

CLERICAL & SECRETERIES			
B1. Business Writing Skills for Secretaries	2 Days	B17. The Positive Secretaries	2 Days
B2. Clerical Development	2 Days	B18. Understand Others by Understanding Yourself	2 Days
B3. Clerical Development & Administrative Skills	2 Days	B19. Work Smart for Secretaries	2 Days
B4. Clerical Development Programmer	3/6 Days	B20. Administrative-Clerical Development Programmer	6 Days
B5. Customer Consciousness	1 Day	B21. Administrative and Office Management Skills	2 Days
B6. Enhancing Skills of Pas to meet Current Challenges	3 Days	B22. An Excellent Secretary and Administrative Assistant Programmer	2 Days
B7. Filing and Record Management	2 Days	B23. Clerk and Officers Development Programmer	2 Days
B8. Key to Better Personal Performances	2 Days	B24. Conventional Record and File Management	2 Days
		B25. Enhancing Skills For Secretaries and Admin	3 Days

B9. Kursus Setiasusahaan Berkesan	3 Days
B10. Menjadi Setiausaha yang Proaktif & Dinamik	2 Days
B11. Pengurusan rekod dan Fail	2 Days
B12. Secretarial Administrator's Development Programme	7 Days
B13. Secretaries as Master Keys	2 Days
B14. Secretary's Workshop	2 Days
B15. Success Skills For Secretaries	2 Days
B16. Successful Secretaries Kit	2 Days

B26. Office Administrative	2 Days	C11. Business English - Speaking and Writing Skills	2 Days
B27. Success Skills For Secretaries and Admin	2 Days	C12. Business Letters	2 Days
B28. The Secretarial Skills Program	2 Days	C13. Business Proposal Writing Skills	2 Days
B29. Kaedah Pengurusan Fail dan Rekod Yang Efektif	2 Days	C14. Business Writing Skills	2 Days
B30. Kursus Peningkatan Kemahiran Pentadbiran & Pengurusan Pejabat	2 Days	C15. Business Writing Skills in BM	2 Days
C. COMMUNICATION & PRESENTATION		C16. Communication, Customer Service & Interpersonal Skills	2 Days
C1. Applying Personality Plus in Enhancing Communication	2 Days	C17. Communication & Interpersonal Skills for Executives	2 Days
C2. Art of Communication	2 Days	C18. Communication & Language Skills for Non-Executives	2 Days
C3. Assertive Communication Skills	2 Days	C19. Communication English for Working Adults	5 Days
C4. Basic Communication Skills for Front Liners	3 Days	C20. Conversational BM for Business	3 Months
C5. Basic English for Nurses	12 Days	C21. Corporate Communication	2 Days
C6. Business & Report Writing Skills	2 Days	C22. Crisis Management in Relation to Media	2 Days
C7. Business & Technical Report Writing Skills	2 Days	C23. Develop Dynamic Relationship through Effective Relationship Communication and Human Relation Skills	2 Days
C8. Business Communication Skills	2 Days	C24. Developing a Distinguished Public Relation Team	2 Days
C9. Business Communication Skills in English	9 Days	C25. Dynamic Presentation Skills using NLP	2 Days
C10. Business English for Front-liners	2 Days	C26. Effective Business & Technical Writing	4 Days



C27. Effective Business English - Constructing Business Emails and Letters	2 Days
C28. Effective Business Writing Skills	2 Days
C29. Effective Business Writing Skills for Executives	2 Days
C30. Effective Communication & Interpersonal Skills	2 Days
C31. Effective Communication & Presentation Skills Workshop	2 Days
C32. Effective Communication in BM	2 Days
C33. Effective Communication Skills for Call Centre	20 Days
C34. Effective Communication Skills for Executives	2 Days
C35. Effectives Communication Skills for Non-Executives	2 Days
C36. Effectives Communication Skills using NLP	2 Days
C37. Effectives Presentation Skills and Power point Techniques	2 Days
C38. Effectives Report Writing Skills	2 Days
C39. Effectives Technical & Proposal Writing Skills	2 Days
C40. Effectives Telephone Skills	2 Days
C41. E-Mailing Etiquette	2 Days
C42. English at Work	3 Days

C43. English Communication (Beginner-Advance)	30 Hours
C44. English Communication Skills	10/18 Days
C45. English Communication Skills for Front Liners	6 Days
C46. English for Better Interaction	2 Days
C47. English for Executives	12 Days
C48. English for Non-Executives	12 Days
C49. English Language Proficiency Program	3 Months
C50. English Proficiency for Middle Management	10 Days
C51. English Proficiency for 1 &2	5Days
C52. Enhancement of Spoken English	3 Days
C53. Enhancing Front-Liners Interaction Skills for Better Images	2 Days
C54. Enhancing Relationship By Understanding Personalities	2 Days
C55. Enhancing Your Presentation Competencies	2 Days
C56. How to Make an Impactful Presentation	3 Days
C57. Interpersonal Skills	3 Days
C58. Interview & Resume Writing	1 Days

C59. Kepimpinan Penyelia Berkesan	2 Days
C60. Komunikasi BM Berkesan	2 Days
C61. Management Presentation Skills	2 Days
C62. Mandarin Business Communication Skills	40 Hours
C63. Mastering the Art of Power Presentation	3 Days
C64. Penulisan Surat Rasmi Minit Mesyuarat	2 Days
C65. Practical Presentation, Effective Results	2 Days
C66. Presentation Skills	2 Days
C67. Presentation Skills for Managers	2 Days
C68. Presentation Skills with NLP	2 Days
C69. Professional Phone Etiquette	3 Days
C70. Professional Telephone Skills	2 Days
C71. Public Relation for Front Liners	1 Days
C72. Public Speaking and Presentation Skills	2 Days
C73. Report Writing & Communication Skills	2 Days
C74. Report Writing Skills & The Art of Taking Minutes	3 days

C75. Stand, Speak & Inspire	2 Days
C76. Tatacara Berhemah Mengambil Minit	2 days
C77. Technical & Business Proposal Writing Skills	2 Days
C78. Technical Presentation Skills	2 Days
C79. Technical Report Writing	2 Days
C80. The Art of Handling Press Conference & Other Media Interviews	2 Days
C81. The Art of Taking Minutes of Meeting	2 Days
C82. Thinking Strategically and Communication Clearly	2 Days
C83. Writing Effective Business case	2 Days
C84. Witten English	6 Days
C85. Art of Business Writing	2 Days
C86. Blended Programmer of Business Writing	2 Days
C87. Exchanging Customer Service Experience	2 Days
C88. Exchanging Relationship By Understanding	2 Days
C89. Art of Presentations	2 Days
C90. Financial Statement Audit	2 Days

D. CORPORATE IMAGE & PROFESSIONALISM			
D1. Business Etiquette	2 Days	D16. Personal Image Enhancement Workshop for Gentlemen	1 Day
D2. Corporate Core Values	1 days	D17. Showcasing Success	1 day
D3. Corporate Grooming & Business Etiquette	2 Days	D18. Corporate Image management & Business Etiquette	1 Day
D4. Corporate Grooming & Handling of Media	3 days	D19. How To Look Your Professional Best	2 days
D5. Dress Best! Grooming for Men	1 day	D20. Personal Grooming & Professional Image	2 Days
D6. Enhancing Corporate and Professional Image	2 Days	D21. Professional Work Attitude	2 days
D7. Executives Image Coaching	2 Days	D22. You are The Band to Build	2 Days
D8. Creating A Professional Winning Personnel	2 Days	D23. Personal Grooming in Business	3 Hours
D9. Executives image	3 Days	D24. Enhancing Professional Images	2 days
D10. Improving Grooming & Professional Self-Image	2 Days	D25. Personal Grooming & Ethics	2 Days
D11. Personal Image Branding	2 Days	D26. Improving Work Place Attitude Through personal Development	2 Days
D12. Personal Etiquette	1 Day	E. CREATIVE	
D13. Projecting A Professional Confident Corporate Image	1 day	E1. Analytical and Critical Thinking Skills	2 days
D14. Business and Social Etiquette	2 days	E2. Applying Creative Problem Solving and Decision making Skills at Work	2 days
D15. Personal Grooming in Business	3 Hours	E3. Continuous Improvement Through Creative Problem Solving	2 Days
		E4. Creative Active Cells Approach	2 Days



