	1	1	
Budget Preparation Skills Budgeting & Costing	2	1	-	1	-	-	15-16	-	-		-	-	
Financial Statement and Analysis	2						12-13			11-12			
Successful Debt Collection Technique to Overcome Program	2					17-18							
Dynamic Due Diligence	2			22-23				4-5					
Capital Budgeting and Business Valuation	2				6-7				23-24				
SALES / MARKETING		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Sales Through Service with NLP	2											2-3	
Effective Call Handling	2												
Effective Store Manager	2				12-13				7.0		30-31		
Excellent Customer Service to Achieve High Profitability	2		22.24						7-8				
Excellent Retail Management Workshop	2		23-24								23-24		
Interactive Selling Skill and Behavioral Selling Positive Work Attitude Towards Customer Service Excellence	2								7-8		23-24		
Retail Store Management	1						16		7-0		17		
Strategic Marketing Management	2						10	10-11			17		
Telephone Techniques & Quality Customer Service	2				4-5			10 11		25-26			
The Customer Driven Company	2	30-31					21-22						
Effective Marketing & High Impact Sales Skills	2												
DIGITAL MARKETING		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Digital Marketing Strategy	2	14-15						11-12			3-4		5-6
Social Media Quickstarter	1	3	8							8		9	
Creative Content using smartphone	2	1	22-23				6-7						
Shopee Skills & Tricks	1	4		22.2	19				14	42.2.	7	20	
Marketing Professional Program	2	-		29-30						19-20			6-7
PURCHASING / LOGISTICS		Jan	Feb	Mac	An-	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Effective Logistics Management	2	Jail	res	iviat	Apr	iviay	Juil	Jul	Aug	зер	Oct	NOV	Dec
Malaysian Custom Procedures	2	<u> </u>		1	3-4				15-16				
Pengurusan Stor & Pengawalan Inventori Yang Berkesan	2		1-2										
Store & Warehouse Operations Management	2			1				6-7			16-17		
Strategic Procurement Practices & Implementation	2						22-23						
PERSONAL DEVELOPMENT		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Professional Office Management	2			10-11					2-3				
Effective Supervisory Skills	2		21-22				8-9			5-6			14-15
Creative Problem Solving & Decision-Making for Increased Productivity	2				11-12			11-12				16-17	
Effective Time and Stress Management	2	18-19					14-15			21-22			
Superior People Management & Team Building Skills	2			3-4					21-22		24-25		
Key Skills for High Performance in Workplace	2				17-18	20.24	20-21	47.40			10.20	23-24	
Coaching and Mentoring Skills						30-31		17-18			19-20		
				1/1/1				27 20					
Administrative Enhance Skills Public Speaking and Presenting Excellence	2			14-15				27-28					
Public Speaking and Presenting Excellence	2							27-28	15-16				
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction				14-15 23-24			Upon r		15-16				
Public Speaking and Presenting Excellence	2	Jan	Feb		Apr	May	Upon r Jun		15-16 Aug	Sep	Oct	Nov	Dec
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation	2	Jan 13	Feb	23-24	Apr	May		equest		Sep 20	Oct 12	Nov	Dec
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING	2 2 2 2		Feb 9-10	23-24	Apr	May		equest Jul				Nov 16-17	Dec
