

PUBLIC SCHEDULE 2026 - NQC TECHNOLOGY SDN BHD

	DURATION (Days)	2026											
		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											9-10
Connecting People with Powerful Communication	2		3-4			18-19				3-4			
Effective Communication and Interpersonal Skills	2		25-26				6-7				13-14		
English at Work	2			3-4				21-22			20-21		
Technical Report & Writing Skills	2	22-23							11-12			17-18	
Writing Clear & Effective Emails	2			11-12				23-24					8-9
Report Writing for Effective Decisions	2					16-17				7-8			
Business English (Speak & Write Professionally)	2				16-17								3-4
CORPORATE BRANDING & IMAGE		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Corporate Grooming & Business Etiquette	2		3-4							3-4			
Corporate Image & Interpersonal Skills	2						10-11					21-22	
Professional Image & Etiquette Corporate Grooming,	2			17-18				13-14					
Protocol & Business Etiquette Achieving Business	2				28-29						16-17		10-11
Success Through Professional Image & Business Etiquette.	2	8-9							6-7				
Pengurusan Majlis, Etika dan Protokol	2				13-14								
CUSTOMER SERVICES		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Breakthrough Secrets of Customer Experience	2					12-13				10-11			
Complaints Management	2						3-4			4-5			
Customer Feedback & Complaint	2	26-27			2-3	19-20			3-4				16-17
Customer Service Excellence	2			10-11						23-24			
Effective Telephone Technique Skills	2		23-24					23-24					10-11
The Awesome Customer Service	2				7-8				19-20				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		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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	19						24					
Ke Arah Kecemerlangan Perkeranian & Pentadbiran Pejabat	2								18-19				27-28
Kursus Kepimpinan Dinamik Dan Penyeliaan 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								21-22
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				2-3				24-25	
Stress Management and Resilience	2								18-19				10-11
Effective Managerial Skills	2			6-7									
MICROSOFT OFFICE AND GOOGLE SHEET		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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					9				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		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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					8-9							
Leadership and Strategic Management	2		15-16							9-10			
Leadership and Influence	2												
Coaching and Mentoring	2								Upon request				
Fundamental of Coaching and Mentoring for Leadership Success	2												
FINANCE, ACCOUNTING, TAX & E-INVOICE		Jan	Feb	Mac	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cash Flow Management	2												10-11
Cost Reduction Strategies for Manufacturing Industry	2				7-8								
Effective Budgeting & Forecasting Technique	2	5-6				7-8					21-22		
Effective Credit Management & Faster Debt Collection	2								18-19				

ISO Internal Auditing	2	14-15				12-13		14-15					
ISMS ISO/IEC 27001	2					19-20					17-18		
BCMS ISO 22301	2		25-26						22-23				
ABMS ISO 37001	2			9-10							10-11		
HACCP Awareness	1			3			5-6		14-15			3-4	
HACCP Internal Auditing	2		23-24		21-22		21-22		10-11			15-16	
GMP Awareness	1					19	17		25-26				
GMP Internal Auditing	2					19-20				28-29			
Food Handler	2												
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		24-25					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		25										
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 berbahan	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.