E5. Creative Problem Solving	2 Days
E6. Creative problem Solving & Decision making Skills	2 Days
E7. Creative Thinking & Mind mapping	2 Days
E8. Creative Thinking Skills	2 Days
E9. Creative Thinking Skills & Problem Solving	2 Days
E10. Critical & Creative Thinking Skills	2 Days
E11. Developing Creativity at Work	2 Days
E12. Easy Memory with Right Brain Learning	1 Day
E13. Empowered Logical Inventive Thinking Level 2	3 Days
E14. Enhancing Analytical & Creative Thinking Skills	3 Days
E15. Generating Ideas Through Organized Creativity	2 Days
E16. Innovative at Work	2 Days
E17. Innovative and Creative Thinking Skills	2 Days
E18. Introduction to Empowerment Logical Inventive Thinking	1 day
E19. Lateral Thinking Skills	3 Days
E20. Mind Mapping & mindset Mind manager	2 Days

E21. Mind Mapping - Thinking Tools that Change Your Life	2 Days
E22. Personal Empowerment Skills	2 Days
E23. The Hidden Self	3 days
E24. Think Out of The Box	2 Days
E25. Analytical Skills	2 days
E26. Beyond Ordinary Mind	4 Days
E27. Brain Learning	3 Hours
E28. Continuous Improvement	2 Days
E29. Creative Thinking & Problem Solving Skills	3 days
E30. Creative Thinking & Personal Effectiveness	1 Day
E 31. Enhancing Analytical and Creative Thinking	3 Days
E32. Critical Thinking Skills Workshop	2 Days
E33. Generating Creativity for MIDDLE Level manager	2 days
E34. Generating Idea Through Organized Creativity for non-Execs	2 days
E35. Get Out Of The Box and Embrace Creativity	2 days
E36. Introductory Analytical Creative Thinking Skills	2 Days

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E37. Mind mapping	2 days
E38. Mind Mapping (a powerful tool for any thinking task)	3 Days
E39. Mind Mapping at Work	1 Day
E40. Pemikiran Kreatif dan Penyelesaian Masalah	2 days
E41. Power Up Your Memory (memory improvement)	2 Days
E42. Problem Solving	2 Days
E43. Speed Reading and Memory Power	2 Days
E44. Strategic Analytical Creative Thinking	2 Days
E45. Thinking Out of The Box	2 Days
E46. Value Innovation and Creativity for Workplace	2 Days
F. CUSTOMER SERVICE	
F1. Building Lifetime Business Relationship	2 Days
F2. Customer Service & Service Excellence	2 Days
F3. Customer Service Communication	2 Days
F4. Customer Service For Hospitality Industry	2 Days
F5. Customer Service for IT Help Desk	2 Days

F6. Customer Service Management	2 Days
F7. Customer Service Senior Executive	2 Days
F8. Customer Service Using NLP	3 Days
F9. Effective Call Handling	2 Days
F10. Effective Customer Service	2 Days
F11. Effective Telephone Skills in Customer Service	2 Days
F12. Enhancing Customer Service & Customer Relationship	4 Days
F13. Enhancing Customer Service Excellence	2 Days
F14. Enhancing Help Desk Skills	2 Days
F15. Excellence Customer Experience	2 Days
F16. Excellence in Managing Customers	3 Days
F17. Exceptional Hospitality Customer	2 Days
F18. Handling Difficult Customers	2 Days
F19. H.E.A.R.T Service Leadership	3 Days
F20. Kursus Perkhidmatan Kaunter Dan Pelanggan Berkualiti	3 Days
F21. Managing Customer Complaints	2 Days

F22. Managing the Helpdesk	2 Days
F23. Media and Customer Relations	2 Days
F24. Memahami Keperluan Pelanggan	2 Days
F25. Program Perkhidmatan Pelanggan	2 Days
F26. Quality Customer Service	2 Days
F27. Reception Customer Service	2 Days
F28. Result Oriented Tele-Sales with NLP	3 Days
F29. Secrets of Superior Service & Customers Relationship with NLP	2 Days
F30. Service Orientation & Customer Satisfaction for Executives	2 Days
F31. S.W.E.E.T Service Experience	3 Days
F32. Telephone Technique for Call Centre	2 Days
F33. Tele-Sales Team Leadership Workshop	3 Days
F34. Pengurusan Perkhidmatan Pelanggan untuk Kecermelangan	2 Days
G. FINANCE	
G1. Advanced Practical Accounting Principles & Practices	2 Days
G2. Assessing Credit Risk Using Financial Statements & Cash Flow Analysis	5 Days

G3. Basic Accounting 101	2 Days
G4. Budget & Finance Toolkits for Non-Financial Managers	2 Days
G5. Budget & Variance Analysis Modeling for Accounts	2 Days
G6. Budgeting Planning and Control	2 Days
G7. Business Plan and Budgeting	2 Days
G8. Business Risk Management	5 Days
G9. Cash Flow Management	2 Days
G10. Credit Collection Management	2 Days
G11. Credit Management	2 Days
G12. Data Modeling and Advance Charting Toolkits	2 Days
G13. Defining & Documenting Business Strategy	3 Days
G14. Effective Budget Planning & Control	2 Days
G15. Effective Cash Flow Management	2 Days
G16. Effective Credit Management & Faster Debt Collection	2 Days
G17. Effective Data Mining and Charting	2 Days
G18. Effective Inventory Data Mining Analyzing Using Excel	2 Days

G19. Effective Microsoft Excel Toolkit for Budget and Forecast Reporting	2 Days	G35. Fixed Asset Control	2 Days
G20. Finance for Non Finance Executives	2 Days	G36. GAAPS, FRS and IFRS	2 Days
G21. Finance for Non Finance Managers	2 Days	G37. Implementing Strategy Using Balanced Scorecard Approach	3 Days
G22. Finance for Non Finance Personnel	2 Days	G38. International Trade	2 Days
G23. Finance for Supervisors	2 Days	G39. Inventory Management	2 Days
G24. Financial Analysis for Marketing Managers Using MS- Excel	5 Days	G40. Inventory Management- Capital Revenue Expenditure	2 Days
G25. Financial Analysis for Marketing Professional	2-4 Days	G41. Key Business and Financial Concepts	2 Days
G26. Financial Due Diligence	2 Days	G42. Managing Cash Flow in Difficult Times	2 Days
G27. Financial Intelligence Tiding Over Global Volatility	2 Days	G43. Personal Financial Management	2 Days
G28. Financial Management	2 Days	G44. Practical Accounting Skills (Understanding & Maintaining Full Sets of Accounts)	2 Days
G29. Financial Modeling & Analysis	3 Days	G45. Practical Finance and Accounting	2 Days
G30. Financial Modeling for Management Decision Making	2 Days	G46. Principles of Accounting and Finance	2 Days
G31. Financial Modeling for Property Companies	3 Days	G47. Profit Planning and Cash Flow Forecasting for Managers	2 Days
G32. Financial Modeling Toolkits for Finance Managers	2 Days	G48. Reporting of Investment in Financial Instruments under the New FRS Regime	1 Day
G33. Financial Policies and Procedures	2 Days	G49. Retail Cash Management	2 Days

