

**List of Training Programs offered:**

<b>MANAGEMENT AND PERFORMANCE DEVELOPMENT</b>	
<b>CODE</b>	<b>COURSE TITLE</b>
MD101	Creativity and Innovation at Workplace
MD102	Leading Organizational Change
MD103	Business Continuity Management
MD104	Performance Scorecards Management
MD105	Mapping Strategies with Balance Scorecard
MD106	Creative Thinking and Effective Problem Solving
MD107	Building and Managing Effective Teams
MD109	Managing Interactions and Relationship
MD110	High Impact Leadership Skills
MD111	New Approach to Mentoring at Workplace
MD112	Coaching for Innovation and Growth
MD113	Developing Supervisory Skills (Competency assessment program)
MD114	Workplace Motivation for Greater Productivity
MD115	Managing Absenteeism at Workplace
MD116	Managing Difficult Employees
MD117	Misconduct and Conducting Effective Domestic Enquiry
MD118	Managing Corporate Governance
MD119	Effective Stress Management
MD120	Impactful Presentation Skills
MD121	Managerial Competency Development Program
MD122	Train the Trainer
MD123	Managing and Developing People
MD124	Supervisory and Managerial Development Programs
MD125	Effective Supervisory Skills (Bahasa Malaysia/English)
MD126	Advance Supervisory Skills
<b>CLERICAL DEVELOPMENT</b>	
<b>CODE</b>	<b>COURSE TITLE</b>
CD201	Effective Office Administration and Coordination Skills
CD202	Conventional Records And Filing Management
CD203	Telephone Techniques And Courtesies
CD204	Customer Service Excellence
CD205	Clerical Development Program
CD206	Secretaries – Towards a Progressive Knowledge Worker
CD207	Effective Business Communication And Writing
CD208	Effective Filing and record management
<b>LOGISTICS AND SUPPLY CHAIN MANAGEMENT</b>	
<b>CODE</b>	<b>COURSE TITLE</b>
LS301	Total Logistics Management
LS302	Dynamic Supply Chain Management
LS303	Materials Planning And Control
LS304	Strategic Procurement Practices and Implementation

LS305	Powerful Purchasing Negotiation Techniques
LS306	Quality Warehouse Management
LS307	Warehouse And Distribution Management
LS308	Stocktaking and Stock Evaluation
LS309	Storekeeping And Stores Operation
LS310	Malaysian Customs Procedures
LS311	Law and Practice of Chartering and Shipping Operations
LS312	Effective Air Cargo Management
LS313	Understanding and Managing Import Export Trade
LS314	Planning & Managing Demand
LS315	Supply Chain Management
LS316	Effective Purchasing Management
LS317	Contract & Supplier Relations Management
LS318	Negotiation & Conflict Resolution
LS319	Understanding Incoterms and Shipping Documentation
LS320	Material Coding & Classification
LS321	Storage & Materials Handling
LS322	How to Optimize Warehouse Operations in Changing Environment
LS323	Logistics Performance Measurement
LS324	Management Skills for Warehouse Supervisors
LS325	Benchmarking & Achieving Targets: Warehouse & Logistics
LS326	Cost Measurement for the Warehouse
LS327	Forklift & Materials Handling Equipment Training
LS328	Safety at Workplace: The Warehouse

### **MANUFACTURING AND TECHNICAL**

<b>CODE</b>	<b>COURSE TITTLE</b>
MM101	Line Leader's Competencies Development Program
MM102	Good Manufacturing Practices at Shop floor
MM103	Effective Technical Report Writing
MM104	Productivity Improvement Techniques
MM108	Root Cause Analysis for Maintenance
MM109	Total Productive Maintenance (TPM)
MM110	Predictive and Preventive Maintenance
MM111	6S Workplace organization
MM112	Auto Cad (Basic to Advance Level)
MM115	Process improvement through Process Mapping
MM116	Lean Manufacturing System Training
MM117	SIX SIGMA in manufacturing

