

NQC Technology Sdn Bhd (604535-M)

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Registered with:



PUBLIC SCHEDULE 2025 - NQC TECHNOLOGY SDN BHD

	DURATION	2025											
	(Days)	Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BUSSINESS COMMUNICATION & WRITING SKILLS													
Business Communication & Writing Skills	2				7-8				4-5				4-5
Business Presentation Skills	2	6-7										10-11	
Connecting People with Powerful Communication	2		3-4			29-30				3-4			
Effective Communication and Interpersonal Skills	2		20-21				5-6				13-14		
English at Work	2			3-4				21-22			20-21		
Technical Report & Writing Skills	2	15-16							11-12			17-18	
Writing Clear & Effective Emails	2			13-14				23-24					8-9
Report Writing for Effective Decisions	2						16-17			7-8			
Business English (Speak & Write Professionally)	2				17-18							3-4	
CORPORATE BRANDING & IMAGE													
Corporate Grooming & Business Etiquette	2		3-4							4-5			
Corporate Image & Interpersonal Skills	2						10-11					19-20	
Professional Image & Etiquette Corporate Grooming,	2			17-18				17-18					
Protocol & Business Etiquette Achieving Business	2				28-29						13-14		10-11
Success Through Professional Image & Business Etiquette.	2	8-9							6-7				
Pengurusan Majlis, Etika dan Protokol	2					13-14							
CUSTOMER SERVICES													
Breakthrough Secrets of Customer Experience	2						12-13			10-12			
Complaints Management	2							3-4			2-3		
Customer Feedback & Complaint	2	30-31			2-3	19-20			3-4				18-19
Customer Service Excellence	2			10-11							22-23		
Effective Telephone Technique Skills	2		20-21					24-25				10-11	
The Awesome Customer Service	2				7-8				25-26			26-27	
Kursus Pengendalian Aduan & Kemahiran komunikasi bagi Helpdesk	2			17-18			26-27			22-23			8-9
Handling Difficult Customer and Demanding Customer Using NLP	2					7-8							
HUMAN RESOURCES / MANAGEMENT													
Change Management	2			6-7									
Crisis Management	2		24-25							9-10			
Prosecuting And Conducting an Effective Domestic Inquiry	2						10-11						
Managing Difficult People at the WorkPlace	2				21-22							19-20	
HR For Non HR Managers & Executives	1	17						24					
Ke Arah Kecemerlangan Perkeranian & Pentadbiran Pejabat	2								18-19			27-28	
Kursus Kepimpinan Dinamik Dan Penyelesaian Yang Berkesan	2			17-18						11-12			
Law of Termination	2						5-6						
Developing And Managing Key Performance Indicator (KPI)	2				1-2						9-10		
Pengurusan Rekod & Fail Yang Komprehensif	2					19-20							18-19
Project Risk Management	2		26-27						4-5				
Training Needs Analysis for A Competent Workforce (TNA)	2							28-29					
Understanding the Labour Law and Domestic Inquiry	2										16-17		
Office Administrative Skills for Administrative Staff	2					6-7				11-12			
Time Management and Productivity Skills	2	20-21		24-25				3-4				24-25	
Stress Management and Resilience	2								18-19				10-11
Effective Managerial Skills	2			6-7									
MICROSOFT OFFICE AND GOOGLE SHEET													
Creating Infographic in Microsoft Power Point	2	13-14								6-7			
Data Analysis Fundamental using Excel	2				7-8							2-3	
Microsoft Excel Dashboard for Reporting	2						15-16	6-7				20-21	
Microsoft® Excel for Intermediate/Advance	1		3					13			12		
Microsoft® PowerPoint for Intermediate/Advance	1		4					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			24									7-8
Analyzing Data with Power BI	3			6-8						18-20			
Excel: Creating a Dashboard with Power Query	2					12-13							
Digital Workplace with Google Workspace	2				7-8								
Mastering Google Tools.	2						23-24						
SUPERVISORY & LEADERSHIP													
Budaya Kerja Cemerlang	2	13-14			7-8			14-15					
Effective Coaching Techniques for Managers	2		3-4				11-12		14-15			3-4	
Effective Management and Leadership using NLP	2				21-22			16-17		8-9			4-5
Effective Supervisory Skills	2			13-14		19-20			11-12		6-7	11-12	
Strategic Thinking Skills	2			10-11			25-26				27-28		
Coaching & Mentoring for Leaders & Managers	2		5-6										
Strategic Thinking, Planning and Management	2							10-11					
Leadership and Strategic Management	2				15-16								
Leadership and Influence	2									9-10			
Coaching and Mentoring	2												
Fundamental of Coaching and Mentoring for Leadership Success	2												
FINANCE, ACCOUNTING, TAX & E-INVOICE													
Cash Flow Management	2											10-11	
Cost Reduction Strategies for Manufacturing Industry	2				7-8								
Effective Budgeting & Forecasting Technique	2	2-3				7-8					21-22		
Effective Credit Management & Faster Debt Collection	2								18-19				
Finance for non-finance	2				21-22							23-24	

