

## **AF: Accounting & Finance**

AF-01-P	Bookkeeping & Account
AF-02-P	Accounting & Finance for Non-accountants
AF-100-WN	Financial Statements & Ratio Analysis for Non-accountant
AF-102-RK	Understanding the Annual Report
AF-107-RK	Fundamental of Accounting, Finance and Budgeting
AF-108-RK	Interpreting financial statements
AF-109-RK	Performance Management Program
AF-110-RK	Practical Budgeting
AF-111-TTC	Practical Credit Management & Debt Recovery Skills
AF-112-TCY	Taxation Fundamental
AF-113-AEM	Financial Management (BM315)
AF-114-WN	Cash Flow Management Fundamental
AF-115-WN	Finance for Non-finance Managers and Executives
AF-116-SHT	Cost Reduction Understanding Through Finance
AF-117-WDT	Corporate Tax Planning for SMEs
AF-118-CKK	Tan Planning on Budget 2012 for SMEs
AF-119-QPL	An Understanding of Tax Audits & It's Implications
AF-120-TTC	Accounts Receivable Collection Skills
AF-121-WN	Understanding Cost Its Management and Reduction Opportunities

## **CS: Customer Services**

CS-100-RT	Quality Customer Service
CS-102-SH	Enhancing Customer Service for Hospitality Industry
CS-103-LWK	Quality Customer Service & Effective Tel Technic
CS-104-WDT	Customer Services
CS-105-ZA	Finest Customer Service & Relations - Let's See, Do, and Get Greater Hospitality Merits
CS-106-ZA	Handling Difficult Customers
CS-107-JFL	Fine Dining Etiquette
CS-108-SH	Managing for Quality in the Hospitality Industry
CS-109-PTL	Understanding How Hotel Works
CS-110-FAU	Visual Merchandising
CS-111-FAU	Successful Retailing
CS-112-PTL	Make Your Guests Happy
CS-113-PTL	You are A Customer
CS-114-PTL	Provide Memorable Hotel Experiences
CS-115-SH	Effective Customer Service Skills for Hospital Staff
CS-116-JYR	Creating "Devoted" Customers
CS-117-TEJ	Brand Marketing Strategy
CS-118-PTL	PROVIDE EXECLLENT CUSTOMER SERVICES AT HOTEL

## **CT: Malaysian Customs Procedures and Regulations**

CT-100-AK	WTO Customs Valuation
CT-104-SK	Licensed Manufacturing Warehouse (LMW) Licensing, Facilitation and Control
CT-105-SK	Refund of Customs Duties & Taxes, Drawback under Sec 93, 99 Customs Act, Exemption under Sec 14 Customs Act
CT-106-SK	Free Zones & Warehouses
CT-107-SK	Incoterms 2000
CT-108-SK	Customs Declaration – Quality Forms
CT-110-TSK	LMW IMP & EXP
CT-111-SK	Goods and Services Tax (GST)
CT-112-SK	Sales Tax Obligations & Facilities
CT-113-SK	Import Export Transhipment Procedures & Documentation

CT-114-GKS	Customs Act 1967
CT-115-GKS	Customs Tax Incentives (Exemptions) under Section 14.2
CT-116-GKS	Import Export Procedures
CT-117-GKS	Customs Facilitations & Tax Facilities for Importers, Exporters & Manufacturers
CT-118-TAB	Business Planning for SME Exporters
CT-119-NTN	Customs Audit and Investigation
CT-120-GKS	How to declare goods on Customs Forms
CT-121-GKS	Customs Tariff Classification
CT-122-GKS	Free Trade Agreement & its related customs procedures in Malaysia
CT-123-GKS	GST-A Transition from Sales Tax to GST
CT-124-GKS	Impact on LMW
CT-125-QPL	An Introduction to Transfer Pricing
CT-126-GKS	Goods & Service Tax & Its Impact on Manufacturer of Non-Sales Tax Products
CT-127-GKS	Goods & Service Tax & Its Impact on Free Zone Manufacturers
CT-128-GKS	Goods & Service Tax for Trading Industry
CT-129-GKS	GST - CJ(P)2
CT-130-WDT	GST Administrator Course
CT-131-ZC	GST IMPLICATIONS TO BUSINESS
CT-132-STN	GST - Its Impact on Employer & Employee Benefits