### **QUALITY SYSTEMS AND ASSURANCE**

<b>CODE</b>	<b>COURSE TITTLE</b>
QS101	Total Quality Management (TQM)
QS102	Fact and Data Driven Management Basic Manufacturing Statistics
QS103	Failure Mode and Effect Analysis (FMEA)
QS104	Process Control : Measurement and Calibration
QS105	Developing and Implementing a QMS for Compliance to ISO
QS106	Implementation of the New ISO 9001:2000 Standard
QS107	Introduction to Statistical Process Control (SPC) Techniques
QS109	Quality Auditing
QS110	QCC and 7 Quality Control Tools
QS111	Six Sigma Methodology and Application
QS112	Six Sigma Application Tools Using Software (Minitab)

<b>ENVIRONMENTAL, SAFETY AND HEALTH</b>	
<b>CODE</b>	<b>COURSE TITLE</b>
ESH101	Accident Investigation Procedures
ESH102	Environmental Safety and Health Management
ESH103	First Aid and CPR with Certification
ESH104	Hearing and Conservation Program
ESH105	Manual Handling of Back and Neck Injuries
ESH106	Safe Use of Chemicals - USECHH ACT
ESH107	Back Injuries
ESH108	Fall Protection
ESH109	Permit required confine space and resources
ESH110	Developing Tool Box for Safety
ESH111	First Aider certification
ESH112	Fire Safety and Drill
ESH113	Emergency Response Team and Preparedness
ESH114	HSE Audit and Inspection
ESH115	Hand & Finger Injury
ESH116	Working at Height
ESH117	Lifting and Falling object
ESH118	Forklift with certification
ESH119	Scaffolding with Certification Level 1 and Level 2
ESH120	PPE and Safety Harness training and inspection
ESH121	Mobile Crane Operation
ESH122	Fire Fighting and Fire preventive equipment training
ESH123	Train the Trainer - Safety programs
ESH124	Basic Sea Survival
ESH125	OHSAS 18001 and Documentation
ESH128	Traffic Management Office (TMO)
<b>CERTIFIED TRAINING PROGRAM (Australian Qualification Framework (AQF) – Australian VET Skills Academy – (MQF/MQA accepted)</b>	
CC 101	Certificate in Logistics
CC 102	Certificate in Process Manufacturing
CC 103	Certificate in Retail Management
CC 104	Certificate in Accounting
CC 105	Certificate in Credit Management
CC 106	Certificate in Competitive systems and processes

<b>IT TRAINING AND CERTIFICATION PROGRAM</b>	
<b>CODE</b>	<b>COURSE TITLE</b>
IT 101	Microsoft Office Basics - Word, Excel & Powerpoint
IT 102	Introduction To Microsoft Excel
IT 103	Microsoft Excel - Data Analyzing For Business Decision
IT 104	Microsoft Excel - Pivot Table & Data Mining For Business Intelligence
IT 105	Microsoft Excel - Automation With Macros
IT 106	Introduction To Microsoft Project
IT 107	Introduction To Microsoft Access
IT 108	Introduction To Visual Basic Programming
IT 109	Introduction To Networking
IT 110	Introduction To Network Configuration And Troubleshooting
IT 111	Introduction To Virtualization Technologies

IT 112	Introduction To TCP/IP Network Address Fundamentals
IT 113	Introduction to CISCO Routers
IT 114	Troubleshooting Switches, VLAN's And Routers
IT 115	CompTIA A+ Certification Exam Preparation
IT 116	Cisco Certified Network Associate (CCNA) - Exam Preparation
IT 117	Introduction To Windows 10 – Configuration And Support
IT 118	Introduction To Windows Server 2012
IT 119	Windows Server 2012 - Administration
IT 120	Windows Server 2012 – Active Directory Domain Services
IT 121	Windows Server 2012 - Virtualization
IT 122	Windows Server 2012 – Group Policy Management
IT 123	Windows Security
IT 124	Project Management - Framework
IT 125	Project Management – PMO Essentials
IT 126	Project Management – PMP Exam Preparation
IT 127	Microsoft Certified Professional (MCP)
IT 128	Microsoft Certified Solutions Associate (MCSA) – Windows Server 2012
IT 129	Microsoft Certified Solutions Associate (MCSA) – SQL Server
IT 130	Microsoft Certified Solutions Expert (MCSE) – Server Infrastructure
IT 131	Certified Information System Security Professional (CISSP)