

Courses 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fundamental of Effective Customer Service									3 & 4			
Brand Up Your Executive Presence With Professional Grooming and Business Etiquette					20 & 21							
Master Virtual Meeting Etiquette for Your Brand							8 & 9					
NLP Communication VAKAD - Are you talking productively?					3					7		
NLP Sales With Powerful Influencing Skills			2 & 3									
Introduction to NLP					5-6							
NLP Coaching - Influenced Your People Effectively								18-19				
Anger Management - Your Triger Button										11 & 12		
Unlock Your Inner Power to stop Procrastination and Start Getting Results						1						
Peak Performance with Better Lifestyle							20					
(EQ) Emotional Intelligence for Workplace Success			10							1		
Positive Mind and Attitude						15				2		
Power Up Presentation			5-6						3-4			
Step Up To LEAD Excellences & Embrace Changes					20-21					22-23		
Dare to Speak Up and Step Up to Your Dreams			19-20								11-12	
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									
Legal Compliance Towards Effective Implementation of Occupational Safety & Health Management at Workplace				21 & 22								

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Bahavioural Based Safety for Accident Prevention								26 & 27				
Safe Handling of Material Equipment (MHE)						3						
First Aid & CPR Training During & After Lockdown (Covid-19) (Set Up Frontliners ERT)			3									
Asas Bina Laman Web dengan WordPress (Basic Website Design)								10				
The 5 Dysfunctions fo a Team - Declared, Demystified & Maybe Solved		2 & 3								1 & 2		
Active Engagement of Employees							1					
Behavarioul Basesd Interviewing Skills				22								
Trans-Generation Communication Conflict Resolution					5 & 6							
Sun Tzu: The Art of War, Winning Strategies in the Management & Leadership												1 & 2
Basic English Communication		5 & 6						17 & 18				
Excellent EQ with Stress Management during COVID-19 Pandemic and Beyond						25 & 26						
Interpersonal Communication Skills Training								10 & 11				
Negotiation, Persuasion & Influencing Skills		27 & 28										14 & 15
Delivery Feedback Effectively					1						3	
Industry 4.0 Overview Training				1								
Leading Today's Diverse Workforce Workshop					28							
Train the Trainer Program							9 & 10					
Business Report Writing Techniques								3 & 4				
Developing HR Skills For HR Practitioners									7 & 8			

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Interviewing Skills Training with DiSC				3								4
Business Ethics and Professional Protocol Responsibility Training								5				
How to Manage your Workplace during and post Covid-19?		6										
Empathic Listening										1		
Blue Ocean Strategy Making the competition irrelevant through Value Innovation						18 & 19						
Effective Communication Skills Enhance alignment and rapport in communication.				5								
Coaching and Delegation Skills										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			
Juggling Multiples Priorities								13 & 14				
Understanding Learning Styles and Personality Types Intro										5 & 6		
You 2 - Discovering your true potential through Positive Thinking and Mindset				16 & 17								
Strategic Planning for Departments or Organizations			1 & 2									
Driving and Managing Change during Post Covid				3 & 4								
Motivating Employees and Building Commitment					8 & 9							
Grievance Procedure and Disciplinary Action								10 & 11				
Handling Difficult People Skills							1					
Understanding 5S Towards Cost Management										23 & 24		

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Poke Yoke - Mistake Proofing Towards Zero Defect					3 & 4							
Understanding AIAG-VDA Process FMEA			5 & 6									
Problems Solving using 7QC tools				27 & 28								
Crisis Management at Workplace											2 & 3	
Dynamice Performance Leadership			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									9 & 10			
Colored Brain Negotiation That Bring Results												27 & 28
Analytical & Creative Thinking Using Mind Maps						27 & 28						
The Buzan Technique: Effective Thinking for High Performance							29 & 30					
Big Data Strategy & Application								8-12				
Microsoft Excel Combo Pack - Mastering Pivot Table & Vlookup Function			1									
Microsoft Excel Combo Pack - Using Formulas & Conduitional Formatting For Reporting								24				
Microsoft Excel Combo Pack - Using Statistic & Logical Functions for Reporting					3							
Microsoft Excel - Intermediate to Advanced							4 & 5					
Microsoft Excel - Graphicalise Your Pivot Table										21		
Microsoft Powerpoint - Basic, Intermediate & Advanced												20 - 22