### **HR: Human Resources**

HR-101-SV	Managing Industrial Relations
HR-102-SV	Managing Absenteeism (1day)
HR-103-SV	Designing Employee Handbook
HR-105-SV	Strategies for Handling Workplace Discipline
HR-106-FR	Selection & Interview Techniques
HR-107-FR	Job Analysis, Description and Specification
HR-108-WLH	Sharpening Interview Skills Workshop
HR-109-WLH	Human Resources For Non Human Resource Managers Executives
HR-110-WDT	Malaysian Human Resource Management from A To Z
HR-111-FR	Develop Your Writing Skills In Designing & Drafting HR Documents
HR-112-WLH	Sexual Harassment At Work Place
HR-113-YVL	Talent Management for Effective Human Capital Deployment
HR-114-WLH	Developing Effective Human Resource Policies And Procedures Manual
HR-115-CKP	Enneagram & Effective Recruitment
HR-116-TTC	Psychometrics in Recruitment and Selection Skills
HR-117-TAK	TAK Minimum Wages
HR-118-WLH	Effective Performance Management With Using, Bell Curve, KPIs And KRAs Workshop
HR-119-WLH	Productivity Linked Wage System Workshop
HR-120-TAK	Managing Performance Through PIP & PLWS

### **IS: ISO & Other Certification Programs**

IS-100-KN	ISO 9001 Awareness/Introduction Course
IS-101-KN	ISO Transition Course – Quality System Auditors
IS-102-TYK	Internal Quality Auditing for ISO 9001:2008
IS-103-KN	ISO 9001 Documentation System
IS-105-KN	ISO 14001 Awareness/Introduction Course
IS-106-KN	ISO 14001 Internal Auditing Course
IS-107-KN	Introduction to ISO 17025
IS-108-KN	Management for Measurement & Calibration System
IS-109-KN	Legal Requirement for ISO 14000
IS-112-KN	ISO / TS 16949 Internal Auditing Course
IS-113-ZM	ISO 9001 14001 OSHMS Lead Auditor
IS-114-SLT	ISO / TS 16949 Overview & Awareness
IS-115-IKM	HACCP Awareness & Introduction
IS-116-STV	TS16949 Technical Specification Understanding Program

IS-117-JC	Waste Management Workshop
IS-120-JC	ISO 9001:2000 Quality Management System & HACCP Food Safety System Internal Auditing Workshop
IS-121-JC	ISO 22000: 2005 Food Safety Management System Awareness Workshop
IS-122-IKM	Understanding the HALAL issues as per MS 1500:2004 Standard for Food Industries
IS-123-PIN	Environmental Quality (SEAWAGE) Regulations 2009
IS-124-PIN	Environmental Quality (Industrial Effluent) Regulations 2009
IS-125-LYS	HACCP & GMP Internal Audit Training
IS-126-SGR	ISO 13485:2003 Awareness & Internal Audit Training
IS-127-MLK	Standard Requirements for OHSAS 18k & ISO 14k
IS-128-LYS	FSSC 22000 Training
IS-129-PIN	Environmental Quality (Clean Air) Regulation 1978
IS-130-CBP	Understanding ISO 9001 & 13485
IS-131-LYS	Integrated of ISO 9001 2008 & HACCP Internal Audit
IS-132-LYS	Food Security – Executive Level
IS-133-MLK	OHSAS 180012007 and ISO 140012004 Integrated Management System

