



## FINANCE & ACCOUNTING

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Advance strategic for Analysis of Financial Statement	2	900 Per Pax	(Min 10 Paxs)
Account for Oil Industry	2	900 Per Pax	(Min 10 Paxs)
Advanced Account Management	2	950 Per Pax	(Min 10 Paxs)
Analyzing Cash Flow	2	900 Per Pax	(Min 10 Paxs)
Analyzing the Income Statement and Balance Sheet	2	900 Per Pax	(Min 10 Paxs)
Budgeting and Management Controlling	2	900 Per Pax	(Min 10 Paxs)
Cash Management	2	900 Per Pax	(Min 10 Paxs)
Components of Financial Statements	2	900 Per Pax	(Min 10 Paxs)
Credibility and Disclosure in an Annual Report	2	900 Per Pax	(Min 10 Paxs)
Finance for Non-Finance Executive	2	900 Per Pax	(Min 10 Paxs)
Finance for Non-Finance Professional	2	900 Per Pax	(Min 10 Paxs)
Financial Statements and Analysis	2	900 Per Pax	(Min 10 Paxs)
Fundamentals of Islamic Financial Planning	2	900 Per Pax	(Min 10 Paxs)
Introduction to Finance	2	900 Per Pax	(Min 10 Paxs)
Making Budgets Work	2	900 Per Pax	(Min 10 Paxs)
Malaysia Taxation & Income Tax	2	900 Per Pax	(Min 10 Paxs)
Managers Performance Guide - Business Finance	2	900 Per Pax	(Min 10 Paxs)
Principles of Financial Statements	2	900 Per Pax	(Min 10 Paxs)
Ratio Analysis for Financial Statements	2	900 Per Pax	(Min 10 Paxs)
Strategic Financial Management	2	900 Per Pax	(Min 10 Paxs)
Strategic for Controlling and Auditing Financial Accounts	2	900 Per Pax	(Min 10 Paxs)
The Income Statement and Balance Sheet Connection	2	900 Per Pax	(Min 10 Paxs)

- 1) Available for upon request
- 2) Available for online training
- 3) Classes commence from 9:00am to 5:00pm
- 4) Claimable under Pembangunan Sumber Manusia (PSMB) through SBL-KHAS

Training Programme January — December 2023

Tel : 1700-81-7694 / 03-7877 7692 / 012-7717692 / 018-7767694 Fax : 03-7865 6619

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## COMMUNICATION, WRITING & PRESENTATION

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Advanced Presentation Skills	2	900 Per Pax	(Min 10 Paxs)
Basic Presentation Structure	2	900 Per Pax	(Min 10 Paxs)
Business Communication & Professional Writing Skills	2	900 Per Pax	(Min 10 Paxs)
Business English for Executive	2	900 Per Pax	(Min 10 Paxs)
Communication for Peak Performance	2	900 Per Pax	(Min 10 Paxs)
Connect & Communicate	2	900 Per Pax	(Min 10 Paxs)
Creative Training & Presentation Techniques	2	900 Per Pax	(Min 10 Paxs)
Cross Cultural Communication	2	900 Per Pax	(Min 10 Paxs)
Effective Business Communication Skills	2	900 Per Pax	(Min 10 Paxs)
Effective Business Writing Skills	2	900 Per Pax	(Min 10 Paxs)
Effective Communication & Negotiation Skills	2	900 Per Pax	(Min 10 Paxs)
Effective Communication Tools	2	900 Per Pax	(Min 10 Paxs)
Effective Creative Writing Skills	2	900 Per Pax	(Min 10 Paxs)
Effective English Communication Skills	2	900 Per Pax	(Min 10 Paxs)
Effective Leadership Communication	2	900 Per Pax	(Min 10 Paxs)
Effective Listening Skills	2	900 Per Pax	(Min 10 Paxs)
Effective Presentation Delivery	2	900 Per Pax	(Min 10 Paxs)
Effective Pronunciation Skill	2	900 Per Pax	(Min 10 Paxs)
Effective Report Writing Skills	2	900 Per Pax	(Min 10 Paxs)
Effective Techniques Speech Writing & Presentation Skills	2	900 Per Pax	(Min 10 Paxs)
Empowerment in Communication	2	900 Per Pax	(Min 10 Paxs)