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving	2 2 2 1 2 2			23-24	Apr	May 30-31	Jun	equest Jul	Aug		12		Dec
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making	2 2 2 1 2 2 2	13	9-10	23-24 Mac	Apr	,	Jun 1-2	equest Jul				16-17	Dec
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving	2 2 2 1 2 2 2 2 2	13		23-24 Mac		,	Jun	equest Jul	Aug		12		
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management	2 2 2 1 2 2 2 2 2 2	13	9-10	23-24 Mac	Apr 12-13	,	Jun 1-2	equest Jul 5	Aug		12	16-17 7-8	Dec 5-6
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation	2 2 2 1 2 2 2 2 2 2 2 2	13	9-10	23-24 Mac		,	Jun 1-2 13-14	equest Jul 5	Aug		12	16-17	
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking	2 2 2 1 2 2 2 2 2 2	13 14-15 17-18	9-10	23-24 Mac	12-13	30-31	1-2 13-14 Upon r	equest Jul 5 3-4 equest	Aug 15-16	20	12	7-8 28-29	5-6
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY	2 2 2 2 1 2 2 2 2 2 2 2 2 2 2	13	9-10 13-14 Feb	23-24 Mac	12-13 Apr	,	Jun 1-2 13-14	equest Jul 5 3-4 equest Jul	Aug		12 17-18	16-17 7-8	
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation	2 2 2 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18	9-10	23-24 Mac	12-13	30-31	1-2 13-14 Upon r	equest Jul 5 3-4 equest	Aug 15-16	20 Sep	12	7-8 28-29	5-6
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY	2 2 2 2 1 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18	9-10 13-14 Feb	23-24 Mac 21-22	12-13 Apr	30-31	1-2 13-14 Upon r	equest Jul 5 3-4 equest Jul	Aug 15-16	20	12 17-18	7-8 28-29	5-6 Dec
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY 5S Implementation Total Productive Maintenance	2 2 2 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 3	13 14-15 17-18	9-10 13-14 Feb	23-24 Mac 21-22	12-13 Apr	30-31 May	1-2 13-14 Upon r	equest Jul 5 3-4 equest Jul	Aug 15-16	20 Sep	12 17-18 Oct 3-4	7-8 28-29	5-6 Dec
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis	2 2 2 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18	9-10 13-14 Feb	23-24 Mac 21-22 Mac 9-11	12-13 Apr	30-31 May	1-2 13-14 Upon r Jun 14-16	equest Jul 5 3-4 equest Jul	Aug 15-16	20 Sep 7-8	12 17-18 Oct 3-4	16-17 7-8 28-29 Nov	5-6 Dec
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY 5S Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18	9-10 13-14 Feb 22-23	23-24 Mac 21-22 Mac 9-11	12-13 Apr 3-4	30-31 May	1-2 13-14 Upon r Jun 14-16	equest Jul 5 3-4 equest Jul 5-6 4-5	Aug 15-16	20 Sep 7-8 25-26	12 17-18 Oct 3-4	16-17 7-8 28-29 Nov	5-6 Dec
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Trinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit SS Internal Auditing HACCP Awareness HACCP Internal Auditing	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18	9-10 13-14 Feb	23-24 Mac 21-22 Mac 9-11 23-24	12-13 Apr	30-31 May	1-2 13-14 Upon r Jun 14-16 26-27	3-4 equest Jul 5 3-6 4-5	Aug 15-16 Aug	20 Sep 7-8	12 17-18 Oct 3-4	16-17 7-8 28-29 Nov	5-6 Dec
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18	9-10 13-14 Feb 22-23	23-24 Mac 21-22 Mac 9-11 23-24	12-13 Apr 3-4	30-31 May	Jun 1-2 13-14 Upon r Jun 14-16 26-27	equest Jul 5 3-4 equest Jul 5-6 4-5	Aug 15-16 Aug 14-15	20 Sep 7-8 25-26	12 17-18 Oct 3-4	16-17 7-8 28-29 Nov	5-6 Dec
