

**NQC Technology Sdn Bhd (604535-M)**

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Registered with:

**PUBLIC SCHEDULE 2026 - NQC TECHNOLOGY SDN BHD**

	DURATION	2026											
	(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										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													
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													
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													
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													
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													
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								
Leadership and Influence	2									9-10			
Coaching and Mentoring	2					Upon request							
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	5-6				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		25-26										
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	Upon request											
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	5		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	27-28					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	5	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	Upon request											
Creative Storytelling Using Dalle-E3 and AI Video Generative	3	Upon request											
Smart Finance - Empowering Financial Services with AI/ML (Machine Learning).	2	Upon request											
Introduction to CoPilot with Microsoft Office (Outlook, PowerPoint, and More)	3	Upon request											
Memahami dan Mengaplikasikan AI Generatif dalam Kewartawanan	3	Upon request											
AI for Journalists	2	Upon request											
Applied Data Engineering for Generative AI	3	Upon request											
Fundamentals of Artificial Intelligence and Machine Learning for Financial Institutions	2	Upon request											
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 & Pengawalan 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	Upon request											
Kemahiran Pentadbiran & Perkeranian Pejabat yang Berkesan	2	Upon request											
Emotional Intelligence EQ	2	Upon request											
Integriti & Etika Ke Arah Budaya Kerja Cemerlang	2	Upon request											
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		23-24				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	Upon request											
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	2												
ISO/IEC 27001:2022 Internal Auditing	2												

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					
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		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 saché 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:														
<ul style="list-style-type: none"><li>Should you require any other training that is not on our lists, kindly contact our course consultants for further discussion.</li><li>Class will start when there are enough number of participants.</li><li>Price and Course schedule are subject to change without prior notice.</li></ul>														