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COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
English Excellent Negotiation Skills	2	900 Per Pax	(Min 10 Paxs)
Exploring the New Basics of Business Writing	2	900 Per Pax	(Min 10 Paxs)
Fine Tune Call Center Communication Skills	2	900 Per Pax	(Min 10 Paxs)
Making Excellent Presentations	2	900 Per Pax	(Min 10 Paxs)
Oral Communication in English	2	900 Per Pax	(Min 10 Paxs)
Positive Workplace Communication & Attitude	2	900 Per Pax	(Min 10 Paxs)
The Many Face of Communication	2	900 Per Pax	(Min 10 Paxs)
Presentation as a Management Tool	2	900 Per Pax	(Min 10 Paxs)
Public Speaking - A How to Approach	2	900 Per Pax	(Min 10 Paxs)
Public Speaking & Presentation Skills	2	900 Per Pax	(Min 10 Paxs)
Report Writing	2	900 Per Pax	(Min 10 Paxs)
Sharpen Your Training Skills& Add 'Colors'	2	900 Per Pax	(Min 10 Paxs)
Speak up with Confidence	2	900 Per Pax	(Min 10 Paxs)
Speech Writing & Presentation Skills	2	900 Per Pax	(Min 10 Paxs)
Successful Business Presentation With Impact	2	900 Per Pax	(Min 10 Paxs)
Successful Report Writing Skills	2	900 Per Pax	(Min 10 Paxs)
Superior Human Relation Skills	2	900 Per Pax	(Min 10 Paxs)
Teamwork & Emotional Intelligence	2	900 Per Pax	(Min 10 Paxs)
The Art of Public Speaking	2	900 Per Pax	(Min 10 Paxs)
The Art of Successful Negotiating	2	900 Per Pax	(Min 10 Paxs)
The Emotionally Intelligent Leader	2	900 Per Pax	(Min 10 Paxs)
The Negotiation Process to Your Presentation Styles	2	900 Per Pax	(Min 10 Paxs)
Using Presentation Equipment Effectively	2	900 Per Pax	(Min 10 Paxs)
Writing Concisely and Accurately	2	900 Per Pax	(Min 10 Paxs)

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## LANGUAGE

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Arabic	10 (3hrs per day)	1000 per pax	(Min 10 Paxs)
English Communication	10 (3hrs per day)	1000 per pax	(Min 10 Paxs)
English in Mind	96 (3hrs per day)	9000 per pax	(Min 10 Paxs)
Malay Conversational & Basic Reading Skills	10 (3hrs per day)	1000 per pax	(Min 10 Paxs)
Spoken & Conversational Mandarin & Cantonese	10 (3hrs per day)	1000 per pax	(Min 10 Paxs)

## HUMAN RESOURCE

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Basic HR Management for Non HR Managers	2	900 Per Pax	(Min 10 Paxs)
Effective Succession Planning for HR Management	2	900 Per Pax	(Min 10 Paxs)
Job Evaluation Programme	2	900 Per Pax	(Min 10 Paxs)
Managing Human Resource Department	2	900 Per Pax	(Min 10 Paxs)
Planning & Identifying the Career Path and Preparing HR Structure	2	900 Per Pax	(Min 10 Paxs)
Preparing as the Interviewee	2	900 Per Pax	(Min 10 Paxs)
Training of Trainers for Developing HR	2	900 Per Pax	(Min 10 Paxs)
Compensation And Benefits	4	3500 Per Pax	(Min 10 Paxs)

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# SOFTSKILLS TRAINING PROGRAMME 2023



## CUSTOMER SERVICE

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Acquiring Excellent Telephone Skills	2	900 Per Pax	(Min 10 Paxs)
Advancing your Service Expertise	2	900 Per Pax	(Min 10 Paxs)
Building the Service Foundation	2	900 Per Pax	(Min 10 Paxs)
Call Center Customer Service	2	900 Per Pax	(Min 10 Paxs)
Cleaning Services Maintenance Training	2	900 Per Pax	(Min 10 Paxs)
Coaching in a Service Oriented Culture	2	900 Per Pax	(Min 10 Paxs)
Critical Skills to Satisfy & Retaining Customers	2	900 Per Pax	(Min 10 Paxs)
Critical Skills to Satisfy & Retaining Customers	2	900 Per Pax	(Min 10 Paxs)
Customer Conflict and Confrontation	2	900 Per Pax	(Min 10 Paxs)
Customer Satisfaction	2	900 Per Pax	(Min 10 Paxs)
Customer Service for Total Satisfaction	2	900 Per Pax	(Min 10 Paxs)
Customer Service Strategy	2	900 Per Pax	(Min 10 Paxs)
Effective Customer Service & Complaint Management	2	900 Per Pax	(Min 10 Paxs)
Effective Frontline Customer Service Skills	2	900 Per Pax	(Min 10 Paxs)