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis SO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18	9-10 13-14 Feb 22-23	23-24 Mac 21-22 Mac 9-11 23-24	12-13 Apr 3-4	30-31 May 8-9	1-2 13-14 Upon r Jun 14-16 26-27	3-4 equest Jul 5 3-6 4-5	Aug 15-16 Aug	20 Sep 7-8 25-26	12 17-18 Oct 3-4 9-10	16-17 7-8 28-29 Nov	5-6 Dec
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY 55 Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23	23-24 Mac 21-22 Mac 9-11 23-24 3	12-13 Apr 3-4 20-21	30-31 May 8-9 8-9	1-2 13-14 Upon r Jun 14-16 26-27 1-2	3-4 request Jul 5-6 4-5 6-7 12	Aug 15-16 Aug 14-15 15-16	20 Sep 7-8 25-26	12 17-18 Oct 3-4 9-10	16-17 7-8 28-29 Nov	5-6 Dec 8-9 14-15
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Trinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY 5S Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18	9-10 13-14 Feb 22-23	23-24 Mac 21-22 Mac 9-11 23-24	12-13 Apr 3-4	30-31 May 8-9	1-2 13-14 Upon r Jun 14-16 26-27	3-4 equest Jul 5 3-4 1-5 6-7 12 Jul	Aug 15-16 Aug 14-15	20 Sep 7-8 25-26	12 17-18 Oct 3-4 9-10	16-17 7-8 28-29 Nov	5-6 Dec 8-9 14-15
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Trinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC)	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23 20-21	23-24 Mac 21-22 Mac 9-11 23-24 3	12-13 Apr 3-4 20-21	30-31 May 8-9 8-9	1-2 13-14 Upon r Jun 14-16 26-27 1-2 Jun	3-4 request Jul 5-6 4-5 6-7 12	Aug 15-16 Aug 14-15 15-16	20 Sep 7-8 25-26 7-8	12 17-18 Oct 3-4 9-10	16-17 7-8 28-29 Nov	5-6 Dec 8-9 14-15
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23	23-24 Mac 21-22 Mac 9-11 23-24 3	12-13 Apr 3-4 20-21	30-31 May 8-9 8-9	1-2 13-14 Upon r Jun 14-16 26-27 1-2	3-4 equest Jul 5 3-4 1-5 6-7 12 Jul	Aug 15-16 Aug 14-15 15-16	20 Sep 7-8 25-26	12 17-18 Oct 3-4 9-10	16-17 7-8 28-29 Nov	5-6 Dec 8-9 14-15
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Trinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC)	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23 20-21	23-24 Mac 21-22 Mac 9-11 23-24 3	12-13 Apr 3-4 20-21	30-31 May 8-9 8-9	1-2 13-14 Upon r Jun 14-16 26-27 1-2 Jun	3-4 equest Jul 5 3-4 1-5 6-7 12 Jul	Aug 15-16 Aug 15-16 Aug 15-16	20 Sep 7-8 25-26 7-8	12 17-18 Oct 3-4 9-10	16-17 7-8 28-29 Nov	5-6 Dec 8-9 14-15
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis SO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23 20-21	23-24 Mac 21-22 Mac 9-11 23-24 3	12-13 Apr 3-4 20-21	30-31 May 8-9 8-9	1-2 13-14 Upon r Jun 14-16 26-27 1-2 Jun	3-4 equest Jul 5 3-4 equest Jul 5-6 4-5 4-5 Jul 4-5	Aug 15-16 Aug 15-16 Aug 15-16	20 Sep 7-8 25-26 7-8	12 17-18 Oct 3-4 9-10	16-17 7-8 28-29 Nov	5-6 Dec 8-9 14-15
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY 5S Implementation Total Productive Maintenance Root Cause Analysis SO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive SO 18001:2007 - Internal OH&S Auditor Training	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23 20-21	23-24 Mac 21-22 Mac 9-11 23-24 3 23-24 Mac	12-13 Apr 3-4 20-21	30-31 May 8-9 8-9	1-2 13-14 Upon r Jun 14-16 26-27 1-2 Jun	3-4 equest Jul 5 3-4 equest Jul 5-6 4-5 4-5 Jul 4-5	Aug 15-16 Aug 15-16 Aug 15-16	20 Sep 7-8 25-26 7-8 Sep	12 17-18 Oct 3-4 9-10	16-17 7-8 28-29 Nov	5-6 Dec 8-9 14-15