G50. Retirement Financial & Health Plan Management Plan Program	2 Days
G51. Risk Management	2 Days
G52. Rolling Forecasts & Effective Budgeting	2 Days
G53. Strategic Cost Management Reduction	2 Days
G54. What a Manager Must Know About Financial	2 Days
G55. Working Smart with Excel	2 Days
G56. Accounting with Microsoft Excel	2 Days
G57. Automating Financial Function for Data Analysis Decision Making	2 Days
G58. Banking Operation	2 Days
G59. Basic Accounting	2 Days
G60. Budget and Financial Toolkits for Non Financial Manager	2 Days
G61. Budgeting	2 Days
G62. Business Acumen Level 1 to 3	2 Days
G63. Business Plan and Budgeting	2 Days
G64. Computerized Accounting	2 Days
G65. Crisis and Risk Management	2 Days

H. HUMAN RESOURCES	
H1. Behavioral Interview Techniques	1 Day
H2. Behavioral Interviewing Techniques	2 Days
H3. Candidate Profiling	2 Days
H4. Competency Based Interviewing Skills	2 Days
H5. Coping with Termination Employment	2 Days
H6. Discipline and Disciplinary Procedures	2 Days
H7. Domestic Inquiry Procedures	2 Days
H8. Effective Complaint Grievance and Dispute Handling and Domestic Inquiry Procedures	2 Days
H9. Effective Interview Selection Techniques	2 Days
H10. Effective Interviewing Techniques	2 Days
H11. Effective Performance Appraisal & Evolution	2 Days
H12. Effective Performance Appraisal 360 Feedback	2 Days
H13. Employee Engagement at the Workplace	2 Days
H14. Enhancing Technical Interviewing Skills	2 Days
H15. Executives as HR personnel	2 Days



H16. HR for Non HR Personnel	2 Days
H17. Human Resource Management	2 Days
H18. Human Resource Management for All Managers	2 Days
H19. Industrial Relations at the Workplace	2 Days
H20. Interview & Resume Writing	1 Days
H21. Leadership and Human Relation Skills	2 Days
H22. Managers as HR personnel	2 Days
H23. Managing Employee Relations	2 Days
H24. Payroll at your Workplace	2 Days
H25. Performance Evaluation System	2 Days
H26. Personality Profiling	1 Days
H27. Prosecuting & Conducting an Effective Domestic Inquiry	2 Days
H28. Risk Management in Industrial Relations	2 /3 Days
H29. Strategic Human Resource	3 Days
H30. Attending Behavioral Interview	1 Days
H31. Awareness on Domestic Inquiry	2 Days

H32. Behavioral Based Interviewing	2 Days
H33. Behavioral Interviewing Skills Workshop	2 Days
H34. Career Transition Support Workshop	2 Days
H35. Constructing The Job Description	2 Days
H36. Constructs Management	2 Days
H37. Effective Investigation Prosecution and Conducting a Proper Domestic Inquiry	2 Days
H38. Effective Domestic Inquiry Procedures	2 Days
H39. Effective Performance Appraisal	2 Days
H40. HR management	2 Days
H41. Human Resource Management	2 Days
H42. Industrial Relation	2 Days
H43. Industrial Relation at the Workplace (Phillip Morris)	2 Days
H44. Industrial Relation Practice The Law	2 Days
H45. Intro to Management &HRM	2 Days
H46. Negotiate with Confident	2 Days
H47. Understand Labour Law	2 Days

I. MANAGEMENT & LEADERSHIP			
I1. 5Es in People Management	2 Days	I16. Behavioral Competencies at Work	2 Days
I2. 7 Drivers for Personal Development	2 Days	I17. Budaya Kerja Cemerlang	2 Days
I3. 7 Kemahiran Ihsan Cemerlang	2 Days	I18. Budaya Kerja Positif	2 Days
I4. Achieving Excellence with Effective Time and Self Management	2 Days	I19. Business Ethics	2 Days
I5. Achieving Organizational Progress Through Shared Vision	2 Days	I20. Business Negotiation Skills	2 Days
I6. Achievement and Result Orientation	2 Days	I21. Charge & Stress Management Program	2 Days
I7. Accountability for Result and Achievement	2 Days	I22. Charge Management - Inspired by Who Moved My Cheese	2 Days
I8. Administrative and Office Management Skills	2 Days	I23. Change Management & Managing Change	2 Days
I9. Advanced Stress Management	2 Days	I24. Coaching & Counseling Skills	2 Days
I10. Anger Management	2 Days	I25. Coaching & Mentoring for Leaders	2 Days
I11. An Integrated Approach to Organizational Behavior for New Staff	2 Days	I26. Coaching & Mentoring with NLP	2 Days
I12. Art of Managing People	2 Days	I27. Coaching for Organizational Effectiveness	2 Days
I13. Balance Score Card and Strategic Mapping	2 Days	I28. Coaching for Performance	2 Days
I14. Basic Management Skills	2 Days	I29. Coaching, Mentoring and Counseling Skills	2 Days
I15. Basic Counseling Skills	2 Days	I30. Conducting and Managing Effective Meetings	2 Days
		I31. Conflict Resolution with NLP	2 Days

I32. Conflict Management Workshop	2 Days
I33. Conflict Resolution with NLP	2 Days
I34. Coping with Change Proactively	2 Days
I35. Corporate Social Responsibility	2 Days
I36. Counseling & Motivation Skills	2 Days
I37. Counseling Skills for Line Managers	2 Days
I38. Critical Thinking Workshop	2 Days
I39. Customer Account Management	2 Days
I40. Customer Contact and Relation Management	2 Days
I41. Customer Relationship Management (CRM)	2 Days
I42. Decide on the Spot	2 Days
I43. Delegating for Maximum Result	2 Days
I44. Develop Dynamic Relationship through Effective Relationship Communication and Human Relation Skills	2 Days
I45. Develop & Enhance Entrepreneurship Capability in an Organization	3 Days
I46. Developing Personal Influence & Impact using NLP	3 Days
I47. Developing Staff with Positive Potential	2 Days

I48. Developing the Engaged Employee	2 Days
I49. Developing Winning Supervisory Skills	2 Days
I50. Effective Coaching & Mentoring Skills for High Performance	2 Days
I51. Effective Consulting Skills	2 Days
I52. Effective Influencing Skills	2 Days
I53. Effective Leadership and Interpersonal Skills	2 Days
I54. Effective Management & Leadership Skills using NLP	2 Days
I55. Effective Negotiation Skills	2 Days
I56. Effective Performance Management Workshop	2 Days
I57. Effective Supervision & Public Relation Skills	2 Days
I58. Effective Supervisory Skills	2 Days
I59. Effective Time Management	2 Days
I60. Effectively Setting and Managing KPIs	2 Days
I61. Embracing Change & Conquering New Height	1 Day
I62. Emotional Intelligence at the Workplace	2 Days
I63. EQ for Personal Effectiveness at the Workplace	2 Days



I64. EQ Stress Management with Brain in Mind	2 Days
I65. Event Management	3 Days
I66. Executive Development Program (EDP)	12 Days
I67. Focus - Achieving Your Highest Priorities	1 Day
I68. Fundamentals of Balanced Scorecard	2 Days
I69. Fundamentals of Contracts Management	1 Day
I70. Fundamentals of Strategic Planning	2 Days
I71. Gaining Mental and Emotional Balance for Improved Executive Work Life	2 Days
I72. General Management	2 Days
I73. Getting Started as a Manager	2 Days
I74. Goal Setting & Planning	2 Days
I75. Handling Difficult Customers	2 Days
I76. Handling Difficult Employees	2 Days
I77. How to Become a Flexible, Reliable, Thinking and an Intelligent Mentor	2 Days
I78. How to Coach and Counsel Subordinates to Improve Work Performance	2 Days
I79. How to Win Over Subordinates	2 Days