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## CUSTOMER SERVICE

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Effective Service Recovery	2	900 Per Pax	(Min 10 Paxs)
Exceeding Customer Expectations	2	900 Per Pax	(Min 10 Paxs)
Excellent Counter Service	2	900 Per Pax	(Min 10 Paxs)
Exceptional Customer Service Program	2	900 Per Pax	(Min 10 Paxs)
Frontline Call Center Skills Simulation	2	900 Per Pax	(Min 10 Paxs)
Fundamentals of Exceptional Customer Service	2	900 Per Pax	(Min 10 Paxs)
Hiring and Retaining Service Professionals	2	900 Per Pax	(Min 10 Paxs)
Identify Customer Expectations Techniques	2	900 Per Pax	(Min 10 Paxs)
Improving the Process of Service Delivery	2	900 Per Pax	(Min 10 Paxs)
Instilling Service Excellence	2	900 Per Pax	(Min 10 Paxs)
Overcoming Challenging Service Situations	2	900 Per Pax	(Min 10 Paxs)
Service Organizations	2	900 Per Pax	(Min 10 Paxs)
Service Stars and Service Teams	2	900 Per Pax	(Min 10 Paxs)
The Customer Driven Organization	2	900 Per Pax	(Min 10 Paxs)

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# SOFTSKILLS TRAINING PROGRAMME 2023



## LEADERSHIP

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
A People Manager and A Decision Maker.	2	900 Per Pax	(Min 10 Paxs)
Advanced Leadership Strategies	2	900 Per Pax	(Min 10 Paxs)
Becoming Superstar Manager	2	900 Per Pax	(Min 10 Paxs)
Business and Strategic Session for Managers	2	900 Per Pax	(Min 10 Paxs)
Developing Effective Leaders	2	900 Per Pax	(Min 10 Paxs)
Developing Excellent Individual, A Leader,	2	900 Per Pax	(Min 10 Paxs)
Effective Leadership communication	2	900 Per Pax	(Min 10 Paxs)
Effective Leadership for Work Team	2	900 Per Pax	(Min 10 Paxs)
Effective Leadership Skills for All Occupations	2	900 Per Pax	(Min 10 Paxs)
Effective Managerial Skills for Managers & Supervisor	2	900 Per Pax	(Min 10 Paxs)
Effective Managing People Skills	2	900 Per Pax	(Min 10 Paxs)
Effective Supervisory Skills	2	900 Per Pax	(Min 10 Paxs)
Essential Skills of Leadership & Supervision @ the Work-place	2	900 Per Pax	(Min 10 Paxs)
Executive Leadership	2	900 Per Pax	(Min 10 Paxs)
Global Leadership Skills	2	900 Per Pax	(Min 10 Paxs)
Improving Leadership & Behavior Skill for Administrators & Supervisor	2	900 Per Pax	(Min 10 Paxs)
improving Supervision Skills	2	900 Per Pax	(Min 10 Paxs)
In-House Trainer Program - Train the Trainer	2	900 Per Pax	(Min 10 Paxs)
Leadership & teamwork Dynamics	2	900 Per Pax	(Min 10 Paxs)
Leadership Challenge of the 21st Century	2	900 Per Pax	(Min 10 Paxs)

