

INTELLECTS GLOBAL LEARNING SDN BHD

Courses 2022	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assertive & Positive Communication	Development												1
Active Engagement of Employees	Development							1					
Anger Management - Your Triger Button	Development											11 & 12	
Applied NLP at Work (Principle for Success)	Development							20					
Art & Science Of Effective Communication	Development												1 & 2
Behavarioul Based Interviewing Skills	Development				22								
Brand Up Your Executive Presence With Professional Grooming and Business Etiquette	Development					20 & 21							
Building Assertive Supervisory & Leadership	Development						27 & 28						
Building Confidence & Skills for Handling Business Calls More Professionally	Development									9 & 10			
Building Good Self-Governance	Development				1								
Business Ethics and Professional Protocol Responsibility Training	Development								5				
Business Impact Analysis and Risk Assessment for Business Continuity Plans	Development			30 & 31							19 & 20		
Business Report Writing Techniques	Development								3 & 4				
Change Your Mindset, Change Your Destiny	Development			10							1		
Coaching and Delegation Skills	Development										15 & 16		
Communication for Optimal Result	Development				5 & 6								
Conflict Management using NLP	Development					20-21					22-23		
Crisis Management	Development											2 & 3	

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Critical and Analytical Thinking Skills	Development		5 & 6						17 & 18				
Dealing with & Managing Difficult People	Development											2 & 3	
Developing HR Skills For HR Practitioners	Development									7 & 8			
Digital Marketing - Growing your business with Facebook	Development								10				
Driving and Managing Change during Post Covid-19.	Development				16 & 17								
Effective Work Habits	Development						15						
Effective Upward Communication	Development										1		
Engagement Leadership	Development				1 & 2								
Enhance Our Interpersonal Communications Ability	Development						8 & 9						
Elevate Your Work Performance with Hybrid Working Model	Development								9				
Fundamental of Effective Customer Service	Development									3 & 4			
Habits, Attitudes & Displine of Proactive Leaders	Development					28							
SPEAKPEAK! Presenting with Impact & Purpose	Development			5-6						3-4			
Importance of Quality Work and Mindset	Development			2 & 3						24 & 25			
Juggling Multiple Priorities (Effective Time Management & Productive Virtual Meetings)	Development								13 & 14				
Leading Effective Virtual Discussion & Meetings	Development			3									
Leading Commitment & Motivated Employees	Development					8 & 9							
Mental Wellness - Strengthening The Psychological Well-being Of Self	Development					7 & 8							

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Negotiation, Persuasion & Influencing Skills using NLP	Development		27 & 28										14 & 15
NLP Coaching - Effectively Leading & Influenced Your People	Development								18-19				
NLP Communication - Effectively communicating with others	Development					3					7		
NLP (Neuro Linguistic Programming) Essential Workshop	Development					5-6							
NLP Sales With Powerful Influencing Skills	Development			2 & 3									
Performance Management - Effective Performance Appraisal	Development						22 & 23						
Personal Branding Workshop	Development					1						3	
Personality Types Profiling (Understanding how you & other better)	Development										5 & 6		
Positive Mind and Attitude	Development						15				2		
Proactive Leader in your organisation	Development							2					
Problem Solving and Decision Making	Development					13 & 14							
Qualities of Highly Effective People	Development								29 & 30				
Setting Your Path Right by Speaking Up	Development			19-20								11-12	
Situational Leadership – The Leader within You	Development		27 & 28										
Start Getting Results and Do it now!	Development						1						
Stay Productive Working from Home	Development					4							
Strategic Planning for Departments & Organizations	Development			1 & 2									
Stress & Emotional Management with Excellent EQ during COVID-19 Pandemic and Beyond	Development						25 & 26						

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The Buzan Technique: Effective Thinking for High Performance using mind map	Development							29 & 30					
The Great Habits for Personal Effectiveness Program	Development						1						
Microsoft Excel - Retrieve & Summarise Important information from excel	IT							9					
Big Data Strategy & Application	IT								8-12				
Microsoft Excel - Graphicalise Your Pivot Table	IT										21		
Microsoft Excel - Intermediate to Advanced	IT							4 & 5					
Microsoft Excel Combo Pack - Mastering Pivot Table & Vlookup Function	IT			1									
Microsoft Excel Combo Pack - Using Formulas & Conduitional Formatting For Reporting	IT								24				
Microsoft Excel Combo Pack - Using Statistic & Logical Functions for Reporting	IT					3							
Microsoft Powerpoint - Basic, Intermediate & Advanced	IT												20 - 22
Microsoft Word Intermediate to Advance	IT									5 & 6			
Microsft Access Database Intermediate to Advance	IT				4 - 8								
Amazing Macro	IT										9 & 10		
Microsoft Excel - Solving Problem with Formulas & Colours	IT												11
5S Implementation & Management	Quality						10						
Poke Yoke - Mistake Proofing Towards Zero Defect	Quality					3 & 4							
Cost Cutting Strategies	Quality				25								
(PFMEA) Process Failure Mode Effects Analysis 4th Edition	Quality						20						

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Project Management (New Product Development)	Quality			30 & 31									
Total Productive Maintenance	Quality							1 & 2					
8D (Displine Problem Soving)	Quality									22 & 23			
Understanding 5S Towards Cost Management	Quality										23 & 24		
Understanding AIAG-VDA Process FMEA	Quality			5 & 6									
Accident Investigation with Why Tree Appraoch	Safety				7								
Bahavioural Based Safety for Accident Prevention	Safety								12				
Chemical Management and Spillage Control	Safety		19 &20										
Decoding and Applying Malaysian OSH Law	Safety										7		
First Aid & CPR Training During & After Lockdown (Covid-19) (Set Up Frontliners ERT)	Safety			3									
HIRARC Risk Management	Safety	22 & 23											
Legal Compliance Towards Effective Implementation of Occupational Safety & Health	Safety				21 & 22								
Forklift Training (Safe Handling of Material Equipment)	Safety						3						
Safety Management System	Safety			2									
The Establishment of Safety & Health Committee Based on Legal Requirement	Safety			11									
OSH at Work	Safety		15-Jan										
Loto Out and Tag Out (LOTO)	Safety					13-Jan							
GMP Awareness	Safety								1				