INTELLECTS GLOBAL LEARNING SDN BHD 2024 PUBLIC SCHEDULE

Courses 2024	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3 Steps to Effective Problem Solution	All						8						
Active Engagement of Employees	All							1					
Build Your Confidence and Business Etiquette Skill At Work	All					18							
Create Your Success Beyond Expectation	All						5 & 6						
Effective Conversation Boosters	All							2					
Emotion Enrichment & Liberation (EEL)	All						16 & 17						
Energy Breathing (Immediate Stress Relief)	All												1
EQ For Success	All				29								
Essential Stress & Emotional Management	All						2						
Inner Relief (INR) Free Yourself	All											25	
Let Go. Let's Rest allowing Your Feeling to Flow	All					4							
Self Enhancement & Psychology of Communication	All								3				
Self-Interaction (Discovery of your inner strength)	All								3				
Talk with Empathy - Delivery Feedback Effectively	All								12				
The Power of Conflict - Transforming Challenges into Opportunities	All			1.2									
The Power of Positive Emotion (Paving the road to success)	All									11 & 12			
The Secret of Motivation	All						1						
AutoCad Essential Training / 3D Modelling	Computer						18-20						

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Course	Category												
Interactive Flowcharts in Excel	Computer				2				4				
Microsft Access Database Intermediate to Advance	Computer				4 - 8								
Microsoft Excel - Amazing Macro	Computer							22					
Microsoft Excel - Graphicalise Your Pivot Table	Computer									21			
Microsoft Excel - Intermediate - Advance	Computer			11 & 12								22 & 23	
Microsoft Excel - Mastering Pivot Table & Vlookup Function	Computer			1									
Microsoft Excel - Retrieve & Summarise Important information from excel	Computer							9					
Microsoft Excel - Using Statistic & Logical Functions for Reporting	Computer					3							
Microsoft Excel -Formula & Pivot Table	Computer		3 & 4								5 & 6		
Microsoft Excel-Solving Problem with Formulas & Colours	Computer												11
Microsoft Powerpoint - Basic, Intermediate & Advanced	Computer												20 - 22
Microsoft Word Intermediate to Advance	Computer									5 & 6			
A Practical Approach to Impactful Supervisory	Development								15				
Brand Up Your Executive Presence With Professional Grooming and Business Etiquette	Development					20 & 21							
Business Ethics and Professional Protocol Responsibility Training	Development								5				
Business Report Writing Techniques	Development				13 & 14		4 & 5						
Connecting Head, Heart & Hands in organisation	Development												18
Creative Thinking - Developing an Outcome Focused Culture	Development												
Crucial Accountability	Development				25								12

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Course	Type												
Dealing with Difficult (Challenging) People	Development												2 & 3
Developing the Right Habits, Attitudes & Displine of Proactive Leaders	Development					28							
Elevate Your Impact: Business Comunication & Etiquette Mastery	Development										4 & 5		
Essential Leadership Skills For Supervisors and Line Leaders	Development			12 & 13									
Essentials Skills at Workplace - Interpersonal Communication Skills	Development												
Get to Know Your Life Goal	Development												1 & 2
Grievances Handling & Disciplinary	Development					8 & 9							
Importance of Quality Work and Mindset	Development			2 & 3					24 & 25				
Juggling Multiple Priorities	Development							16					
Leadership by the New Generation Training (Bridging the Age Gap)	Development										13		
Leadership skills in the 21st century for Essential Transformation of Future Leaders	Development							25 & 26					
Leading Commitment & Motivated Employees for Organisation effectiveness	Development					8 & 9							
Leading Teams Through Change & Crisis	Development			3				19					
Maximizing Time at Workplace	Development				23								
Measuring & Managing Your Team Success Effectively	Development					29 & 30							
Mental Wellness - Strengthening The Psychological Well-being Of Self & Others	Development					7 & 8							
Mindset Transformation	Development			4 & 5									
Motivation for Work Excellence	Development				1								
Managing & Leading using NLP	Development		18										

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Course	Category												
Passionately Powerful Executive	Development						9						
Paving the Right Step	Development											20 & 21	
Personal Branding Workshop	Development								1			3	
Positive Mind and Attitude	Development						15						
Power of Change -- Mastering Change in 5 Steps	Development												
Power of Conflict - Transforming Challenges into Opportunities	Development							24-25					
Powerfully Influence & Negotiation Skills	Development												13 & 14
Powerup Communication in your organisation	Development										10 & 11		
Principle for Success using NLP	Development							20					
Problem Solving and Decision Making	Development					13 & 14							
Psychological Wellbeing For Self & Others	Development												
Roles & Responsibilities For Supervisory & Line Leader	Development											21 & 22	
Sales, Negotiation & Communication Effective Strategies	Development									1 & 2			
Situational Leadership – The Leader within You	Development		27 & 28										
Smart Strategies Planning for Departments & Organizations	Development			1 &2									
SPEAKPEAK! Presenting with Impact & Purpose	Development			5-6						3-4			
Stars Customer Service Mindset	Development							14					
Supervisory Development Program - The Essential Roles of a Supervisor	Development											11 & 12	
Technical Report Writing 6 Secrets of Which the Experts Never Tell	Development				28 & 29								