I80. Improving Productivity & Performance	2 Days
I81. Influencing Skills	3 Days
I82. Intensive Management Training	5/7 Days
I83. Kemahiran Kepimpinan Untuk Penyelia (Leadership Skills for Supervisor)	3 Days
I84. Kemahiran Penting untuk Penyelia	2 Days
I85. Lead to Manage	2 Days
I86. Leadership & Corporate Coaching Certification Course	5 Days
I87. Leadership & Human Relation Skills	2 Days
I88. Leadership & Motivation for Supervisors & Team Leaders	1 Days
I89. Leadership Coaching with NLP	3 Days
I90. Leadership Dynamics	2 Days
I91. Leadership Dynamics for Middle and Senior managers	1 Day
I92. Leadership Excellence	2 Days
I93. Leadership Excellence (using situational leadership theory)	2 Days
I94. Leadership for Everyone	1 Day
I95. Leadership for Line Leaders	2 Days



I96. Leadership for New Managers	2 Days
I97. Leadership Skills	2 Days
I98. Leading & Managing a Business Unit	2 Days
I99. Leading & Managing Charge	2 Days
I100. Leading People for Result - Assertive Skills	2 Days
I101. Leading Self for Effective Performance	2 Days
I102. Line Leader in Action	2 Days
I103. Manage & Lead Subordinate to Higher Productivity	2 Days
I104. Management & Leadership Development Program (NLP) for Senior Consultant	3 Months
I105. Management Development Program	2 Days
I106. Management Ethics for Executives	2 Days
I107. Managerial Competencies and Performance Management	2 Days
I108. Managerial Leadership Development	4 Days
I109. Managerial Problem Solving & Decision Making	2 Days
I110. Managing & Appraisal Employee Performance	2 Days
I111. Managing Absenteeism	2 Days

I112. Managing Career Change Proactively	2 Days
I113. Managing Change	2 Days
I114. Managing Difficult People And Situation	2 Days
I115. Managing Emotional Intelligence	2 Days
I116. Managing in a Multi-Cultural Environment	2 Days
I117. Managing Internal Customers	2 Days
I118. Managing Meeting That Get Result	2 Days
I119. Managing People Effectively	2 Days
I120. Managing Personal Improvement Workshop for Executives and Non-Executive	3 Days
I121. Managing Poor Performance	2 Days
I122. Managing Problematic Workers	3 Days
I123. Managing Stress at Workplace	2 Days
I124. Managing Stress for maximum Productivity	2 Days
I125. Managing Time for Personal Effectiveness	2 Days
I126. Managing Time Effectively for Maximum Productivity	2 Days
I127. Managing with Innovation and Creativity	2 Days

I128. Managing Work and Productivity Effectively	2 Days
I129. Mindset Change - Building A Resilient Workforce	2 Days
I130. Motivating Supervisor for Higher Productivity	2 Days
I131. Negotiating & Influencing Skills	2 Days
I132. Negotiation Skills	2/3 Days
I133. Negotiating with NLP (Neuro Linguistic Programming)	2 Days
I134. Non-Executives Development Program	2 Days
I135. New Dimension in The Corporate Culture	2 Days
I136. New Reward Strategy	2 Days
I137. New Talent for New Generation Managers	1 Days
I138. Office Management Skills	2/3 Days
I139. Office Productivity, Time Management & Planning	3 Days
I140. Organizational Goal Setting	2 Days
I141. Our Changing Time - Who Moved My Cheese	2 Days
I142. Paradigm Shift in Work Performance	2 Days
I143. Peak Performance Intensive for Managers	3 Days

I144. Pengurusan Pejabat	2 Days
I145. People Management & Managing Motivation	2 Days
I146. People Management Skills for managers	2 Days
I147. Performance Improvement	2 Days
I148. Personal Development Program for Fresh Graduate	2 Days
I149. Personal Development Skills	10 Days
I150. Personal Development Skills for Non Executive	2 Days
I151. Personal Effectiveness	2 Days
I152. Planning & Organizing Skills	2 Days
I153. Planning, Organizing and Making Decision Successfully	2 Days
I154. Principle of Highly Effective People	2 Days
I155. Proactive Leadership in Managing Change	2 Days
I156. Problem Solving & Decision Making	2 Days
I157. Problem Solving Technique	2 Days
I158. Psychological Enhanced Negotiation Skills	1 Day
I159. Research Methodology	2 Days



I160. Resolving Conflict	2 Days
I161. Scenario Thinking & Planning	2 Days
I162. Setting Effective Key Performance Indicators	2 Days
I163. Seven Behaviors of Highly Effective People	3 Days
I164. Seven Success Secrets	2 Days
I165. Seven Traits of Highly Successful People	2 Days
I166. Situational Coaching	1 Day
I167. Situational Leadership	2 Days
I168. Skills for Managerial Success	2 Days
I169. Solutions Finding & Decision Making	2 Days
I170. Stakeholders Management Succession Planning	2 Days
I171. Strategic Business Planning	2 Days
I172. Strategic Management	2 Days
I173. Strategic Planning	2 Days
I174. Strategic Thinking Skills for Managers	2 Days
I175. Strategic Thinking and Planning	2 Days

I176. Strategic Self-Management	2 Days
I177. Stress Awareness and Management	2 Days
I178. Stress Management - A Bi Brain Approach	2 Days
I179. Stress Management Skills	2 Days
I180 Success & Peak Performance	1 Day
I181. Successful Negotiation Skills	2 Days
I182. Successfully managing People's Behavior and Performance	2 Days
I183. Sun Tze Art of War Principles of Management	2 Days
I184. Supervising People for Results	2 Days
I185. Supervisors in Action	2 Days
I186. Supervisory Development Program	2 Days
I187. Supervisory Skills	2/4 Days
I188. Sustaining High Performance Through Self-Managed Work Teams	2 Days
I189. Systematic Records Filing and Document Management	3 Days
I190. Take Charge	1 Day
I191. Talent Management	2 Days



I192. The Art of Negotiation	2 Days
I193. The Art of People Management Using NLP	3 Days
I194. The Blue Ocean Strategy (BOS)	2 Days
I195. The Change Challenge - Who Moved My Cheese	2 Days
I196. The Emerging Leaders	2 Days
I197. The Leaders in You	2 Days
I198. The Magic of Making Training Fun	2 Days
I199. The Path to Success Goal Setting	2 Days
I200. Time & Stress management	2/3 Days
I201. Time Management & Personal Effectiveness	2 Days
I202. Time Management Skills	2 Days
I203. Transformational Change Management	2 Days
I204. Transformational Leadership	2 Days
I205. Understanding Difficult People	2 Days
I206. Win-Win Negotiation Skills	2 Days
I207. 5E's in People Management	2 Days

I208. 8 Discipline Problem Solving Workshop	2 Days
I209. Achieving Excellent Through Empowering Personal Strategies	2 Days
I210. Anger Management Using NLP Based Art Therapy	2 Days
I211. Ascending the Corporate Ladder	2 Days
I212. Asset management and Tracking System	2 Days
I213. Balanced Scorecard	2 Days
I214. Balanced Scorecard Awareness	2 Days
I215. Balanced Scorecard Workshop	2 Days
I216. Basic Counseling Skills	2 Days
I217. Becoming An Inspiring Leader	2 Days
I218. Beyond Negotiation Power	2 Days
I219. Bridging The Gap Between Gen X and Gen Y	1 Day
I220. Building resilience (time and Stress management)	2 Days
I221. Building self-confidence at work	2 Days
I222. Business awareness	2 Days
I223. Business Continuity Management	2 Days