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## LEADERSHIP

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Leadership in Context	2	900 Per Pax	(Min 10 Paxs)
Managing People - A Challenge	2	900 Per Pax	(Min 10 Paxs)
Productivity Skills for Supervisors	2	900 Per Pax	(Min 10 Paxs)
Superior Human Relations Skills	2	900 Per Pax	(Min 10 Paxs)
Supervising People	2	900 Per Pax	(Min 10 Paxs)
Supervisory Skills Development Program	2	900 Per Pax	(Min 10 Paxs)
The 8ELQ of Business Excellence	2	900 Per Pax	(Min 10 Paxs)
The 8ELQ of Employees Excellence	2	900 Per Pax	(Min 10 Paxs)
The 8ELQ of Entrepreneur Excellence	2	900 Per Pax	(Min 10 Paxs)
The 8ELQ of Leadership Excellence	2	900 Per Pax	(Min 10 Paxs)
The 8ELQ of Marriage Excellence	2	900 Per Pax	(Min 10 Paxs)
The 8ELQ of Organization Excellence	2	900 Per Pax	(Min 10 Paxs)
The 8ELQ of Parenting Excellence	2	900 Per Pax	(Min 10 Paxs)
The 8ELQ of Service Excellence	2	900 Per Pax	(Min 10 Paxs)
The 8ELQ of Team Excellence	2	900 Per Pax	(Min 10 Paxs)
The 8ELQ of Teens Excellence	2	900 Per Pax	(Min 10 Paxs)
The Art of EQ Leadership	2	900 Per Pax	(Min 10 Paxs)
The Emotionally Intelligent Leader	2	900 Per Pax	(Min 10 Paxs)
The Leadership in Business World	2	900 Per Pax	(Min 10 Paxs)
Train the Trainer	2	900 Per Pax	(Min 10 Paxs)
Transform Prospective To A True Leader	2	900 Per Pax	(Min 10 Paxs)

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## MANAGEMENT

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Advanced Logistics Management	2	950 Per Pax	(Min 10 Paxs)
Advanced Management Program for Senior	2	900 Per Pax	(Min 10 Paxs)
Contract Management and Tendering	2	900 Per Pax	(Min 10 Paxs)
Developing a Positive Working Environment	2	900 Per Pax	(Min 10 Paxs)
Domestic Inquiry Procedures	2	900 Per Pax	(Min 10 Paxs)
Effective Complaint Management	2	900 Per Pax	(Min 10 Paxs)
Effective Inventory Control Management	2	900 Per Pax	(Min 10 Paxs)
Effective Meetings & People Handling Skills	2	900 Per Pax	(Min 10 Paxs)
Effective Project Management for Professionals	2	900 Per Pax	(Min 10 Paxs)
Effective Security Management-Advance	2	900 Per Pax	(Min 10 Paxs)
Effective Security Management-Basic	2	900 Per Pax	(Min 10 Paxs)
Effective Security Management—Intermediate	2	900 Per Pax	(Min 10 Paxs)
Effective Time Management Skills	2	900 Per Pax	(Min 10 Paxs)
Effective Purchasing Management	2	900 Per Pax	(Min 10 Paxs)
Global Management Skills.	2	900 Per Pax	(Min 10 Paxs)
Introduction to Information Security	2	900 Per Pax	(Min 10 Paxs)
Management Principles	2	900 Per Pax	(Min 10 Paxs)
Managing Agriculture Projects	2	900 Per Pax	(Min 10 Paxs)
Managing Stress at Workplace	2	900 Per Pax	(Min 10 Paxs)
Managing the Tender Process & Work Quality	2	900 Per Pax	(Min 10 Paxs)
Organizing the management of Internal Auditing	2	900 Per Pax	(Min 10 Paxs)
Practical Planning Skills for Middle Managers	2	900 Per Pax	(Min 10 Paxs)

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## MANAGEMENT

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Professional Office Management Skills	2	900 Per Pax	(Min 10 Paxs)
Six Sigma Management Mythologies	2	900 Per Pax	(Min 10 Paxs)
Strategic Planning and Risk Management	2	900 Per Pax	(Min 10 Paxs)
Stress Management	2	900 Per Pax	(Min 10 Paxs)
Stress Management for Good Health and Better Performance	2	900 Per Pax	(Min 10 Paxs)
Successful Delegation Techniques	2	900 Per Pax	(Min 10 Paxs)
Supply Chains Management	2	900 Per Pax	(Min 10 Paxs)
The Essentials of Management for Effective Manag-	2	900 Per Pax	(Min 10 Paxs)
Tools and Techniques for Managing Effective Depart-	2	900 Per Pax	(Min 10 Paxs)
ment			
Tourism Management	2	900 Per Pax	(Min 10 Paxs)
Warehouse Management	2	900 Per Pax	(Min 10 Paxs)
Young Managers Program - Management Series	2	900 Per Pax	(Min 10 Paxs)
Zakat Management	2	900 Per Pax	(Min 10 Paxs)