### **IT: Information Technology**

IT-01-P	Microsoft Word (Core/Intermediate/Advanced)
IT-02-P	Microsoft Excel (Core/Intermediate/Advanced)
IT-03-P	Microsoft PowerPoint (Core/Intermediate/Advanced)
IT-04-P	Microsoft Access (Core/Intermediate/Advanced)
IT-07-P	PC System Support & Engineering
IT-09-P	UBS Certificate Course (ACC/STK/PYR)
IT-10-M1	AutoCAD (Module One)
IT-10-M2	AutoCAD (Module Two)
IT-10-M3	AutoCAD (Module Three)
IT-100-OSY	An Introduction to Basic Microsoft Word 2003
IT-101-TSL	MS Excel (Intermediate)
IT-102-TSL	MS PowerPt 2007 _Expert_
IT-106-FZ	MS Project
IT-107	AutoCAD Mechanical 2000
IT-108	MS Excel Macro & Visual Basic Application
IT-109	Java Programming
IT-110-OSY	Microsoft Project Management
IT-111-SS	Adobe Illustrator
IT-112-FSL	Advanced MS Excel for Accountants
IT-113-FSL	Optimal Decision-Making for Production Using MS Excel
IT-114-FSL	Effective Use of Milestone Trend Analysis (MTA) Charts for Project Control
IT-115-TSL	PC Hardware & Software Maintenance for Office Users
IT-116-TSL	Fundamental PC Security for End User
IT-117-NGG	Lotus Notes for End-User
IT-118-NGG	Domino Server Fundamentals
IT-119-NGG	Managing Domino Server & User
IT-120-NGG	Lotus Notes 8.0 Administration & Troubleshooting
IT-121-OSY	Basic Flash Techniques
IT-122	Microsoft Outlook 2007
IT-123	Adobe Photoshop
IT-125	UBS Fixed Asset Register Software
IT-126-TSL	Internet & Emailing
IT-127	Web Page Design Fundamental
IT-128	Introduction to Microsoft Share Point
IT-129	Microsoft Share Point Development & Implementation
IT-130	Crystal Report for Beginner
IT-131-LGL	Microsoft One Note 2010- Beginner & Intermediate

## LC: Language Courses

LC-01-P	Business English Communications
LC-01-UNI	English Language Essentials For The Hotel Industry (V2)
LC-101-TR	English Grammar & Sentence Structure
LC-104-TR	Japanese Language (Elementary 1 & 2)
LC-105-KR	Basic Business English Conversation Skills
LC-109-PO	Intermediate Remedial English
LC-110-KMR	Korean Language (Module 1, 2 & 3)
LC-111-UNI	English Communication Skills for Tele-Tech Support Staff
LC-112-PO	Introduction To Conversational Bahasa Malaysia
LC-113-AM	Basic Malay Language for Expatriate
LC-114-UNI	Basic English Course for Intermediate Learners
LC-115-WDT	Basic Mandarin Course for Intermediate Learners
LC-116-LYF	The Introduction of Chinese Language
LC-117-AM	Business Writing Skills
LC-118-SH	Enhancing Biz Comm Skills
LC-119-KR	Biz Basics–A Course in English Business Communication
LC-120-BYS	Spoken English & Grammar
LC-121-BYS	Effective English for Technicians

## LR: Laws & Regulations

LR-101-SV	Joint Consultative Committee
LR-102-SV	Payroll Administration
LR-103-SV	Collective Bargaining
LR-104-SV	Misconduct and Domestic Inquiry
LR106-FR	Dismissal from Employment and the Remedies
LR-01-P	Malaysian Labour Law
LR-107-FR	Employer's Rights Within The Law & Implications
LR-108-FR	Effective Grievance Handling
LR-109-FR	Managing Absenteeism & Difficult Employees
LR-110-FR	Sexual Harassment at Workplace
LR-111-SRK	Cyber Laws in Malaysia
LR-112-ABU	Personal Data Protection Act 2010 (PDPA)

