

Practical Budgeting & Cost Control Techniques	2								27-28					
Understanding Malaysian Corporate Tax	2								Upon request					
Budget Preparation Skills	2							15-16						
Budgeting & Costing	2							12-13						
Financial Statement and Analysis	2										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							30-31		
Excellent Customer Service to Achieve High Profitability	2								7-8					
Excellent Retail Management Workshop	2		23-24											
Interactive Selling Skill and Behavioral Selling	2										23-24			
Positive Work Attitude Towards Customer Service Excellence	2								7-8					
Retail Store Management	1						16				17			
Strategic Marketing Management	2							10-11						
Telephone Techniques & Quality Customer Service	2				4-5						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		22-23				6-7							
Shopee Skills & Tricks	1	4			19				14		7	20		
Marketing Professional Program	2			29-30						19-20			6-7	
PURCHASING / LOGISTICS		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Effective Logistics Management	2													
Malaysian Custom Procedures	2				3-4				15-16					
Pengurusan Stor & Pengawalan Inventori Yang Berkesan	2		1-2											
Store & Warehouse Operations Management	2							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		20-21					23-24		
Coaching and Mentoring Skills	2					30-31		17-18			19-20			
Administrative Enhance Skills	2			14-15				27-28						
Public Speaking and Presenting Excellence	2													
Empower Yourself: Increasing Effectiveness and Job Satisfaction	2			23-24					15-16					
Creating a Workplace Mentoring Program and Implementation	2								Upon request					
CRITICAL THINKING		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
EQ Emotional Intelligence	1	13						5		20	12			
Stress Management and Resilience	2		9-10				1-2					16-17		
Critical Thinking and Problem Solving	2	14-15		21-22		30-31								
Problem Solving & Decision Making	2								15-16		17-18			
Creative Problem Solving	2		13-14				13-14					7-8		
Risk Management	2	17-18			12-13								5-6	
Creative Thinking for Problem Solving & Innovation	2							3-4				28-29		
Personal Grooming & Creative Thinking	2								Upon request					
QUALITY		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
5S Implementation	2		22-23		3-4			5-6			3-4			
Total Productive Maintenance	3			9-11			14-16			7-8			8-9	
Root Cause Analysis	2					8-9					9-10			
ISO 14001:2015 Internal Audit	2			23-24			26-27			25-26		21-22		
ISO Internal Auditing	2	14-15				8-9		4-5						
HACCP Awareness	1			3			1-2		14-15			2-3		
HACCP Internal Auditing	2		20-21		20-21			6-7		7-8			14-15	
GMP Awareness	1						15	12						
GMP Internal Auditing	2								15-16					
Food Handler	2			23-24		16-17						18-19		
SAFETY AND HEALTH		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Hazard Identification, Risk Assessment & Control (HIRAC)	2							4-5					20-21	
Basic First Aid and CPR	2		15-16				7-8			19-20				
Driving Defensive	2				12-13				8-9					
ISO 18001:2007 - Internal OH&S Auditor Training	2							11-12			17-18			
Occupational Safety and Health At Workplace	2			10-11						6-7				
Safety and Health Awareness	2						22-23				4-5			
ISO 9001 2015 Revisions & Implementation and Internal Audit	2													
HOSPITALITY		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Hotel Sales and Marketing	2				18-19			4-5						
Hotel Sales Negotiating Techniques	2					30-31					17-18			
Revenue Management	2						21-22					15-16		
Food and Beverage	3			7-8					15-17					
Hygiene, Sanitation and Work Safety	2		22-23					6-7		4-5			14-15	
Interacting with a guest or Handling upset guest	2						15-16							
TEAM BUILDING		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Corporate Team Building Program	2								Upon request					
IWANT Leadership – Inspiring, Winning Attitude & Thriving	2								Upon request					
Program Kecemerlangan Organisasi	2								Upon request					

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
Penilaian 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 request
Pengenalan dan kepentingan tanaman sacha inchi.	1												Upon request
Teknik ternakan akuakultur (Keli/Talapia)	1												Upon request
Bengkel tanaman sayuran secara konvensional.	2												Upon request
Kursus pengurusan tanaman secara integrasi.	1												Upon request
Teknik asas tanaman tanpa tanah sayuran berbuah	1												Upon 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.