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## MOTIVATION

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Build Positive Working Attitude	2	900 Per Pax	(Min 10 Paxs)
Coaching & Counseling for Work Improvement	2	900 Per Pax	(Min 10 Paxs)
Coaching and Mentoring	2	900 Per Pax	(Min 10 Paxs)
Critical Thinking & Problem Solving	2	900 Per Pax	(Min 10 Paxs)
Emotional Intelligence in Workplace	2	900 Per Pax	(Min 10 Paxs)
Finding the Pain You Can Cure	2	900 Per Pax	(Min 10 Paxs)
How to Coach Counsel for Improved Work Performance	2	900 Per Pax	(Min 10 Paxs)
Increasing Your Emotional Intelligence	2	900 Per Pax	(Min 10 Paxs)
Motivation for Excellence	2	900 Per Pax	(Min 10 Paxs)
Motivation for Excellence & Positive Workplace Attitude	2	900 Per Pax	(Min 10 Paxs)
Positive Work Attitude & Self Motivation	2	900 Per Pax	(Min 10 Paxs)
Teamwork & Emotional Intelligence	2	900 Per Pax	(Min 10 Paxs)

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## PERSONAL DEVELOPMENT

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
A Happy Individual is a Productive Worker	2	900 Per Pax	(Min 10 Paxs)
A Harmony Group is a Dynamic Team	2	900 Per Pax	(Min 10 Paxs)
Aspire for Balance in Life	2	900 Per Pax	(Min 10 Paxs)
Decisions and Risk	2	900 Per Pax	(Min 10 Paxs)
Developing Interpersonal Skills	2	900 Per Pax	(Min 10 Paxs)
Effective Approaches to Risk Management Skills	2	900 Per Pax	(Min 10 Paxs)
Eliminate The Time Wasters	2	900 Per Pax	(Min 10 Paxs)
Enhancing the Non-Executives Through Their Personal Capabilities	2	900 Per Pax	(Min 10 Paxs)
Human Development & Positive Attitude	2	900 Per Pax	(Min 10 Paxs)
Improving Personal and Administrative Skills for Performance Enhancement	2	900 Per Pax	(Min 10 Paxs)
Increasing Your Emotional Intelligence	2	900 Per Pax	(Min 10 Paxs)
Interpersonal Skills for Performance Enhancement	2	900 Per Pax	(Min 10 Paxs)
Making the Change	2	900 Per Pax	(Min 10 Paxs)
Managing Yourself Through Change Simulation	2	900 Per Pax	(Min 10 Paxs)
Organize to Remember	2	900 Per Pax	(Min 10 Paxs)
Persuade & Influence for Success	2	900 Per Pax	(Min 10 Paxs)
Positive Work Habits	2	900 Per Pax	(Min 10 Paxs)
Progressing for Secretarial Role into Management Posi-	2	900 Per Pax	(Min 10 Paxs)
Succession self development plan	2	900 Per Pax	(Min 10 Paxs)
The Interpersonal Side of Conflict	2	900 Per Pax	(Min 10 Paxs)
Time as a Resource	2	900 Per Pax	(Min 10 Paxs)
Time is Money. Maximize Your Time	2	900 Per Pax	(Min 10 Paxs)

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# SOFTSKILLS TRAINING PROGRAMME 2023



## SALES & MARKETING

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Business Plans Basics	2	900 Per Pax	(Min 10 Paxs)
Call Center Telephone Sales	2	900 Per Pax	(Min 10 Paxs)
Call Centre Sales Techniques	2	900 Per Pax	(Min 10 Paxs)
Developing A Dynamic Sales Force	2	900 Per Pax	(Min 10 Paxs)
Effective Closing Sales Techniques	2	900 Per Pax	(Min 10 Paxs)
Effective Sales Collection & Contracting Techniques	2	900 Per Pax	(Min 10 Paxs)
Effective Sales Techniques	2	900 Per Pax	(Min 10 Paxs)
Effective Strategic Marketing Planning	2	900 Per Pax	(Min 10 Paxs)
E-Marketing	2	900 Per Pax	(Min 10 Paxs)
Enhancing Retail Sales Techniques	2	900 Per Pax	(Min 10 Paxs)
International Sales and Marketing	2	900 Per Pax	(Min 10 Paxs)
Internet Marketing & Strategies for more Sales	2	900 Per Pax	(Min 10 Paxs)
Key Account Management	2	900 Per Pax	(Min 10 Paxs)