## MD: Managerial Development

MD-100-RR	Managerial Skills Development Program
MD-101-RR	Goal Setting, Planning and Implementation
MD-104-BL	Performance Appraisal and Management
MD-106-ZA	Leadership & Motivational [Let's Get Real]
MD-107-ZA	Stress Management & Wellness Improvements
MD-108-LW	Effective Communication Skills
MD-109-RT	Balancing Yourself With Time and Stress Management
MD-110-SH	Business & Report Writing Skills
MD-111-HN	Strategic Management for SMI
MD-112-RT	Personal Mastery Mgmt
MD-113-BL	Identifying Business Gaps Using KRA & KPI Tools
MD-114-TYK	Balanced Scorecard
MD-115-ALW	Entrepreneurship Skills Training for Successful Business Development
MD-116-AEM	Organization Behavior
MD-117-AEM	Contemporary Business Policy
MD-118-HN	Skills in Handling Foreign Workers for Managers and Supervisors
MD-119-HZM	Project Management Workshop
MD-120-RT	Counseling At The Workplace
MD-121-TYK	Building and Maintaining Employee Relations
MD-122-AL	Effective Meeting Skills
MD-123-AL	Strategic Management Using SWOT Analysis

MD-124-AL	Effective Negotiation Skills
MD-125-ZA	Risk & Crisis Management
MD-127-ZA	Resolving Conflicts
MD-130-SHT	Efficient Office Administration
MD-131-ALW	Filing & Record System Management
MD-132-TYK	Job Instruction
MD-134-ALW	Strategic Leadership and People Management
MD-135-LWK	System Management
MD-136-LWK	Blue Ocean Strategies in Teamwork
MD-137-LCW	Ho Ren So & PDCA
MD-138-LWK	EMBA Strategic Corporate Management
MD-139-CKP	Enneagram in The Workplace Applications
MD-140-CKP	Enneagram in Business Management Applications
MD-141-ALW	Effective Management Skills For Managers
MD-142-LWK	Corporate Transformation
MD-143-TTC	The Magnificent 7 OPERATIONS SKILLS
MD-144-CKK	Corporate Governance In Malaysia
MD-145-TTC	Change Management
MD-146-TAK	Disciplinary Management
MD-147-PTR	Hotel Management Orientation Course
MD-148-ITJ	Secrets of Winning with People – NLP
MD-149-YVL	经理，你的名字是教练
MD-150-YVL	Introduction of Eight Core Competencies for Management
MD-151-KNN	Triumphing Sustainable Competitive Advantage with Knowledge Management
MD-153-KNN	Unlocking Potential & Building Excellent Organizations
MD-154-KNN	The 5 Essential Mindsets of Magnetically Attractive Leaders
MD-155-KNN	Creating A New Path Through Innovative Thinking
MD-156-KNN	Out-of-the Box Thinking Workshop

### **PI: Purchasing, Inventory and Logistic Management**

PI-104-PT	Strategic Procurement And Procurement Cost Reduction Techniques
PI-105-PT	Effective Inventory Control and Store/Warehouse Management
PI-106-KN	Logistics & Supply Chain Management
PI-107-VT	Shipping - From An Operator's Perspective
PI-108-GN	Basic Shipping Course
PI-109-KN	Warehouse & Logistic Mgmt
PI-110-PT	Successful And Effective Purchasing Negotiation
PI-111-PT	Legal Aspects of Procurement
PI-112-WDT	Effective Purchasing Management
PI-113-LHH	Store Management Fundamental
PI-114-OCS	Impact of High Inventory
PI-115-STH	Effective Transportation Management