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive ISO 18001:2001 S Revisions & Implementation and Internal Audit Safety and Health A Workplace	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23 20-21	23-24 Mac 21-22 Mac 9-11 23-24 3 23-24 Mac	12-13 Apr 3-4 20-21	30-31 May 8-9 8-9	1-2 13-14 Upon r Jun 14-16 26-27 1-2 15 Jun 7-8	3-4 equest Jul 5 3-4 equest Jul 5-6 4-5 4-5 Jul 4-5	Aug 15-16 Aug 15-16 Aug 15-16	20 Sep 7-8 25-26 7-8 Sep	12 17-18 Oct 3-4 9-10 18-19 Oct	16-17 7-8 28-29 Nov	5-6 Dec 8-9 14-15
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis SO 14001:2015 Internal Audit SO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive SO 18001:2007 - Internal OH&S Auditor Training Occupational Safety and Health At Workplace Safety and Health Awareness SO 9001 2015 Revisions & Implementation and Internal Audit HOSPITALITY	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23 20-21	23-24 Mac 21-22 Mac 9-11 23-24 3 23-24 Mac	12-13 Apr 3-4 20-21 Apr 12-13	30-31 May 8-9 8-9	1-2 13-14 Upon r Jun 14-16 26-27 1-2 15 Jun 7-8	4-5 Jul 4-5 Jul 4-5 Jul 4-5 Jul 4-5 Jul 4-5 Jul 4-5	Aug 15-16 Aug 15-16 Aug 15-16	20 Sep 7-8 25-26 7-8 Sep	12 17-18 Oct 3-4 9-10 18-19 Oct	16-17 7-8 28-29 Nov	5-6 Dec 8-9 14-15
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY 5S Implementation Total Productive Maintenance Root Cause Analysis SO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness HACCP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive ISO 18001:2007 - Internal OH&S Auditor Training Occupational Safety and Health At Workplace Safety and Health Awareness SO 9001 2015 Revisions & Implementation and Internal Audit HOSPITALITY Hotel Sales and Marketing	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23 20-21 Feb 15-16	23-24 Mac 21-22 Mac 9-11 23-24 3 23-24 Mac	12-13 Apr 3-4 20-21 Apr	30-31 May 8-9 8-9 16-17 May	1-2 1-3-14 Upon r Jun 14-16 26-27 1-2 15 Jun 7-8	equest Jul 5 3-4 equest Jul 5-6 4-5 6-7 12 Jul 4-5	Aug 15-16 Aug 14-15 15-16 Aug 8-9	20 Sep 7-8 25-26 7-8 Sep 19-20	12 17-18 Oct 3-4 9-10 18-19 Oct 17-18 4-5	16-17 7-8 28-29 Nov 21-22 2-3	5-6 Dec 8-9 14-15 Dec 20-21
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Trinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive ISO 18001:2007 - Internal OH&S Auditor Training Occupational Safety and Health At Workplace Safety and Health Awareness SO 9001 2015 Revisions & Implementation and Internal Audit HOSPITALITY Hotel Sales Negotiating Techniques	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23 20-21 Feb 15-16	23-24 Mac 21-22 Mac 9-11 23-24 3 23-24 Mac	12-13 Apr 3-4 20-21 Apr 12-13	30-31 May 8-9 8-9 16-17 May	1-2 13-14 Upon r Jun 14-16 26-27 1-2 15 Jun 7-8	4-5 Jul 4-5 Jul 4-5 Jul 4-5 Jul 4-5 Jul 4-5 Jul 4-5	Aug 15-16 Aug 14-15 15-16 Aug 8-9	20 Sep 7-8 25-26 7-8 Sep 19-20	12 17-18 Oct 3-4 9-10 18-19 Oct 17-18	16-17 7-8 28-29 Nov 21-22 2-3 Nov	5-6 Dec 8-9 14-15 Dec 20-21