I224. Business Etiquette	2 Days
I225. Business Negotiation and Strategy Diplomacy	2 Days
I226. Business Process Re-engineering (BPR) Awareness and Implementing Strategy	2 Days
I227. Change Management	1 Day
I228. Change Management and Dynamic Leadership	2 Days
I229. Change Management and Managing	Half Day
I230. Change Management Development	2 Days
I231. Change Management for IT	2 Days
I232. Change Management and Managing Change	2 Days
I233. Change Management for Non IT	2 Days
I234. Change Management Program	2 Days
I235. Coaching and Counseling	2 Days
I236. Coaching and Mentoring	2 Days
I237. Coaching, Mentoring and Counseling for Success	2 Days
I238. Commercial Orientation	2 Days
I239. Conflict Resolution	1 Day

I240. Conflict Management	1 Day
I241. Conflict Resolution and Negotiation	1 Day
I242. Contract Management	2 Days
I243. Core Management Skills	2 Days
I244. Critical Thinking Strategies Planning Skills Workshop	2 Days
I245. Decision Analysis a Kepter Tregoe Model	2 Days
I246. Defining Problem and Making Decision	2 Days
I247. Developing and Managing Key Performance Indicator	2 Days
I248. Developing Emotional Intelligence	2 Days
I249. Developing Personal Influence & Impact	2 Days
I250. Developing of Leadership Skills	2 Days
I251. Diving Result Through Continuous Improvement	1 Day
I252. Dynamic Work Attitude	2 Days
I253. Effective Development of Performance Management System	2 Days
I254. Effective Middle Management Program	2 Days
I255. Effective Time Management	2 Days



I256. Emotional Excellent Leadership at Work Place	2 Days
I257. Empowering Create Leader	2 Days
I258. Enhancing Managerial Skills	2 Days
I259. Enhancing People, Building team with Disc	2 Days
I260. Enhancing Performance Excellence	2 Days
I261. Enriching Performance Excellence	2 Days
I262. EQ at Workplace	2 Days
I263. Ergonomic in The Workplace	2 Days
I264. Event Planning for Non-Event Planner	2 Days
I265. Executives Development Program	2 Days
I266. Fundamental of Supervisory Skills	2 Days
I267. Goal and Objectives Setting	2 Days
I268. handling Difficult People	2 Days
I269. Harmony in The Hectic World	2 Days
I270. I W.A.N.T (Inspiring Winning Attitude 'N' Transformation)	2 Days
I271. Inner side Effectiveness for Optimum Performance	2 Days

I271. Inspirational leadership for Executives	2 Days
I272. Inspiring Positive Work Attitude	2 Days
I273. Knowledge Management	2 Days
I274. KPI and Goal Setting	2 Days
I275. Leadership , Coaching and Mentoring	2 Days
I276. Leadership, Coaching with NCP	2 Days
I277. Leadership development program	6 Days
I278. Leadership for manager	2 Days
I279. Leadership for supervisor	2 Days
I280. Leadership in action	2 Days
I281. Leading and engaging a multi generation workforce with focus on GEN Y	2 Days
I282. Lading by examples - Walking the Talk	2 Days
I283. Leading feedback coaching	2 Days
I284. Leading people for result	4 Days
I285. MAD @ work - Making a different	2 Days
I286. Manager as a couch - first level manager	3 Days

I287. Manager as a couch - second level manager	3 Days
I288. Manager as a coach and mentor	3 Days
I289. Managing emotion - at work at home - in self	2 Days
I290. Managing Generation Y in workplace	2 Days
I291. Managing performance, building people	2 Days
I292. Managing stress while living your life	2 Days
I293. Managing stress time for maximum productivity	2 Days
I294. Mastering to EQ to achieve excellent service & client relationship building	2 Days
I295. Meeting Facilities Skills	2 Days
I296. Meeting management	1 day
I297. Mengurus Perubahan dan cabaran	2 Days
I298. Mindset Change - building a resident Workforce	2 Days
I299. Motivating supervisor for higher productivity	2 Days
I300. Negotiation Skills Programmer	2 Days
I301. NLP management and leadership skills	2 Days
I302. Non-executives development program	2 Days

I303. Office and time management	2 Days
I304. Office management	3 Days
I305. Passion +pride + ownership success	2 Days
I306. Passion + ownership + pride work success	3 Days
I307. Performance improvement and motivation	2 Days
I308. Performance review and appraised	1 Day
I309. Personal discovery leadership	3 Days
I310. Positive vs negative mindset	1 Day
I311. Problem solving & decision making skills & technique	2 Days
I312. Problem solving	2 Days
I313. Problem solving and decision making (execs & non-exec)	2 Days
I314. Quantum leap for personal excellent program	3 Days
I315. Road to success (motivation, communication, time management)	1 Day
I316. Road Analysis & Problem Solving	2 Days
I317. Scenario Planning Skill	2 Days
I318. SCQA	2 Days

I319. Self-Mastery (pursuit of peak performance)	2 Days	I335. Sun Tze-Art of War (winning strategies in management leadership for manager)	2 Days
I320. Self-Potential Development and Work Motivation Engagement Program	2 Days	I336. Supervisory Dev Skills	2 Days
I321. Setting Effective KPI's	2 Days	I337. Supervisory Development Skills	2 Days
I322. Seven Success Secret (part 1 &2)	2 Days	I338. Supervisory Management	2 Days
I323. Solution Finding and Decision Making	2 Days	I339. Supervisory Management Skill	2 Days
I324. SOP Writing	3 Days	I340. The Art and Science of Time Management	2 Days
I325. Stakeholder Management	2 Days	I341. The Effective Supervisor	2 Days
I326. Strategic Business Planning and Implementation	2 Days	I342. The Leadership Edge (management leadership management)	4 Days
I327. Strategic Negotiation and Advocacy	2 Days	I343. The Psychology of Success (positive mindset)	2 Days
I328. Strategic Planning	2 Days	I344. The Secret of Managing Success (emotional and spiritual quotient)	2 Days
I329. Strategic Thinking Planning and Implementation	2 Days	I345. Thinking of Your Feet	1 Day
I330. Stress Management	1 Day	I346. Time Management	1 Day
I331. Success Through Winning KPI's and Performance Improvement in Human Capital and Workplace	2 Days	I347. Working Group Skills	2 Days
I332. Success Negotiation Dynamics	3 Days	I348. Young Executive Programme	5 Days
I333. Succession Planning	2 Days	I349. Anger Stress and Time Management	2 Days
I334. Sun Tze-Art of War	2 Days	I350. Kursus Pengurusan Emosi	2 Days