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Managing a Sales Team	2	900 Per Pax	(Min 10 Paxs)
Marketing and Selling Techniques for Service Organizations	2	900 Per Pax	(Min 10 Paxs)
Mastering the Art of Human-Oriented Selling	2	900 Per Pax	(Min 10 Paxs)
Modern Marketing and Selling Skills	2	900 Per Pax	(Min 10 Paxs)
Overcoming Sales Resistance	2	900 Per Pax	(Min 10 Paxs)
Practical Marketing	2	900 Per Pax	(Min 10 Paxs)
Practical Marketing for Sales People	2	900 Per Pax	(Min 10 Paxs)
Sales Negotiation	2	900 Per Pax	(Min 10 Paxs)
Sales Presentation	2	900 Per Pax	(Min 10 Paxs)
Strategic Sales Planning	2	900 Per Pax	(Min 10 Paxs)
Strategic Selling Techniques	2	900 Per Pax	(Min 10 Paxs)
Telemarketing Skills	2	900 Per Pax	(Min 10 Paxs)
The Making of an 'All-Rounder' Retailer	2	900 Per Pax	(Min 10 Paxs)

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## TEAM BUILDING

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Building a Winning Team	3	18000	20
Developing Effective Team Building Skills	3	18000	20
Establishing Your Teams Desired Performance	3	18000	20
Leading and Developing an Innovative Team Work with High Performance	2	12000	20
Team Building - Building High Performance Team	3	18000	20
Team Building - Developing a Team	3	18000	20
Team Building - Managing Project with your Team	3	18000	20
Team Building - Project Team Communication	3	18000	20
Team Building - Team Spirit	2	12000	20
Team Building - Training & Development	3	18000	20
Team Building & Motivation	3	18000	20
Team Building for Managers	3	18000	20
Team-building Is an Inside Job	3	18000	20
Total Team Performance	3	18000	20

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## OTHERS

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Assertiveness from The Inside	2	900 Per Pax	(Min 10 Paxs)
Balanced Scorecard Training	2	900 Per Pax	(Min 10 Paxs)
Creative Thinking and Problem Solving	2	900 Per Pax	(Min 10 Paxs)
Crafting a Deal	2	900 Per Pax	(Min 10 Paxs)
Discover Traits and Attribute	2	900 Per Pax	(Min 10 Paxs)
Discover Your Edge Then Leap Ahead	2	900 Per Pax	(Min 10 Paxs)
Effective Planning and Decision Making Process	2	900 Per Pax	(Min 10 Paxs)
Effective Strategic Planning Skills	2	900 Per Pax	(Min 10 Paxs)
Good Staff Produce Great Stuff	2	900 Per Pax	(Min 10 Paxs)
Improving workplace attitude	2	900 Per Pax	(Min 10 Paxs)
Integrating Strategic Planning	2	900 Per Pax	(Min 10 Paxs)
IT in Business Organization	2	900 Per Pax	(Min 10 Paxs)
Key Performance Indicators (KPI)	2	900 Per Pax	(Min 10 Paxs)

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COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Labor Laws in Malaysia	2	900 Per Pax	(Min 10 Paxs)
Navigating the Change Process Successfully	2	900 Per Pax	(Min 10 Paxs)
Office & Administrative Skills	2	900 Per Pax	(Min 10 Paxs)
Organizing and promoting events	2	900 Per Pax	(Min 10 Paxs)
Personal Protective Equipment (PPE)	2	900 Per Pax	(Min 10 Paxs)
Sound Decision Making & Problem Solving	2	900 Per Pax	(Min 10 Paxs)
Strategic Purchasing	2	900 Per Pax	(Min 10 Paxs)
Successful Clerical Techniques	2	900 Per Pax	(Min 10 Paxs)
Successful Entrepreneur	2	900 Per Pax	(Min 10 Paxs)
The Effects Of Organizational Change	2	900 Per Pax	(Min 10 Paxs)
The Paradigm Shift of Change	2	900 Per Pax	(Min 10 Paxs)
Towards Excellent Performance &Productivity	2	900 Per Pax	(Min 10 Paxs)
When The Going Gets Tough	2	900 Per Pax	(Min 10 Paxs)
Warehouse Management : Operation & Control	2	950 Per Pax	(Min 10 Paxs)