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit SO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive SO 18001:2007 - Internal OH&S Auditor Training Occupational Safety and Health At Workplace Safety and Health Awareness ISO 9001 2015 Revisions & Implementation and Internal Audit HOSPITALITY Hotel Sales Negotiating Techniques Revenue Management	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23 20-21 Feb 15-16	23-24 Mac 21-22 Mac 9-11 23-24 3 23-24 Mac	12-13 Apr 3-4 20-21 Apr 12-13	30-31 May 8-9 8-9 16-17 May	1-2 1-3-14 Upon r Jun 14-16 26-27 1-2 15 Jun 7-8	4-5 Jul 4-5 Jul 4-5 Jul 4-5 Jul 4-5 Jul 4-5 Jul 4-5	Aug 15-16 Aug 8-9 Aug	20 Sep 7-8 25-26 7-8 Sep 19-20	12 17-18 Oct 3-4 9-10 18-19 Oct 17-18 4-5	16-17 7-8 28-29 Nov 21-22 2-3	5-6 Dec 8-9 14-15 Dec 20-21
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive ISO 18001:2015 Revisions & Implementation and Internal Audit HOSPITALITY Hotel Sales and Marketing Hotel Sales and Marketing Hotel Sales Negotiating Techniques Revenue Management Food and Beverage	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23 20-21 Feb 15-16	23-24 Mac 21-22 Mac 9-11 23-24 3 23-24 Mac	12-13 Apr 3-4 20-21 Apr 12-13	30-31 May 8-9 8-9 16-17 May	1-2 13-14 Upon r Jun 14-16 26-27 1-2 15 Jun 7-8	equest Jul 5 3-4 equest Jul 5-6 4-5 4-7 12 Jul 4-5 11-12	Aug 15-16 Aug 14-15 15-16 Aug 8-9	20 Sep 7-8 25-26 7-8 Sep 19-20 6-7	12 17-18 Oct 3-4 9-10 18-19 Oct 17-18 4-5	16-17 7-8 28-29 Nov 21-22 2-3 Nov	5-6 Dec 8-9 14-15 Dec 20-21
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive ISO 18001:2007 - Internal OH&S Auditor Training Occupational Safety and Health At Workplace Safety and Health Awareness ISO 9001 2015 Revisions & Implementation and Internal Audit HOSPITALITY Hotel Sales and Marketing Hotel Sales Negotiating Techniques Revenue Management Food and Beverage Hygiene, Sanitation and Work Safety	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23 20-21 Feb 15-16	23-24 Mac 21-22 Mac 9-11 23-24 3 23-24 Mac	12-13 Apr 3-4 20-21 Apr 12-13	30-31 May 8-9 8-9 16-17 May	1-2 13-14 Upon r Jun 14-16 26-27 1-2 15 Jun 7-8	4-5 Jul 4-5 Jul 4-5 Jul 4-5 Jul 4-5 Jul 4-5 Jul 4-5	Aug 15-16 Aug 8-9 Aug	20 Sep 7-8 25-26 7-8 Sep 19-20	12 17-18 Oct 3-4 9-10 18-19 Oct 17-18 4-5	16-17 7-8 28-29 Nov 21-22 2-3 Nov	5-6 Dec 8-9 14-15 Dec 20-21
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY 55 Implementation Total Productive Maintenance Root Cause Analysis ISO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness HACCP Internal Auditing GMP Awareness SMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive ISO 18001:2007 - Internal OH&S Auditor Training Occupational Safety and Health At Workplace Safety and Health Awareness ISO 9001 2015 Revisions & Implementation and Internal Audit HOSPITALITY Hotel Sales and Marketing Hotel Sales Negotiating Techniques Revenue Management Food and Beverage Hygiene, Sanitation and Work Safety Interacting with a guest or Handling upset