I351. Kursus Psikologi Kejayaan	2 Days	J7. NLP Motivation - Quantum Leap for Peak Performance	2 Days
I352. Pemikiran Kreatif dan Penyelesaian Masalah	2 Days	J8. NLP Sales Mastery & Motivational Miracles	3 Days
I353. Pengukuhan Kerja Berpasukan	2 Days	J9. NLP Techniques for Connecting with People	2 Days
I354. Pengurusan Stress Secara Islam	2 Days	J10. Personal Performance Engineering with NLP	8 Days
I355. Pengurusan Stress Secara Islam (fitrah perkasa)	2 Days	J11. The Art of People Management using NLP	3 Days
I356. Problem Solving and Decision Making	2 Days	J12. Leadership & Management with NLP	3 Days
I357. Psikologi Kejayaan (mengenal & menyerlahkan keperibadian diri untuk kecermelangan)	2 Days	J13. NLP Communication Techniques for Connecting with People	1 Day
I358. Sikap Kerja yang Dinamik	2 Days	J14. NLP Master Practitioner Certification Training	80 Hours
I359. Strategik dan Kemahiran Perundangan Perniagaan	2 Days	J15. Revealing the Secret (the law of attraction)	2 Days
J. NEURO LINGUISTIC PROGRAMME (NLP)		J16. NLP in business -motivation & personal excellent (passion for peak presentation)	2 Days
J1. Advanced Neuro Linguistic Programming	6 Days	J17. NLP Mini course	
J2. Applied Hypnotherapy Certification & Life Coaching	6 Days	J18. NLP Practitioner Certification Training	1 Day
J3. Induction to Neuro Linguistic Programming	1 Day	J19. Negotiating with NLP	1 Day
J4. Neuro Linguistic Programming (NLP) Workshop	2/3 Days	J20. NLP Leadership Mastery (practitioner certificate system)	6 Days
J5. NLP & Personal Mastery	3 Days	J21. Workplace Communication NLP Techniques for Influencing & Connecting with People	2 Days
J6. NLP Basic for Workplace Counselors	1 Day	K. PROJECT MANAGEMENT	

K1. Advanced Project Management	2 Days
K2. Applying Best Practices to Project in Any Industry	2 Days
K3. Critical Skills for Project Management	5 Days
K4. Effective Project Management	2 Days
K5. Fundamentals of Project Management	2 Days
K6. ICT Project Management	3 Days
K7. Managing Multiple Projects, Multiple Priorities Decision Making and Problem Solving	4 Days
K8. MS Project Cost Management	2 Days
K9. Procedure Management - Schedule & Cost Control	3 Days
K10. Project & Risk Managing Multiple Projects & Multiple Priorities	3 Days
K11. Project Cost Management	2 Days
K12. Project Initiating and Planning	2 Days
K13. Project Leadership, Team Development, Decision Making & Communicating	2 Days
K14. Certified Associate in Project Management (CAPM) examination preparatory course	5 Days
K15. Essential Soft Skill in Project Management	2 Days
K16. Managing Multiple Project, Multiple Priorities Decision Making and Problem Solving	4 Days

K17. Modular IT Project Management Ambank	
K18. PM in Construction Industry	3 Days
K19. Prince 2 Foundation and Practitioner	5 Days
K20. Prince 2	2 Days
K21. Project Management	1/3 Day
K22. Project Management Professional (PMP)	5 Days
K23. Setting Up a Project Management Office	2 Days
K24. Software Development Project Management	4 Days
K25. Stateholder Management	2 Days
K26. Successful Project Management (with excel & project 2007)	2 Days
L. QUALITY	
L1. 5S Implementation	2 Days
L2. 5s Principles & Implementation	2 Days
L3. 6s Implementation Awareness	2 Days
L4. 7 New Management Tools	2 Days
L5. 7 New Management Tools for Systematic Problem Solving and Decision Making	3Days



L6. 7 New QC Tools for Systematic Problem Solving and Decision Making	2 Days
L7. QC Tools - Problem Solving Tools	2 Days
L8. Advanced Internal Quality Auditor	3 Days
L9. Advanced Product Quality Planning	2 Days
L10. Aspect Impact Assessment Training	2 Days
L11. Auditing Effectiveness of 5S Implementation	2 Days
L12. Awareness on Kaizen & Basic Tools	2 Days
L13. Awareness Program on Quality vs Cost	2 Days
L14. Continuous Improvement Through Process Mapping & Total Cycle Time Reduction	2 Days
L15. Effective Quality Management Representatives (QMR)	2 Days
L16. Environmental Legal & Other Requirements Training	2 Days
L17. Essential of TQM Awareness	2 Days
L18. Failure Mode Effect Analysis	2 Days
L19. How To Reduce Waste Successfully	2 Days
L20. Internal Quality Auditing (IQA)	3 Days
L21. Introduction To Kaizen - Continuous Improvement	2 Days

L22. Introduction to Office Kaizen	2 Days
L23. Introduction to Six Sigma	2 Days
L24. ISO 14001: 2004 Environmental Management System (EMS) Awareness	2 Days
L25. ISO 9001:2008 Awareness & Internal Quality Auditing Techniques	2 Days
L26. ISO 9001: 2008 Awareness Program	1 Days
L27. ISO 9001:2008 Awareness, Standards Interpretation and Auditing Techniques	3 Days
L28. ISO 9001: 2008 Quality Management System Awareness	2 Days
L29. Implementing Total Quality Management (TQM)	2 Days
L30. Kepner-Tregoe Problem Solving and Decision Making Process	2 Days
L31. Lead Auditor Course - ISO 9001-2008	5 Days
L32. Management Quality Training Programmer	2 Days
L33. Poka Yoke for Manufacturing	2 Days
L34. Process Improvement By Using Poka Yoke (Mistake Proofing Method)	2 Days
L35. Quality & Productivity Management	2 Days
L36. Quality Control Circles (QCC)	2 Days
L37. Quality Improvement Teams (QIT/QCC)	4 Days

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L38. Root Cause Analysis - Problem Solving in IT	2 Days
L39. Six Sigma Refresher Programmer	2 Days
L40. Statistical Process Control	2 Days
L41. Total Productive Maintenance Workshop	2 Days
L42. Total Quality Management Awareness	2 Days
L43. Understanding & Implementing ISO 9001-2008	2 Days
L44. Value Stream Mapping	2 Days
L45. Wastage Reduction & Productivity Improvement	2 Days
L46. Work Improvement Teams (W.I.T)	2 Days
L47. 5s Awareness	1 Day
L48. 5s Awareness BM	2 Days
L49. 6s At Work Place (Implementations Audit)	2 Days
L50. 7 Most Effective QC Tools for QCC Improvement Training	1 Day
L51. A3 Effective Problem Solving Technique with 8D & QC tools (Workshop Series) program	1 Day
L52. Basic Statistical Process Control	2 Days
L53. Effective Implementation of Document Control System	2 Days

L54. Effective QA & QC Inspection Technique Training	2 Days
L55. Enhancing Our 5s Journey	2 Days
L56. Fundamental of ISO 9001 2008 QMS Total Quality Management	2 Days
L57. Implementing TQM	3Days
L58. Innovative Creative Circle	3 Days
L59. Integrated Management System	2 Days
L60. ISO 9000-2000. Intro, documentation and implementation	2 Days
L61. ISO 9001 2008 Awareness Program	1 Day
L62. ISO 9001 2008 Quality Management	2 Days
L63. ISO 9001 Awareness	1 Day
L64. ISO 9001 Internal Quality Audit	2 Days
L65. ISO 9001 2008 Understanding Key Concept & Requirement	1 Day
L66. ISO 9001 2008 Lead Auditor (Lead Assessor)	5 Days
L67. ISO 9001 2008 Internal Quality Auditing	2 Days
L68. ISO OHSAS 18001	2 Days
L69. ISO 27000 - 2009 IT Security Management	2 Days

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L70. ISO OHSAS 18001	1Day
L71. ISO 9001 - 2000 Awareness, Standard Interpretation and Auditing Technique	3 Days
L72. Kaizen & Continuous Improvement	1 Day
L73. Laboratory Standard Documentation Requirement	2 Days
L74. Occupational Safety & Health Management	2 Days
L75. Performing Effective 5s Audit (Advance)	2 Days
L76. QMS Audit Writing	2 Days
L77. Quality Awareness Training Program	2 Days
L78. Quality In Managing KPI	4 Days
L79. Sampling Technique	2 Days
L80. Six Sigma Implementation	24 Days
L81. The Easy Approach & QC Tool	2 Days
L82. The Magical 5s Implementation	2 Days
L83. The Magical 6s Awareness and Implementation	2 Days
L84. Total Product Maintenance (TPM)	2 Days
L85. Total Quality Management Workshop	2 Days