### **QC: Quality Control and Production**

QC-100-KN	Basic 7 QC Tools
QC-101-TYK	Statistical Process Control – A Fundamental Approach
QC-102-KN	Quality Cost
QC-103-KN	Basic Sampling Techniques (MIL-STD 105D)
QC-104-KN	Quality Concepts and Implementation
QC-106-TYK	Failure Mode and Effects Analysis (FMEA) Workshop
QC-107-KN	Design of Experiment (DOE)
QC-108-KN	Quality Control Circle (QCC)
QC-111-TYK	5S Towards A Total Quality Environment
QC-112-KN	Quality Function Deployment (QFD)
QC-113-KN	Corrective and Preventive Actions
QC-115-KN	Total Productive Maintenance (TPM)

QC-116-KN	Quality Management Representative (QMR)
QC-117-TYK	Lean Manufacturing
QC-118-KN	Management of Measurement & Calibration System
QC-120-KN	Team Problem Solving Method
QC-122-TYK	KAIZEN- The Strategy for Continuous Improvement
QC-123-KN	Production Planning and Cost Reduction
QC-133-TKY	Problem Solving Through 4M Management
QC-220-TYK	Advanced Product Quality Planning (APQP) – A Project Management Approach
QC-221-TYK	Measurement Systems Analysis (MSA)
QC-222-TYK	Production Part Approval Process (PPAP)
QC-226-KN	Total Quality Management
QC-227-CWF	RoHS Awareness & Implementation (Hazardous Substances Management System)
QC-228-SHV	NEW 7 QC Tools
QC-229-DT	Productivity Improvement Techniques
QC-230-00	Industrial Engineering
QC-231-IKM	GMP for Food Manufacturers
QC-232-TYK	6 Sigma Awareness
QC-233-ZA	Advanced Quality Management
---	Optimal Decision- Making Tool for Production Managers Using MS Excel
QC-234-TYK	8D Problem Solving Methodology
QC-235-P	Personal Hygiene & Food Preparation
QC-236-TYK	6S Toward a Total Quality Environment
QC-237-TKY	Developing A Clean Office and Production Floor – Improving Productivity
QC-238-KSP	Cycle Time Reduction Concept
QC-240-YSH	Increasing Productivity Via Innovative Creative Circles [ICC]
QC-241-OKS	Basic Hydraulic Training for Industrial
QC-242-OKS	Basic Pneumatic Training for Industrial
QC-243-OCS	Eradicating Problem with 7 Steps PDCA
QC-244-OCS	Mistake Proofing Method (Poka Yoke)
QC-245-OCS	Innovative and Creative Circle Activities
QC-246-JC	Good Manufacturing Practice ( GMP ) & HACCP Workshop
QC-247-TYK	QA and QC Inspectors in Action
QC-248-JC	Cleaning & Sanitization
QC-249-JC	Verification of Food Safety Control Measures
QC-250-JC	Food Safety Practices For SMEs
QC-251-LCW	Pengenalan Kepada Kawalan Mutu (Quality Control)
QC-252-LCW	Cost Reduction: Problem Solving Approach
QC-253-SLT	Geometric Dimensioning & Tolerancing (GD&T)
QC-254-IKL	Acceptable Quality Level
QC-255-LCW	Fishbone Diagram
QC-256-LCW	Root Cause Analysis
QC-257-LCW	7S Housekeeping
QC-258-OCS	Single Minute Exchange Of Die (SMED)
QC-259-SLT	Maintenance Lubrication Management
QC-260-OCS	5S+1 Principle For Cost Reduction
QC-261-SLT	Understanding Basic Pneumatics
QC-262-IKM	Good Manufacturing Practices Internal Audit
QC-263-SLT	Kanban-Tools to Facilitate JIT & Profitable Production
QC-264-LYS	Identification & Analysis Of Food Safety Hazard Practical Training
QC-265-OCS	Philosophy of San-Gen Shugi
QC-266-KRL	Failure Analysis
QC-267-COE	Kursus Pengendalian Makanan
QC-268-TTC	SVA Value Stream Mapping
QC-269-LKJ	Achieving Excellence in Lean Management & Lean Manufacturing Program
QC-270-OCS	Process Failure Mode Effect Analysis
QC-271-KKH	Gage Repeatability & Reproducibility (Gr&R)