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## KURSUS DALAM BAHASA

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Asas Kaunseling	2	900 Per Pax	(Min 10 Paxs)
Bengkel Pengajaran dan Pembelajaran	2	900 Per Pax	(Min 10 Paxs)
Budaya Kerja Positif	2	900 Per Pax	(Min 10 Paxs)
Input Psikologi untuk Jurulatih (Trainers)	2	900 Per Pax	(Min 10 Paxs)
Kaunseling untuk Mangsa Trauma	2	900 Per Pax	(Min 10 Paxs)
Kaunseling untuk Pengurus & Penyelia	2	900 Per Pax	(Min 10 Paxs)
Ke Arah Budaya Korporat Cemerlang	2	900 Per Pax	(Min 10 Paxs)
Kecerdasan Emosi (EQ)	2	900 Per Pax	(Min 10 Paxs)
Kemahiran Pemudahcara dalam Organisasi Berjaya	2	900 Per Pax	(Min 10 Paxs)
Kepimpinan	2	900 Per Pax	(Min 10 Paxs)
Kursus Asas Perniagaan	2	900 Per Pax	(Min 10 Paxs)
Kursus Asas Simpan Kira dan Perakaunan	2	900 Per Pax	(Min 10 Paxs)
Kursus Integriti	2	900 Per Pax	(Min 10 Paxs)
Kursus Kaunseling	2	900 Per Pax	(Min 10 Paxs)
Kursus Khidmat Pelanggan	2	900 Per Pax	(Min 10 Paxs)
Kursus Pengurusan dan Kepimpinan	2	900 Per Pax	(Min 10 Paxs)
Kursus Pengurusan Keselamatan Organisasi	2	900 Per Pax	(Min 10 Paxs)
Kursus Protokol & Etika Sosial	2	900 Per Pax	(Min 10 Paxs)
Membentuk Kepimpinan Berkesan	2	900 Per Pax	(Min 10 Paxs)
Mengurus Konflik	2	900 Per Pax	(Min 10 Paxs)
Meningkatkan Keberkesanan Komunikasi Interpersonal	2	900 Per Pax	(Min 10 Paxs)

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## KURSUS DALAM BAHASA

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
Organisasi yang Berjaya dan Harmonis	2	900 Per Pax	(Min 10 Paxs)
Pemanduan Berhemah	2	900 Per Pax	(Min 10 Paxs)
Pemantapan Kendiri	2	900 Per Pax	(Min 10 Paxs)
Pembangunan Kemahiran untuk Kakitangan	2	900 Per Pax	(Min 10 Paxs)
Sokongan	2	900 Per Pax	(Min 10 Paxs)
Peningkatan Kemahiran Perkeranian	2	900 Per Pax	(Min 10 Paxs)
Penyelia Cemerlang	2	900 Per Pax	(Min 10 Paxs)
Program Keselamatan & Kesihatan Pekerja	2	900 Per Pax	(Min 10 Paxs)
Teknik Pemanduan kenderaan pacuan Empat Roda	2	900 Per Pax	(Min 10 Paxs)
Kursus Pemanduan Berhemah	2	1200 Per Pax	(Min 10 Paxs)

## STRATEGIC MANAGEMENT PROGRAM

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
SMP 101: Strategic Awareness for Top Management	1	500	1
SMP 102 : Build Strategic Direction	2	1000	1
SMP 103 : Basic Strategy Competency Development Course	2	1000	1
SMP 104 : Strategy Competency Development - Train the	3	1500	1
SMP 105 : Strategic Management Course	2	1000	1
SMP 106 : Strategy Business Plan & Annual Business Plan-	2	1000	1
SMP 107 : Problem Solving & Decision Analysis	2	1000	1

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# SOFTSKILLS TRAINING PROGRAMME 2023



## CONSULTANCIES

COURSE TITLE	NO. OF DAYS	PRICE (RM)	NO. OF PAX
SMP 201 : Data Gathering & Fact Findings	1	4000++	1
SMP 202 : Strategic Direction & Organizational Analysis	2		1
SMP 203A : Corporate Strategy Map	2		1
Development	2		1
SMP 203B : Corporate Scorecard Development	2		1
SMP 203 C : Departmental Strategy Map Development	2		1
SMP 204 : Alignment & Cascading Process	2		1
SMP 205A : KRA/KPI Planning Process	2		1
SMP 205B : KPI Implementation Process	2		1
SMP 206A : Preparing Strategic Business Plan (Facilitation)	2		1
SMP 206B : Preparing Annual Business Plan (Facilitation)	2		1
SMP 207 : Implementation Strategy	2		1
SMP 208A : Review Function & Restructure Org. Chart	2		1
SMP 208B : Review Corporate Governance	2		1

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