

**In every challenge and victory, we have sharpened our strength and resilience.**

**Let's carry a spirit full of hope into the new year, ready to face a journey that is more challenging and full of achievements.**

**Let's go to next page**

**2024**



# UPCOMING PROGRAM 2024



APRIL



2024

22 & 23  
MON & TUE

**UNDERSTANDING INCOTERMS 2020, CUSTOMS PROCESS & TRADE FINANCING INTERNATIONAL AND DOMESTIC TRADE**

🕒 9:00 AM - 5:00 PM  
📺 ZOOM (ONLINE)

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24 & 25  
WED & THU

**PIPING, FITTINGS AND PUMP- PROBLEM IDENTIFICATION AND PROBLEM SOLVING**

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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24 & 25  
WED & THU

**SPARE PARTS MANAGEMENT**

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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24 & 25  
WED & THU

**HIGH IMPACT TRANSFORMATIONAL LEADERSHIP SKILLS FOR MANAGERS & LEADERS USING NLP**

🕒 9:00 AM - 5:00 PM  
📍 AC HOTEL, PENANG

[CLICK HERE](#)

24 & 25  
WED & THU

**TALENT MANAGEMENT AND SUCCESSION PLANNING**

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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24 & 25  
WED & THU

**UNDERSTAND SHIPPING PRACTICES, DOCUMENTS AND PAYMENT SYSTEM**

🕒 9:00 AM - 5:00 PM  
📺 ZOOM (ONLINE)

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24 & 25  
WED & THU

**FUNDEMENTALS OF PROJECT MANAGEMENT**

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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APRIL



2024

24 & 25  
WED & THU

### DESIGN MANUFACTURE & ASSEMBLY (DFMA)

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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24 & 25  
WED & THU

### E-INVOICING

🕒 9:00 AM - 5:00 PM

📍 HILTON PETALING JAYA HOTEL,  
SELANGOR

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29 & 30  
MON & TUE

### MASTERING THE ART OF TIK TOK

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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29 & 30  
MON & TUE

### CREATIVE PROBLEM SOLVING AND DECISION-MAKING (C-PSDM)

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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29 & 30  
MON & TUE

### IDEA FOR COST REDUCTION & PROFITABILITY INCREASE IN MANUFACTURING

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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29 & 30  
MON & TUE

### BASIC GREENHOUSE GAS (GHG) ACCOUNTING, MITIGATION, AUDIT AND REPORTING TRAINING

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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29 & 30  
MON & TUE

### BASIC ENGINEERING & TECHNICAL KNOWLEDGE FOR TROUBLESHOOTING OF INDUSTRIAL MACHINE CIRCUIT FAULTY

🕒 9:00 AM - 5:00 PM

📍 AC HOTEL, PENANG

[CLICK HERE](#)

29 & 30  
MON & TUE

### PEAK PERFORMANCE AND MAXIMUM INFLUENCE USING NLP

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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MAY



2024

06 & 07  
MON & TUE

## DEVELOPING EXCELLENT QUALITY MINDSET

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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06 & 07  
MON & TUE

## E-INVOICING

🕒 9:00 AM - 5:00 PM

📺 ZOOM (ONLINE)

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08 & 09  
WED & THU

## MANAGING DISCIPLINE AND MISCONDUCT-HANDLING ABSENTEEISM, PROBLEMATIC WORKERS, AND POOR PERFORMANCE

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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08 & 09  
WED & THU

## NEGOTIATION SKILLS: THE PSYCHOLOGY OF PERSUASION & NEGOTIATION FOR MANAGER & LEADERS USING NLP

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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08 & 09  
WED & THU

## EFFECTIVE SUPERVISORY SKILLS (KEMAHIRAN PENYELIAAN YANG BERKESAN) MALAY VERSION!!!

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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08 & 09  
WED & THU

## COST REDUCTION TECHNIQUES FOR MAINTENANCE PERSONALS

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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08 & 09  
WED & THU

## UNDERSTANDING INCOTERMS 2020, CUSTOMS PROCESS & TRADE FINANCING INTERNATIONAL AND DOMESTIC TRADE

🕒 9:00 AM - 5:00 PM

📍 HILTON PETALING JAYA HOTEL,  
SELANGOR

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13 & 14  
MON & TUE

## STRATEGIC PROCUREMENT AND INVENTORY MANAGEMENT SYSTEM WITH INTRODUCTION TO CONTRACT MANAGEMENT

🕒 9:00 AM - 5:00 PM

📍 AC HOTEL, PENANG

[CLICK HERE](#)



MAY



2024

13 & 14  
MON & TUE

## USEFUL EXCEL FORMULAS AND FUNCTIONS

🕒 9:00 AM - 5:00 PM  
📺 ZOOM (ONLINE)

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15 & 16  
WED & THU

## PROCUREMENT MANAGEMENT - MANAGING SUPPLIER SELECTION & NEGOTIATION, SOURCING & TENDERING

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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15 & 16  
WED & THU

## EQ AND COMMUNICATION SKILL USING NLP FOR MANAGERS & LEADERS

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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15 & 16  
WED & THU