QC-272-KKH High Impact & Effective Application Of Manufacturing Statistics  
QC-274-LCW 8S PRACTICES & HOUSEKEEPING

### **SD : Staff Development**

SD-100-ALW	Development of Positive Work Attitude
SD-102-RT	Effective Supervisory Development Program
SD-104-RR	Clerical Excellence Program
SD-107-SH	Excellent Telephone Techniques
SD-112-SH	Performance Enhancement for Secretaries
SD-113-ZA	Effective Interpersonal Communication Skills at Workplace
SD-114-LWK	Staff Attitude Development Program
SD-115-SH	Coaching & Counseling For Success
SD-117-SH	Personal Grooming & Social Etiquette
SD-120-RT	Mengurus Dan Meningkatkan Prestasi Pekerja & Anggota Staf
SD-121-SH	Clerical Development Program
SD-125-KN	On -The-Job Training Workshop
SD-127-SH	Personal Power for Greater Accomplishment (for MLM industry)
SD-133-LWK	Creative Problem Solving and Decision Making
SD-134-AZ	Sustaining Positive Change: Think Business
SD-136-AZ	Emotional Intelligence for Organizational Excellence
SD-139-ZA	The Key To High Performance: Increasing Effectiveness at Personal & Organizational Level
SD-152-ALW	Increasing Work Motivation & Excellent Services
SD-153-RT	Dynamic Personal Development for Workplace Excellence
SD-154-LWK	Corporate Staff Attitudes & Skills Development Program
SD-155-ALW	Embracing Work Ethics & Values for Higher Productivity
SD-156-ALK	Nothing Is Impossible
SD-157-ALW	Analytical Skills For Greater Productivity And Efficiency
SD-159-KSU	Corporate Success Philosophy-Personal Development
SD-160-SH	Corporate Grooming & Business Etiquette
SD-161-ALW	6 Thinking Hats
SD-163-JYR	Power up Your Memory
SD-164-JYR	Double your Reading Speed, Triple your Effectiveness
SD-166-LWK	Essential Working Attitudes & Skills Training Program Series
SD-167-KNN	Technician Development Workshop

## **SH : Safety & Health**

SH-100-SV	Legal Obligations of Safety & Health Committee
SH-101-SV	Environmental Quality Act 1974
SH-102-ZM	Occupational Safety & Health Laws And Legislation
SH-103-KR	Hazardous Chemicals, Prevention and Control
SH-104-ZM	Incident Notification, Investigation & Reporting Program
SH-105-KR	OSH Implementation, Enforcement & Requirement
SH-112-MLK	OSH Awareness Training for Retail Workers
SH-120-KR	Principle of Loss Prevention
SH-121-CL	First Aid & CPR (Cardiopulmonary Resuscitation) At Workplace
SH-122-KR	Classification, Packaging and Labeling of Hazardous Chemicals
SH-123-NH	Factories and Machinery Act 1967
SH-129-FTR	Crane Safety Awareness
SH-131-YN	Occupational S&H In the Office
SH-132-ZM	Contractor Safety Management
SH-135-ZM	Hazard Identification, Risk Assessment & Risk Control (HIRARC)
SH-136-NH	Accident Investigation Workshop
SH-137-ZM	Chemicals Safety
SH-138-ZM	Occupational Safety & Health Management System (OSHMS)
SH-139-ZM	Occupational Safety & Health Auditing (Internal)
SH-142-CL	Lifesaver Certification For Lifeguards
SH-143-ZM	Workshop on SHO Exam Preparation
SH-145-YN	Ergonomics In The Office
SH-150-JSN	Safe Handling of Forklift Truck
SH-151-ZM	NADOPOD Reporting Methodology
SH-152-ZM	Workshop on Safety & Health Officer Exam Preparation
SH-153-ZM	Effective Safety & Health Committee
SH-154-ZM	Safety & Health Skills for Supervisors
SH-155-ZM	OSH Auditing & Inspection
SH-157-ZM	Fire & Emergency Response Training
SH-159-ALM	Radiation Safety Awareness
SH-160-YN	Ergonomics In The Workplace
SH-161-MLK	Ergonomics & Manual Materials Handling
SH-162-ZM	Material Handling & Warehouse Safety
SH-163-ZM	Safety & Health Officer Certification Program
SH-165-AR	HIV/AIDS Awareness Program
SH-166-CL	International Life Saver & Bronze Medallion
SH-167-KR	Occupational Safety & Health Awareness Training
SH-168-ZM	OHSAS 18001 Awareness
SH-169-ZM	Principle of Industrial safety
SH-170-ZM	Environmental, Safety and Health Legislation
SH-171-PR	Safety-Confine Space
SH-172-DT	Accident Prevention at Workplace
SH-173-ITS	First Aid, CPR & Fire Fighting
SH-174-PRM	Personal Protective Equipment