Successful Debt Collection Program	2		27-28														
Kursus Belanjawan dan Kos Kawalan Effective	2						9-10			21-22							
Letter of Credit - Operations	2			26-27													13-14
Practical Budgeting & Cost Control Techniques	2								27-28								
Understanding Malaysian Corporate Tax	2																
Budget Preparation Skills	2							25-26									
Budgeting & Costing	2							12-13									
Financial Statement and Analysis	2										11-12						
Successful Debt Collection Technique to Overcome Program	2					27-28											
Dynamic Due Diligence	2			17-18					3-4								
Capital Budgeting and Business Valuation	2				7-8					25-26							
Financial Analysis	2											1-2					
E-Invoicing Concept & Implementation in Malaysia (MyInvois Portal)	1	3		6	21	12											
SALES / MARKETING		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Sales Through Service with NLP	2												3-4				
Effective Call Handling	2																
Effective Store Manager	2				14-15									27-28			
Excellent Customer Service to Achieve High Profitability	2								7-8								
Excellent Retail Management Workshop	2		24-25														
Interactive Selling Skill and Behavioral Selling	2											23-24					
Positive Work Attitude Towards Customer Service Excellence	2								18-19								
Retail Store Management	1						16					17					
Strategic Marketing Management	2							10-11									
Telephone Techniques & Quality Customer Service	2				1-2						25-26						
The Customer Driven Company	2	30-31						23-24									
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						10-11			6-7			3-4			
Social media Quick starter	1	3	4							8		6					
Creative Content using smartphone	2		24-25				26-27										
Shopee Skills & Tricks	1	14			18				14		7	20					
Marketing Professional Program	2			24-25							22-23						16-17
Digital Branding – LinkedIn	1																
ARTIFICIAL INTELLIGENT (AI)		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Ai Empowerment: Zero to Hero	2																
Creative Storytelling Using Dalle-E3 and Ai Video Generative	3																
Smart Finance - Empowering Financial Services with AI/ML (Machine Learning).	2																
Introduction to CoPilot with Microsoft Office (Outlook, PowerPoint, and More)	3																
Memahami dan Mengaplikasikan AI Generatif dalam Kewartawanan	3																
AI for Journalists	2																
Applied Data Engineering for Generative AI	3																
Fundamentals of Artificial Intelligence and Machine Learning for Financial Institutions	2																
PURCHASING / LOGISTICS		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Effective Logistics Management	2																
Malaysian Custom Procedures	2				3-4					25-26							
Pengurusan Stor & Pengawasan Inventori Yang Berkesan	2		27-28														
Store & Warehouse Operations Management	2								16-17			16-17					
Strategic Procurement Practices & Implementation	2							23-24									
Warehouse, Store & Inventory Management	2																
PERSONAL DEVELOPMENT		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Professional Office Management	2			10-11						4-5							
Effective Supervisory Skills	2		26-27					9-10			1-2					16-17	
Creative Problem Solving & Decision-Making for Increased Productivity	2				14-15				11-12					17-18			
Effective Time and Stress Management	2	20-21						14-15			22-23						
Superior People Management & Team Building Skills	2			3-4						11-12		20-21					
Key Skills for High Performance in Workplace	2				17-18			20-21						24-25			
Coaching and Mentoring Skills	2					28-29			19-20			29-30					
Administrative Enhance Skills	2			13-14					23-24								
Public Speaking and Presenting Excellence	2																
Empower Yourself: Increasing Effectiveness and Job Satisfaction	2			24-25						25-26							
Creating a Workplace Mentoring Program and Implementation	2																
Kemahiran Pentadbiran & Perkeranian Pejabat yang Berkesan	2																
Emotional Intelligence EQ	2																
Integriti & Etika Ke Arah Budaya Kerja Cemerlang	2																
CRITICAL THINKING		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
EQ Emotional Intelligence	1	13						8		22	13						
Stress Management and Resilience	2		3-4					5-6						26-27			
Critical Thinking and Problem Solving	2	14-15		11-12		28-29											
Problem Solving & Decision Making	2								11-12			27-28					
Creative Problem Solving	2		27-28					9-10						4-5			
Risk Management	2	20-21				22-23											2-3
Creative Thinking for Problem Solving & Innovation	2								3-4							24-25	
Personal Grooming & Creative Thinking	2																
QUALITY		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
5S Implementation	2		24-25		3-4			2-3			1-2						
Total Productive Maintenance	3			10-12			9-11			8-9							1-2
Root Cause Analysis	2					8-9					6-7						
ISO 14001:2015 Internal Audit	2			24-25			26-27			25-26		10-11					
ISO 9001:2015 Internal Audit																	
ISO/IEC 27001:2022 Internal Auditing																	
ISO Internal Auditing	2	14-15				12-13		14-15									
HACCP Awareness	1			3			5-6		14-15					3-4			