guest	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15 Jan Jan Jan	9-10 13-14 Feb 22-23 20-21 Feb 15-16	23-24 Mac 21-22 Mac 9-11 23-24 3 23-24 Mac 10-11 Mac	12-13 Apr 3-4 20-21 Apr 12-13 Apr 18-19	30-31 May 8-9 16-17 May May	1-2 13-14 13-14 14-16 14-16 26-27 1-2 15 15 Jun 7-8 22-23 Jun 21-22	equest Jul 5 3-4 equest Jul 5-6 4-5 6-7 12 Jul 4-5 11-12	Aug 15-16 Aug 14-15 15-16 Aug 8-9 Aug	20 Sep 7-8 25-26 7-8 Sep 19-20 6-7 Sep	12 17-18 Oct 3-4 9-10 18-19 Oct 17-18 4-5 Oct	16-17 7-8 28-29 Nov 21-22 2-3 Nov Nov	5-6 Dec 8-9 14-15 Dec 20-21
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Troblem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis SO 14001:2015 Internal Audit SO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive ISO 18001:2007 - Internal OH&S Auditor Training Occupational Safety and Health At Workplace Safety and Health Awareness ISO 9001 2015 Revisions & Implementation and Internal Audit HOSPITALITY Hotel Sales and Marketing Hotel Sales Negotiating Techniques Revenue Management Food and Beverage Hygiene, Sanitation and Work Safety Interacting with a guest or Handling upset guest TEAM BUILDING	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15	9-10 13-14 Feb 22-23 20-21 Feb 15-16	23-24 Mac 21-22 Mac 9-11 23-24 3 23-24 Mac	12-13 Apr 3-4 20-21 Apr 12-13	30-31 May 8-9 8-9 16-17 May	1-2 13-14 13-14 14-16 26-27 1-2 15 15 Jun 7-8 22-23 Jun 21-22	equest Jul 5 3-4 equest Jul 5-6 4-5 4-5 11-12 Jul 4-5 11-12 Jul 4-5	Aug 15-16 Aug 8-9 Aug	20 Sep 7-8 25-26 7-8 Sep 19-20 6-7	12 17-18 Oct 3-4 9-10 18-19 Oct 17-18 4-5	16-17 7-8 28-29 Nov 21-22 2-3 Nov	5-6 Dec 8-9 14-15 Dec 20-21
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY SS Implementation Total Productive Maintenance Root Cause Analysis SO 14001:2015 Internal Audit SO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness HACCP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive SO 18001:2007 - Internal OH&S Auditor Training Occupational Safety and Health At Workplace Safety and Health Awareness ISO 9001 2015 Revisions & Implementation and Internal Audit HOSPITALITY HOTEL Sales and Marketing Hotel Sales Negotiating Techniques Revenue Management Food and Beverage Hygiene, Sanitation and Work Safety Interacting with a guest or Handling upset guest TEAM BUILDING Corporate Team Building Program	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15 Jan Jan Jan	9-10 13-14 Feb 22-23 20-21 Feb 15-16	23-24 Mac 21-22 Mac 9-11 23-24 3 23-24 Mac 10-11 Mac	12-13 Apr 3-4 20-21 Apr 12-13 Apr 18-19	30-31 May 8-9 16-17 May May	Jun 1-2 13-14 Upon r Jun 14-16 26-27 15 15 Jun 7-8 22-23 Jun 21-22 15-16 Jun Upon r	equest Jul 5 3-4 equest Jul 5-6 4-5 6-7 12 Jul 4-5 11-12 Jul 4-5 6-7	Aug 15-16 Aug 14-15 15-16 Aug 8-9 Aug	20 Sep 7-8 25-26 7-8 Sep 19-20 6-7 Sep	12 17-18 Oct 3-4 9-10 18-19 Oct 17-18 4-5 Oct	16-17 7-8 28-29 Nov 21-22 2-3 Nov Nov	5-6 Dec 8-9 14-15 Dec 20-21