SH-175-CWF	Globally Harmonised System
SH-176-MD	Safety Prevention At The Workplace
SH-177-MD	Accident Investigation, Inspection & Auditing On OSH
SH-178-MLK	Job Safety Analysis
SH-179-MLK	Overhead Crane Safety Training
SH-180-JC	Document Control Workshop
SH-181-LLH	Authorized Gas Tester Confined Space Safety
SH-182-HSN	Electrical Safety
SH-183-PIN	Japanese Approach to Hazard Identification Kiken Yochi
SH-184-PIN	Basics of Behavior Based Safety
SH-185-ALM	ERT Command Leadership
SH-186-ALM	Working Safety At Height
SH-187-RJP	Safe Car Defensive Driving
SH-188-PIN	Laser Safety
SH-189-ZMR	OHS Performance Measuring And Monitoring In Workplace
SH-190-ZMR	Welding Safety
SH-191-NAR	Ergonomic & Manual Handling at Workplace
SH-192-ALM	“Command Leadership” Training for Environmental Safety & Health Commanders
SH-193-YVA	Hearing Conversation Training
SH-194-MLK	Occupational Safety and Health (Use and Standards of Exposure of Chemical Hazardous to Health) Regulations 2000
SH-193-YVA	Hearing Conversation Training
SH-194-MLK	Occupational Safety and Health (Use and Standards of Exposure of Chemical Hazardous to Health) Regulations 2000
SH-195-ADM	Awareness of Site Safety Supervisor
SH-196-MLK	OSH Awareness-Classification Packaging & Labelling Regulation
SH-197-MSD	Scaffolding Awareness Program
SH-198-ALM	Traffic Management Training
SH-199-SKR	Managing Safety & Health For Airport Employees
SH-200-SKR	Managing Safety & Health For Ports/Harbours Employees
SH-201-SKR	Ergonomics and Back Pain Management for Hotel Employees.
SH-202-MLK	OSH S&H Committee Regulations 1996 & CLASS Regulations 2013 & USECHH Regulations 2000
SH-203-MLK	Documentation Control & Implementation

### **SM : Sales & Marketing**

SM-100-LWK	Professional Selling Skills & Attitudes
SM-101-SH	Business Presentation Skills
SM-104-SH	Motivation for High-Flyers Sales Team
SM-105-WB	Creating an Assertive Motivated Sales Team
SM-106-BH	The Breakthrough Win- Win Negotiating Strategies
SM-107-WDT	Selling Skills Today and Tomorrow
SM-108-AZ	Effective Retail Selling Skills Program
SM-109-JY	Consultative Selling & Negotiating Skills
SM-110-AM	International Marketing Strategy
SM-112-KSP	7 Steps to Unleashed Your International Market Potential
SM-113-KSP	Marketing for Non-Marketing Manager
SM-114-AL	Successful Marketing Strategies
SM-115-KSP	Brand Management
SM-116-OSC	SWOT Analysis –A Strategic Sales Planning Tool
SM-117-AVT	Sales Communication
SM-118-CKP	Enneagram to Win Customer Satisfaction & Sales Techniques
SM-119-JYR	Low Profile Selling
SM-120-CBP	Brand Awareness Training

