

Courses 2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Peak Performance with Better Lifestyle							20					
(Goal Setting) Sail Through Breakdowns, Breakthrough Self Doubt to Self Confidence	16-17								1-2			
Emotional Intelligence for Workplace Success			10							1		
Positive Mind and Attitude						15				2		
Introduction to NLP					5-6							
Power Up Presentation Using NLP	14-15		5-6			4-5			3-4			8-9
Be Friend With Discomfort, Continuing Achieving Success in Chaos				14-15			15-16				18-19	2-3
NLP Coaching - Influenced Your People Effectively					18-19							
Step Up To LEAD Excellences & Embrace Changes					20-21					22-23	4-5	
(Goal Setting Series) Strength Finders		18				16						
(Goal Setting Series) What Your Hot Button?		19				17						
Dare to Speak Up and Step Up to Your Dreams			19-20				1-2				11-12	
Leading Today's Diverse Workforce Workshop					28							
HIRARC Risk Management	22 & 23											
Chemical Management and Spillage Control		19 & 20										
Decoding and Applying Malaysian OSH Law										21 & 22		
The Establishment of Safety and Health Committee Based on Legal Requirement			26&27									
Accident Investigation with Why Tree Approach				21 & 22								
5S Implementation & Management						24 & 25						
Bahavioural Based Safety for Accident Prevention								26 & 27				
NLP Sales With Powerful Influencing Skills			2 & 3			1 & 2						

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NLP Communication VAKAD - Are you talking productively?					3					7		
Speak Well								4 & 5				
Your Mind Matters				1					9			
Anger Management - Your Triger Button											11 & 12	
The 5 Dysfunctions fo a Team - Declared, Demystified & Maybe Solved		2 & 3								1 & 2		
Blue Ocean Strategy Making the competition irrelevant through Value Innovation						18 & 19						
Active Engagement of Employees							1			9		
Trans-Generation Communication Conflict Resolution					5 & 6							
Basic English Communication		5 & 6						17 & 18				
Impactful Presentation Skill Training			24 & 25						21 & 22			
Communication Strategies - The World Waiting For You												
Excellent EQ with Time & Stress Management						25 & 26						
Interpersonal Communication Skills Training								10 & 11				
Negotiation, Persuasion & Influencing Skills		27 & 28										14 & 15
Delivery Feedback Effectively					1						3	
Change Mindset, Change your Destiny												
Coaching and Delegation Skills	6 & 7									15 & 16		
Creative Thinking , Problem Solving and Decision Making					13 & 14							
Effective Meetings Facilitation						11 & 12						
Engagement Leadership				1 & 2								
Importance of Quality Work and Mindset			2 & 3						24 & 25			

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Understanding AIAG-VDA Process FMEA	5 & 6											
Problems Solving using 7QC tools				27 & 28								
Juggling Multiples Priorities								13 & 14				
Understanding Learning Styles and Personality Types Intro	9 & 10									5 & 6		
You 2 - Discovering your true potential through Positive Thinking and Mindset				16 & 17								
Crisis Management at Workplace		3 & 4									2 & 3	
Dealing with Difficult (Challenging) People			12							8		
Enhance Our Interpersonal Communications Ability						8 & 9						
Performance Management - Effective Performance Appraisal						22 & 23						
Business Continuity & Planning Management			30 & 31							19 & 20		
Building Confidence & Skills for Handling Business Calls More Professionally		12 & 13							9 & 10			
Interviewing Skills Training with DiSC				3								4
Train the Trainer Program							9 & 10					
Business Report Writing Techniques								3 & 4				
Developing HR Skills For HR Practitioners	20 & 21								7 & 8			
Strategic Planning for Departments or Organizations			1 & 2									
Driving and Managing Change				3 & 4								
Motivating Employees and Building Commitment					8 & 9							
Grievance Procedure and Disciplinary Action								10 & 11				
KT Problem Solving & Decision Making (KT-PSDM)						7 & 8						
Colored Brain Negotiation That Bring Results	3 & 4											27 & 28

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Analytical & Creative Thinking Using Mind Maps						27 & 28						
The Buzan Technique: Effective Thinking for High Performance							29 & 30					
Big Data Strategy & Application		1-5						8-12				
Microsoft Excel (intermediate - Advanced Level)	30 & 31									26 & 27		
Excel 2010 Formulas & Functions (Advanced)				27 & 28								21 & 22
Interactive Chartings in Excel					21 & 22							
Microsoft PowerPoint (Intermediate - Advanced)			26 & 27						14 & 15			
Powerful Data Analysis and Data Modeling in Power Pivot		10 & 11									13 & 14	
Dashboards in Excel 2010 (Advanced)				6 & 7							16 & 17	

CERTIFICATION COURSES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Neuro – Linguistic Programming (NLP) Certification (Practitioner Level) 身心语言程式学 (执行师)				20,21,22 ,27,28							23,24,25 ,26,27	
Create Your Future® Certification (Practitioner Level) 创建你的未来® (执行师) ~ The Time Line Therapy™ Association		25-26				11-12						
Professional Hypnotherapy Certification Course (Practitioner Level) 催眠术疗法认证课程 (执行师)		11-12				9-10						
Professional Neuro – Linguistic Programming Master Practitioner Certification Training 神经语言程式学高级认证										5-9,12- 16,19-20		
Supervisory Development Courses endorsed by OUM University Malaysia - Career Certification (8 days certification program)	2	11	4	25	7	12	15	16				
Personal Grooming, Ettiquete & Makeup Mini Courses endorsed by MLVK (2 days coursed)			11,12							14,15		