L86. Toxic and Hazardous Waste Management	2 Days
L87. Waste Reduction and Productivity Improved Technique	2 Days
L88. ISO 9001 - 2000 Awareness Program	1 Day
L89. Managing Continuous Improvement	2 Days
L90. Waste Management	2 Days
M. SAFETY	
M1. Basic Electrical Maintenance	2 Days
M2. Capability Maturity Model (CMM)	2 Days
M3. Defensive Driving	2 Days
M4. Effective Lubrication Technique	3 Days
M5. Forklift Truck Handling & Proficiency Course	1 Day
M6. Frequency Converter Maintenance & Troubleshooting	2 Days
M7. Hydraulic Training	2 Days
M8. Introduction to Industrial Automation	2 Days
M9. Maximum Equipment Efficiency Through Proactive Maintenance	2 Days
M10. Occupational Safety & Health Awareness	2 Days

M11. Occupational Safety & Health Management	2 Days
M12. OHSAS 18001 Occupational Health & Safety Management System Awareness	2/3 Days
M13. Planning (maintenance)	2 Days
M14. Practical Pumps	2 Days
M15. SKF Bearing Training (Basic)	2 Days
M16. Valve in Process Automation	2 Days
M17. Advance Defensive Driving	1Day
M18. Basic PLC Course	2 Days
M19. Confined Space Training	2 Days
M20. Effective Energy Conservation and Management	2 Days
M21. Electrical Safety for Equipment	2 Days
M22. Emergency Preparedness and Response Team	3 Days
M23. Energy Management	2 Days
M24. Ergonomics di Tempat Kerja	2 Days
M25. Fall Protection	2 Days
M26. Fundamental off Fall Protection	2 Days

M27. Occupational Safety & Health Legal & Other Requirement	1 Day
M28. Occupational Safety & Health Management (asas keselamatan dan kesihatan pekerja)	2 Days
M29. Occupational Safety & Health Awareness	2 Days
M30. OHSAS 18001 2007 Awareness & Internal Auditing Training	1Day
M31. Powered Truck Safety & Proficiency	2 Days
M32. Restriction of Hazardous Substance	½ Days
M33. Safe Handling of Electrical Equipment	2 Days
M34. Safety & Health Committee Roles & Responsibilities	1 Day
M35. Safety Awareness	1 Day
M36. Towards Zero Accident & Health Workplace Environment Training	1 Day
M37. Understanding of Hazards Identification, Risk Assessment & Risk Control	2 Days
M38. Warehouse Safety	2 Days
M39. Occupational Safety & Health management	2 Days
N. SALES & MARKETING	
N1. Ancient War Strategic in Sales Effectiveness	2 Days
N2. Branding Management	2 Days



N3. Coaching for Greater Sales Performance	2 Days
N4. Consultative Selling Skills	2 Days
N5. Consumer Behavior	2 Days
N6. Cross Selling for Success	2 Days
N7. Customer Retention and Win Back Strategies	2 Days
N8. Developing Effective Marketing Plan	2 Days
N9. Effective Key Account Management Program	2 Days
N10. Effective Sales Account management Program	3 Days
N11. Effective Sale Technique	2 Days
N12. Effective selling skills with NLP	2 Days
N13. Innovative Marketing Program	2 Days
N14. Innovative Sales and Marketing Program	2 Days
N15. Key Account management	2 Days
N16. Market Segmentation Analysis	2 Days
N17. Marketing Communication	2 Days
N18. Marketing Management	2 Days

N19. Motivating the Sale Force	2 Days
N20. Negotiation Skills For Sales Professionals	2 Days
N21. New Product Development Management	2 Days
N22. NLP Based Consultative Sessions	2 Days
N23. NLP Sales Coaching	2 Days
N24. NLP Sales Mastery & Motivational Miracles	2 Days
N25. Principles of Marketing	2 Days
N26. Product Life Cycle Management	2 Days
N27. Professional Selling Skills	2 Days
N28. Prospecting Customers	2 Days
N29. Questioning and Probing Techniques	2 Days
N30. Relationships Approach For Selling	2 Days
N31. Sales Effectiveness	2 Days
N32. Sales Motivation and Telephone Skills	2 Days
N33. Sales Presentation	2 Days
N34. Secrets of Superior Client Relationships with NLP	2 Days

N35. Selling Skills Development Programmer	3D 2N
N36. Stands, Speak & Sell	3 Days
N37. Successful Negotiation Skills for Sales	2 Days
N38. The Art of Influencing and Negotiation Skills	2 Days
N39. The Art of Professional Salesmanship Using NLP	2 Days
N40. Advertising	2 Days
N41. Branding for Success (develop a customer focused brand blueprint workshop)	1 Day
N42. Competitive Intelligence in New Business Development	2 Days
N43. Consultative Selling for CGC	3 Days
N44. Customer Retention and Winback Strategies Training Planning	2 Days
N45. Effective Sale Proposition	2 Days
N46. Financial Analysis for Marketing Using XL	5 Days
N47. Financial Analysis for Marketing Professional	4 Days
N48. How I Sold a Comb to A Monk	2 Days
N49. Low Profile Selling	2 Days
N50. Marketing	2 Days

N51. Marketing & Sale Training Program Description	2 Days
N52. Marketing Communication	2 Days
N53. NLP Based Listening Skills for Consultative Session	2 Days
N54. Personal Branding and Sale Mastery	3 Days
N55. Relationship Selling	2 Days
N56. Sale Management	2 Days
N57. Sale Negotiation	2 Days
N58. Sale Through Service Workshop	1Day
N59. Selling Skills with NLP	1 Day
N60. Selling, Influence and Marketing Miracles Workshop	2 Days
N61. Social Media for Business (is your business social enough)	2 Days
N62. Successful selling with NLP	2 Days
N63. Successful Selling Technique	2 Days
N64. The Art of Professional Salesmanship	2 Days
N65. The Sale Superstar	3 Days
O. TEAM BUILDING & MOTIVATION	



O1. Achieving Top Performance Through Positive Work Attitude	2 Days
O2. Advanced Relationship & Team Building	1 Day
O3. Amazing Relationship Wins Races in Business	3D 2N
O4. Beyond Excellent (motivation)	1 day
O5. Building High Performance Teams	2 Days
O6. Developing Team Synergy	2 Days
O7. Enhancing Team Excellent	2 Days
O8. Indoor Teambuilding & Motivation Program	2 Days
O9. Inspiring Positive Work Attitude	2 Days
O10. Kesedaran Pencetus Perkasa Diri (Internal Core Values)	3D 2N
O11. Kursus Motivasi dan Kecemerlangan Diri	2 Days
O12. Lagenda Laksamana - Secrets of Synergistic Team Building	2 Days
O13. Mencapai Kejayaan Melalui Sikap Kerja Positif	2 Days
O14. Motivated Employees - Excellent Employees	2 Days
O15. Motivating Self and Subordinates for Peak Performance	3 Days
O16. Motivation & Team Building	2 Days