Public Speaking and Presenting Excellence Empower Yourself: Increasing Effectiveness and Job Satisfaction Creating a Workplace Mentoring Program and Implementation CRITICAL THINKING EQ Emotional Intelligence Stress Management and Resilence Critical Thinking and Problem Solving Problem Solving & Decision Making Creative Problem Solving Risk Management Creative Thinking for Problem Solving & Innovation Personal Grooming & Creative Thinking QUALITY S5 Implementation Total Productive Maintenance Root Cause Analysis SO 14001:2015 Internal Audit ISO Internal Auditing HACCP Awareness HACCP Internal Auditing GMP Awareness GMP Internal Auditing GMP Awareness GMP Internal Auditing Food Handler SAFETY AND HEALTH Hazard Identification, Risk Assessment & Control (HIRAC) Basic First Aid and CPR Driving Defensive SO 18001:2007 - Internal OH&S Auditor Training Occupational Safety and Health At Workplace Safety and Health Awareness ISO 9001 2015 Revisions & Implementation and Internal Audit HOSPITALITY Hotel Sales and Marketing Hotel Sales Negotiating Techniques Revenue Management Food and Beverage Hygiene, Sanitation and Work Safety Interacting with a guest or Handling upset guest	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	13 14-15 17-18 Jan 14-15 Jan Jan Jan	9-10 13-14 Feb 22-23 20-21 Feb 15-16	23-24 Mac 21-22 Mac 9-11 23-24 3 23-24 Mac 10-11 Mac	12-13 Apr 3-4 20-21 Apr 12-13 Apr 18-19	30-31 May 8-9 16-17 May May	1-2 13-14 Upon r Jun 14-16 26-27 1-2 15 Jun 7-8 22-23 Jun 15-16 Jun Upon r Upon r	equest Jul 5 3-4 equest Jul 5-6 4-5 4-5 11-12 Jul 4-5 11-12 Jul 4-5	Aug 15-16 Aug 14-15 15-16 Aug 8-9 Aug	20 Sep 7-8 25-26 7-8 Sep 19-20 6-7 Sep	12 17-18 Oct 3-4 9-10 18-19 Oct 17-18 4-5 Oct	16-17 7-8 28-29 Nov 21-22 2-3 Nov Nov	5-6 Dec 8-9 14-15 Dec 20-21

OTHERS		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Facilities Management	2					_			10-11		12-13		
Business Analysis Fundamentals	3			23-25			12-14						
Kursus Asas Keusahawanan	2							6-7					
Kursus Asas Perternakan Ruminan (Lembu)	1												
Kursus Tanaman Berpotensi Tinggi Kontan	1		9										
Kursus Mygap & Myorganics	1		16										
Kursus Asas Pembangunan Ladang Kelapa Sawit	1								10		12		
Modern Fertigation	1							25			13		
Smart Farming	2			8-9									
Agropreneurship Training (Pembangunan Keusahawanan Pertanian)	2	Upon request											
Penilain Projek Pertanian	2	Upon request											
Kursus Asas Ternakan Ayam Kampung.	1	Upon request											
Bengkel pembuatan baja dan racun organik dalam pertanian.	2	Upon request											
Teknik mudah buat duit bersama Pertanian.	2						Upon i	request					
Pengenalan dan kepentingan tanaman sacha inchi.	1						Upon i	request					
Teknik ternakan akuakultur (Keli/Talapia)	1						Upon i	request					
Bengkel tanaman sayuran secara konvensional.	2						Upon i	request					
Kursus pengurusan tanaman secara integrasi.	1						Upon i	request					
Teknik asas tanaman tanpa tanah sayuran berbuah	1	i e					Upon i	request					

Remarks:

- Should you require any other training that is not on our lists, kindly contact our course consultants for further discussion. Class will start when there are enough number of participants.

 Price and Course schedule are subject to change without prior notice.