

INTELLECTS GLOBAL LEARNING SDN BHD 2024 PUBLIC SCHEDULE

Courses 2025	Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Communicating difficult information with transparency, empathy and clarity	All								18 & 19				
Conflict Management Fundamentals	All					25							
Create Your Success Beyond Expectation	All										9 & 10		
Emotional Intelligence (EQ) at Workplace : Managing Your Time and Stress	All				29		14 & 15						
Emotional Intelligence (EQ) at Workplace : Mindful Communication	All												
Learning Style and Growth Mindset	All											15 & 16	
Self Enhancement & Psychology of Communication	All							4 & 5					
Self-Interaction (Discovery of your inner strength)	All												3
Talk with Empathy - Delivery Feedback Effectively	All						15						
The Power of Conflict - Transforming Challenges into Opportunities	All									14 & 15			
The Power of Positive Emotion (Paving the road to success)	All											3 & 4	
Basic Mandarin Course for Malaysian Business Executives	ALL												
RESILIENCE IN WORKPLACES	ALL			27 & 28									
Positive Communication - Words that build and encourage	ALL						23 & 24						
VICTORY OVER STRESS IN TODAY'S JOB ENVIRONMENT	All					23 & 24							
AutoCad Essential Training / 3D Modelling	Computer						18-20						
Interactive Flowcharts in Excel	Computer				2				4				
Microsft Access Database Intermediate to Advance	Computer				4 - 8								
Microsoft Excel - Amazing Macro	Computer							22					

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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				
BUSINESS STRATEGY PLANNING	Development			7 & 8									
Change Mindset, Change your Destiny	Development												
Comprehensive Leadership Competencies for Manager	Development						18 & 19						
Connecting Head, Heart & Hands in organisation	Development												18 & 19
Creative Thinking , Problem Solving and Decision Making	Development												
Crisis Management at Workplace	Development												
Crucial Accountability	Development			20 & 21				12 & 13					
Dealing with Difficult (Challenging) People	Development											2 & 3	
DESIGN THINKING	Development							18 & 19					
DEVELOPING AN EFFECTIVE EXIT STRATEGY	Development											19 & 20	
Developing the Right Habits, Attitudes & Displine of Proactive Leaders	Development					28							

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E-INVOICING TRAINING (To fulfil government policies on account)	Development			3									
ESG AWARENESS TRAINING	Development									1			
Essential Leadership Skills For Supervisors and Line Leaders	Development			12 & 13									
Essentials Skills at Workplace - Interpersonal Communication Skills	Development												
Grievances Handling & Disciplinary	Development					8 & 9							
Importance of Quality Work and Mindset	Development			2 & 3						24 & 25			
Interpersonal Communication Skills with MBTI & NLP	Development												
ISO 9001:2015 - QMS Awareness	Development						8						
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				
Managing & Leading using NLP	Development		18										
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									
Motivating Employees and Building Commitment	Development							29 & 30					
Personal Effectiveness	Development												1
Positive Mind and Attitude	Development						15						

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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
Principle for Success using NLP	Development							20					
Problem Solving and Decision Making	Development					13 & 14							
Profesional Business Report Writing Techniques	Development				13 & 14		4 & 5						
Sales, Negotiation & Communication Effective Strategies	Development									1 & 2			
SERVICE INDUSTRY MANAGEMENT	Development								11 & 12				
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			
STAR Project Management Foundation & Practices	Development									2 & 3			
Stars Customer Service Mindset	Development							14					
SUCCESSFUL COACHING & MENTORING	Development										13 & 14		
Supervisory Development Program - The Essential Roles of a Supervisor	Development											11 & 12	
TEAM EXECUTION AND PERFORMANNCE IMPROVEMENT	Development		3 & 4										
Technical Report Writing 6 Secrets of Which the Experts Never Tell	Development				28 & 29								
The Great Habits for Personal Effectiveness Program for Highly Motivated Team	Development						1						
Think Out Of The Box -Unleash Creativity & Innovation Lateral Thinking	Development									23			
Time Management and Work Productivity Strategy Program	Development												
Transformation of Future Leaders Program - Future Proof Success Leaders	Development	9											5

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Trans-Generation Communication Conflict Resolution	Development												1 & 2
Understanding Learning Styles and Personality Types Intro	Development												
Upward Communication - Reducing Communication Gap in organisation	Development										1 & 2		
Shift Your Goals and Focus Dilligently	Development												
The Habits of Highly Effective People	Development												
Talent Management - Sustaining Business Growth and Continuity	Development										25 & 26		
ESG WITH HR	HR						1						
Conducting an Effective Training Needs Analysis (TNA) Workshop	HR										22 & 23		
Developing HR Skills For HR Practitioners	HR		6 & 7										
Disiplinary Procedures of Handling Difficult Employee & Misconduct	HR					2 & 3							
Hire Right : Behavioral or Competency Based Interviewing Workshop (BBI or CBI)	HR					15 & 16							
Manpower Planning & Sucession Planning	HR			2 & 3									
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									
Conflict Resolution Management using NLP	Management					20-21							
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						
Sun Tzu: The Art of War: Winning Strategies in Management and Leadership:	Management								11 & 12				

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The Buzan Technique: Effective Thinking for High Performance using mind map	Management							29 & 30					
The Habits of Highly Effective People	Management					14 & 15							
INVENTORY MANAGEMENT & COST REDUCTION	Quality										11 & 12		
7Q Tools Training	Quality				5 & 6								
8D Problem Solving Workshop	Quality										8 & 9		
A Practical Approach to Quality Control (QCC)	Quality								18				
Hazard Analysis Critical Control Point (HACCP)	Quality			30 & 31									
ISO 14001 Awareness 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						
Root Cause Analysis with 5 Why	Quality								3				
Total Productive Maintenance (TPM)	Quality							1 & 2					
Understanding AIAG-VDA Process FMEA	Quality			5 & 6									
Good Manufacturing Practice (GMP)	Quality												
MEASUREMENT SYSTEM ANALYSIS (MSA)	Quality				4								
Accident Investigation with Why Tree Approach	Safety				7								
Bahavioural Based Safety for Accident Prevention	Safety								12				
Chemical Management and Spillage Control	Safety		19 & 20										

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Effective Set up of Safety & Health Committee Training	Safety							9					
Electrical/Machinery Safety & LOTO	Safety					26 & 27							
Emergency Response Preparedness & ERT Training	Safety					17							
Ergonomics Awareness Training	Safety				17							18	
Forklift Training (Safe Handling of Material Equipment)	Safety						3						
Hazard Identification, Risk Assessment and Risk Control (HIRARC)	Safety			'22 & 23									
Hearing Conservation Training	Safety							31					
Occupational Safety Health (OSH) at Work	Safety		15-Jan										
Pertolongan Cemas Asas, Pendedalihan AED & CPR	Safety			3									
Safe Handling of Overhead Crane and Hoist Training	Safety							28					
Safe Working at Heights	Safety					18							
CERTIFICATION COURSEES													
PRACTITIONERS COURSE IN FENG SHUI				22,23,24									
Lean Six Sigma Green Belt Program (DMAIC)					25,26,27	2,3,4,5,6	3,4,5						