O17. Motivation Program for School Student	3 hours
O18. Motivation Workshop	2 Days
O19. Motivasi Diri Ke Arah Pengukuhan Pasukan	3 Days
O20. Our Way To Excellent	90 mins
O21. Out- Bound Team Building	3D 2N
O22. Pembentukan Asas Perkasa Diri	3D 2N
O23. Positive Team Culture @ Workplace	2 Days
O24. Positive Work Attitude	2 Days
O25. Program Persediaan Persaraan	3 days
O26. Quest For Team Excellent	2D 1N
O27. Secrets of Synergy Teams	2 Days
O28. Self Awareness and Personal Planning	2 Days
O29. strategic Team Building	3D 2N
O30. Stress Management and Team Building Workshop	2 Days
O31. Taking Charge - Teaming For Excellent	2 Days
O32. Team Academy Problem Solving	1 Day



O33. Team Academy Problem Solving	2 Days
O34. Team Building (outdoor)	3D 2N
O35. Teambuilding Motivated Team Leadership	3D 2N
O36. Teaming for Excellent	3D 2N
O37. Work Smart	2 Days
O38. An Efficient and Effective Technician	2 Days
O39. Dynamic Teamwork	3 Days
O40. Employee Motivation	2 Days
O41. Get the Right One The Job	2 Days
O42. 9 indoor Team Building	1 Day
O43. It Start with You (employee motivation)	2 Hours
O44. Lagenda Laksamana (thematic teamblog)	2 Days
O45. Motivation for Excellent and Positive Workplace Attitude	2 Days
O46. Motivation Talk	1 Day
O47. NIP Business Empowering a Team of Outstanding Leader	2 Days
O48. NLP in Business Teambuilding	2 Days

O49. Outdoor Experiment Learning	2 Days
O50. Positive Attitude	2 Days
O51. Program Pembangunan Pasukan (Teambuilding)	3D 2N
O52. Prop. Teambuilding (practical T.E.A.M)	2 Days
O53. Secret of Peak Performance Team	1 Day
O54. Team Building	3D 2N
O55. Team Building Explorer	3 Days
O56. Team Building Stage 1	2 days
O57. Team Building Agenda	3D 2N
O58. Teambuilding Outdoor	3D 2N
O59. Team Communication and Motivation Program	
O60. Team Building the Fun in Team	1 Day
O61. Team Building Motivated team Leadership	3 Days
O62. Teambuilding Together	2D 1N
O63. Teaming for Excellent	2D 2N
O64. Teaming for Success	3D 2N

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O65. Teaming for Success Workshop	3D 2N
O66. Teaming with Excellent (indoor teambuilding)	2 Days
O67. Telemarketing NLP Motivated Miracle	3D 2N
O68. The Art of War Leadership Teambuilding Experiences	3D 2N
O69. The Employee Appreciation & Motivated Program	2 Days
O70. youth Leadership Programmer	2 Days
O71. Wellness Program	3D 2N
O72. Kursus Motivasi	2D 1N
O73. Pengurusan Diri & Kewangan Pra-Prasarana	3 Days
P. TRAINING & TRAINING DEVELOPMENT	
P1. Conducting Effective TNA	2 Days
P2. Conducting On The Job Training	3 days
P3. Essential Skills for Trainer	4 days
P4. Evaluating Training Effectiveness	2 Days
P5. Facilitation & Consultation Skills	2 Days
Q. HEALTH MANAGEMENT	

Q1. Basic CPR Course	2 Days
Q2. Easy Health	2 Days
Q3. Easy Health & Stress Management	3 Days
Q4. First Aid Course	1 day
Q5. Wellness Program	3D 2N
Q6. Workplace Health & Wellness to Optimize Productivity	2 Days
Q7. Developing Health Individual Through Self-Awareness and Empowerment	
Q8. Kursus Persediaan Untuk Bersara	2 Days
Q9. Rancangan Selepas Persaraan	3 Days
Q10. Atucara Bengkel Pengurusan Kendiri	
Q11. Wellness Program	3D 2N
Q12. Malaysian Import & Export Procedure Documentation	2 Days
Q13. Procurement Management for Non Executive and Strong management	
R. LOGISTICS & SUPPLY MANAGEMENT	
R1. Asset Management	2 Days
R2. Cost Effectiveness Warehouse Management	2 Days



R3. Effective Freight Management	2 Days
R4. Effective Global Shipping management	2 Days
R5. Effective Inventory Control management	2 Days
R6. Effective Negotiation Skills for Purchaser	2 Days
R7. Effective Purchasing Management	2 Days
R8. Effective Warehousing management	2 Days
R9. Empowering Global Distribution with Logistic and Supply Chain management	2 Days
R10. Empowering Global Shipping Management	2 Days
R11. Global Freight Forwarding	2 Days
R12. Good Distribution Practices (GDP)	2 Days
R13. Good Manufacturing Procedures	2 Days
R14. Good Storage Practices	2 Days
R15. Contract and Vendor Management	2 Days
R16. Effective Freight Management	2 Days
R17. Effective Purchasing & supply management skills	2 Days
R18. E-procurement for I-perintis blended learning	3 Days

R19. Government Service Tax	2 Days
R20. Implementing Purchasing Negotiation Effectiveness in Supply Chain	2 Days
R21. Import and Export - In terms & letter of credit	2 Days
R22. Letter of credit operation	2 Days
R23. Malaysian custom procedure & documentation	2 Days
R24. Understanding and Managing Malaysia shipping Custom Documentation and procedure	2 Days
R25. Understanding Good and Service tax in Malaysian	2 Days
R26. Shipping Elements and Import Export Documentation	2 Days
R27. Strategizing Application of Inco Terms	2 Days
R28. Insurance for Logistics and Claims Management	2 Days
R29. Supply Chain Management	2 Days
R30. The Right Way of Stock Taking & How to Avoid Hugh Stock Discrepancy	2 Days
R31. Understanding Airfreight Forwarding Operations & Customs Clearance Procedures	2 Days
R32. Logistic Supply and Chain Management	2 Days
R33. Malaysian Customs Procedures	2 Days
R34. Managing Effective Logistics and Operations Strategies	2 Days

R35. Managing the Bill of Landing Shipping	2 Days
R36. Proficiencies of Logistics & Supply Chain Management	2 Days
R37. Purchasing Expediting and Supplier Management Strategies	2 Days
S. OTHERS	
S1. Cross Cultural Skills for International Business	2 Days
S2. Distribution Network Design and Operations	2 Days
S3. Entrepreneurial Skills for School Leavers	3 Days
S4. Malaysian Customs Protocol and Etiquette	3 Days
S5. Power Quality	3 Days
S6. Entrepreneur Development Programme	3 Days
S7. Sexual Harassment at the Workplace	1 Day
S8. Basic car maintenance course	1 Day
S9. Cost Effectiveness Warehouse Management	2 Days
S10. Entrepreneurial Education	3 Days
S11. How to Effectively Manage Dealer and Increase Sale	2 Days
S12. ITIL foundation for IT service Management	3 Days

S13. Malaysia Custom Protocol and Etiquette	3 Days
S14. Media Training	2 Days
S15. Outplacement program for retrenchment or VSS employee	2 Days
S16. Professional Mobile Repairing Technology	15 Days
S17. Saya seorang juara	2 Days
S18. Speed reading	2 Days
S19. Speed reading and memory training	2 Days
S20. Speed reading and memory thinking	
S21. The Six Reason Workshop the Student Leadership Backpack Program	
S22. Don't Kick the Cat Executive Stress Management	2 Days
S23. Effective Discipline	2 Days
S24. Effective Group Presentation	2 Days
S25. Fundamental of Employment	2 Days
S26. Getting the Message Around	2 Days
S27. It's a Deal! Negotiation for Marketing, Sale and Business Success	2 Days
S28. It's Easier to Win than to Fail - Personal Development	2 Days

S29. The Silva Method	3 Days
S30. We Do Care- Creating the Attitude of Service	2 Days