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Program	Category												
The Great Habits for Personal Effectiveness Program for Hightly Motivated Team	Development						1						
Think Out Of The Box -Unleash Creativity & Innovation Lateral Thinking	Development								23				
Top Performer Effective Work Habits	Development						15						
Transformation of Future Leaders Program - Future Proof Success Leaders	Development	9											5
Transforming into Communicative Ccontributor	Development				1 & 2								
Trans-Generation Communication Conflict Resolution	Development												1 & 2
Upward Communication - Reducing Communication Gap in organisation	Development									1 & 2			
	Development					10 & 11							
Conducting an Effective Training Needs Analysis (TNA) Workshop	HR									22 & 23			
Developing HR Skills For HR Practitioners	HR		6 & 7										
Displinary Procedures of Handling Difficult Employee & Misconduct	HR					2 & 3							
Effective Interviewing Skills	HR									11 & 12			
Interviewing Skills Based on Behavarioul	HR				22								
Manpower Planning & Sucession Planning	HR		2 & 3										
Performance Management - Effective Performance Appraisal	HR						22 & 23						
Talent Management - Retaining your talent in your organisation	HR					5 & 6							
Be an Influential & Persuasive Leader	Management				16 & 17								
Business Continuity Workshop (BCM)	Management			17 & 18									
Coaching and Delegation for Optimal Results	Management									15 & 16			

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Course	Category												
Conflict Resolution Management using NLP	Management					20-21							
Crisis Management Planning	Management											2 & 3	
Critical and Analytical Thinking Skills	Management								17 & 18				
Fundamental of Train the Trainers (TTT) Workshop	Management			14 & 15									
Lifestyle Leaders & Balance Builders	Management						18 & 19						
Pioneers of Productivity	Management					25 & 26							
Sun Tzu: The Art of War: Winning Strategies in Management and Leadership:	Management								11 & 12				
The Buzan Technique: Effective Thinking for High Performance using mind map	Management							29 & 30					
The Habits of Highly Effective People	Management					14 & 15							
8D Problem Solving Workshop	Quality										8 & 9		
A Practical Approach to Quality Control (QCC)	Quality							18					
DMAIC -Team Based Improvement Model	Quality											1 & 2	
Hazard Analysis Critical Control Point (HACCP) & Good Manufacturing Practice (GMP)	Quality			30 & 31									
ISO 14001 Awarness and Internal Audit	Quality										15 & 16		
ISO 22000 Awareness & Internal Audit	Quality						28 & 29						
ISO 9001:2018 Quality Management System Internal Audit	Quality				18 & 19								
K-T Analytical Problem Solving & Decision Making (KT-PSDM)	Quality								11 & 12				
Poke Yoke - Mistake Proofing Towards Zero Defect	Quality					3 & 4							
Process Failure Mode Effects Analysis 4th Edition (PFMEA)	Quality						20						

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Course	Category												
Project Management (New Product Development)	Quality			30 & 31									
Root Cause Analysis with 5 Why	Quality										3		
Total Productive Maintenance	Quality							1 & 2					
Understanding AIAG-VDA Process FMEA	Quality			5 & 6									
Accident Investigation with Why Tree Appraoch	Safety				7								
Bahavioural Based Safety for Accident Prevention	Safety										12		
Basic First Aid Training at The Work Place	Safety											11	
Chemical Management and Spillage Control	Safety		19 &20										
Effective Set up of Safet & Health Committee Training	Safety							9					
Emergency Response Preparedness & ERT Training	Safety					17							
Ergonomics Awareness Training	Safety				17							18	
First Aid & CPR Training During	Safety			3									
Forklift Training (Safe Handling of Material Equipment)	Safety						3						
Hazard Identification, Risk Assessment and Risk Control (HIRARC)	Safety			'22 & 23									
Hearing Conservations Training	Safety							31					
Loto Out and Tag Out (LOTO)	Safety					13							
Occupational Safety Health (OSH) at Work	Safety		15-Jan										
Safe Handling of Overhead Crane and Hoist Training	Safety							28					
Safe Working at Heights	Safety					18							

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