## **TB: Team Building & Work Motivation**

TB-106-SH	Leadership & Motivation Program
TB-107-RT	Super Working Action Team (Swat)
TB-108-SH	Building An Effective Team (Outdoor / Indoor Program)
TB-110-SH	The Tao of Teambuilding
TB-111-AL	Building High Performance Team
TB-112-BH	The Enhancing Win-Win Team Communication
TB-113-SH	Motivation for Dynamic Entrepreneurs
TB-115-HN	Special Team Building Program – Paint Ball Game
TB-116-AZH	A Motivation Talk Towards Self & Organisation Excellence
TB-117-TYK	Motivate for Results! – Creating People Potential
TB-118-TYK	Teamwork Leadership Experiential Program
TB-119-TYK	Team Bonding
TB-120-TYK	Team Bonding(2D)
TB-121-OCS	6S Teambuilding (2D)
TB-122-TIM	Quality & Productivity Teambuilding (2D)
TB-123-JAY	One Team _ One Vision

## **TD: Trainers & Training Development**

TD-100-WDT	Training Needs Analysis (CH/EN)
TD-101-SH	Effective Public Speaking & Presentation Skills
TD-102-BL	How to Plan, Prepare and Conduct Assessments of Competency in the Workplace
TD-103-HRDF	Train The Trainer (HRDF Approved)
TD-104-SH	Effective Training Formulation (TNA)
TD-111-BL	How to Deliver Structured Training in Small Group
TD-113-WB	Effective Job Training Technique
TD-114-JY	Motivating & Facilitating Students to Learn
TD-115-HZM	E-Learning Instructional Design
TD-116-RT	Induction Program-Building Competent Lecturers
TD-117-AW	High Impact Presentation
TD-118-ZA	Presentation Skills
TD-119-ALW	Training Techniques for HODs
TD-120-ALW	Training Techniques for Line
TD-121-PTL	Train-The-Trainer For Hotelier

## **Other Courses**

OC-101-SK	Letter of Credit, UCP 500 and Incoterms 2000
OC-104-TCG	Security Officer Training – Escort Security
OC-105-TCG	Security Officer Training – Electronic Security
OC-107-TCG	Security Officer Training – Loss Mitigation Management
OC-110-TCG	Security Officer Training – Basic Security Professional
OC-111-SRH	Cargo Warehouse Security & Loss Prevention
OC-112-SRH	Asset Protection Programme based on C-TPAT Requirements
OC-113-ZNI	Effective Energy Management
OC-114-OFC	Awareness on Green House Gases
OC-115	Practical Industrial Electronics for Engineers & Technicians
OC-116	Understanding Electronic Industry Codes of Conducts
OC-117-CKP	An Introduction to Enneagram
OC-118-ZNI	Introductory Program For Sustainable Cost Reduction Measures Through Efficient Management of Energy
OC-119-SRH	Anti-Hijack Programme - Transport Security Management
OC-120-SRH	Training on Risk Associated with movement of goods in the International Trade Supply Chain
OC-121-SH	Introduction to Corporate Social Responsibility
OC-122-AZ	Life after Retrenchment -Moving Forward

Consultancy Services (Non-Training)

1. Noise / Chemical Exposure Monitoring
2. LEV Testing & Inspection
3. Chemical Health Risks Assessment (CHRA)
4. Human Resources Management
5. Malaysia Labour Law & Cases
6. ISO Certification
7. Malaysia Customs
8. Training Need Analysis (TNA)
9. Foreign Workers Management