HACCP Internal Auditing	2		20-21		21-22			21-22		10-11			15-16
GMP Awareness	1						19	17					
GMP Internal Auditing	2								25-26				
Food Handler	2					19-20					28-29		
Quality Control (QC)	1			26-27									
SAFETY AND HEALTH		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Hazard Identification, Risk Assessment & Control (HIRAC)	2							1-2					15-16
Basic Occupational First Aid (BOFA)	2	13-14					9-10			17-18			
Driving Defensive	2				1-2				4-5				
ISO 18001:2007 - Internal OH&S Auditor Training	2							21-22			13-14		
Occupational Safety and Health At Workplace	2			10-11						8-9			
Safety and Health Awareness	2						23-24				1-2		
HOSPITALITY		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Hotel Sales and Marketing	2				21-22			4-5					
Hotel Sales Negotiating Techniques	2					30-31					6-7		
Revenue Management	2						19-20					10-11	
Food and Beverage	3			19-20					11-13				
Hygiene, Sanitation and Work Safety	2		27-28					2-3		4-5			15-16
Interacting with a guest or Handling upset guest	2						11-12						
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
Lego Serious Play Teambuilding	2												Upon request
AGRICULTURE		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Kursus Tanaman Berpotensi Tinggi Kontan	1		4										
Kursus Asas Keusahawanan	2							23-24					
Kursus Asas Perternakan Ruminan (Lembu)	1	15											
Kursus myGap & myOrganics	1		27										
Kursus Asas Pembangunan Ladang Kelapa Sawit	1				29				13		13		
Modern Fertigation	1							25			14		
Smart Farming	2			12-13									
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
Kursus Teknikal Hidroponik dan Fertigasi	1												Upon request
Kursus Agronomi dalam Pertanian	1												Upon request
OTHERS		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Facilities Management	2												Upon request
Business Analysis Fundamentals	3												Upon request
Environment, Social and Governance (ESG)	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.