## ENVIRONMENTAL SOCIAL AND GOVERNANCE AWARENESS

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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15 & 16  
WED & THU

## HANDLING SEXUAL HARASSMENT CASES

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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15 & 16  
WED & THU

## MICROSOFT EXCEL - ADVANCED LEVEL

🕒 9:00 AM - 5:00 PM  
📺 ZOOM (ONLINE)

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15 & 16  
WED & THU

## BASIC ENGINEERING & TECHNICAL KNOWLEDGE FOR TROUBLESHOOTING OF INDUSTRIAL MACHINE CIRCUIT FAULTY

🕒 9:00 AM - 5:00 PM  
📍 HILTON PETALING JAYA HOTEL, SELANGOR

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20 & 21  
MON & TUE

## MANAGING PROCUREMENT AS A PROFIT CENTRE

🕒 9:00 AM - 5:00 PM  
📺 ZOOM (ONLINE)

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MAY



2024

20 & 21  
MON & TUE

### UNDERSTANDING LABOUR LAWS –THE EMPLOYMENT ACT 1955 (AMENDMENT 2022)

🕒 9:00 AM - 5:00 PM

📺 ZOOM (ONLINE)

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20 & 21  
MON & TUE

### MICROSOFT EXCEL - INTERMEDIATE LEVEL

🕒 9:00 AM - 5:00 PM

📺 ZOOM (ONLINE)

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27 & 28  
MON & TUE

### PLASTIC INJECTION MOLDING: ROBUST PROCESS DEVELOPMENT & SCIENTIFIC MOLDING

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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27 & 28  
MON & TUE

### HIGH IMPACT TRANSFORMATIONAL LEADERSHIP SKILLS FOR MANAGERS & LEADERS USING NLP

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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27 & 28  
MON & TUE

### BASIC GREENHOUSE GAS (GHG) ACCOUNTING, MITIGATION, AUDIT AND REPORTING TRAINING

🕒 9:00 AM - 5:00 PM

📺 ZOOM (ONLINE)

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27 & 28  
MON & TUE

### ENERGY MANAGEMENT FUNDAMENTALS FOR INDUSTRIES

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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JUNE



2024

05 & 06  
WED & THU

### TALENT MANAGEMENT AND SUCCESSION PLANNING

🕒 9:00 AM - 5:00 PM  
📍 AC HOTEL, PENANG

[CLICK HERE](#)

05 & 06  
WED & THU

### LOGISTIC MANAGEMENT - ROLES AND BEST PRACTICES OF LOGISTIC OPERATION

🕒 9:00 AM - 5:00 PM  
📺 ZOOM (ONLINE)

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05 & 06  
WED & THU

### MANAGEMENT OF EMPLOYEE GRIEVANCES, DISCIPLINE AND TERMINATION

🕒 9:00 AM - 5:00 PM  
📍 HILTON PETALING JAYA HOTEL, SELANGOR

[CLICK HERE](#)

05 & 06  
WED & THU

### BREAKTHROUGH THINKING SKILLS FOR EXECUTIVES & MANAGERS

🕒 9:00 AM - 5:00 PM  
📍 HILTON PETALING JAYA HOTEL, SELANGOR

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05 & 06  
WED & THU

### E-INVOCING

🕒 9:00 AM - 5:00 PM  
📍 HILTON PETALING JAYA HOTEL, SELANGOR

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10 & 11  
MON & TUE

### CUSTOMS DOCUMENTATION, RULING, FACILITIES & LICENSED MANUFACTURING WAREHOUSE (LMW)

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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10 & 11  
MON & TUE

### EFFECTIVE WAREHOUSE OPERATION AND INVENTORY MANAGEMENT (PENGURUSAN GUDANG DAN INVENTORI YANG BERKESAN) - MALAY VERSION

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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10 & 11  
MON & TUE

### SCHEDULED PLANNED MAINTENANCE AND PREDICTIVE MAINTENANCE

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

10 & 11  
MON & TUE

### EXCEL DASHBOARDS AND REPORTS

🕒 9:00 AM - 5:00 PM  
📺 ZOOM (ONLINE)

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JUNE



2024

10 & 11  
MON & TUE

### SOCIAL MEDIA MARKETING, ARTIFICIAL INTELLIGENCE AND BRANDING DEVELOPMENT

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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12 & 13  
WED & THU

### PROFESSIONAL PURCHASING SKILLS

🕒 9:00 AM - 5:00 PM

📍 HILTON PETALING JAYA HOTEL,  
SELANGOR

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12 & 13  
WED & THU

### DEVELOPING COMPETENCIES IN COST REDUCTION AND NEGOTIATION FOR PURCHASING

🕒 9:00 AM - 5:00 PM

📺 ZOOM (ONLINE)

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12 & 13  
WED & THU

### GEOMETRIC DIMENSIONING AND TOLERANCING (GD&T)

🕒 9:00 AM - 5:00 PM

📍 HILTON PETALING JAYA HOTEL,  
SELANGOR

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24 & 25  
MON & TUE

### MICROSOFT EXCEL (ADVANCED LEVEL)

🕒 9:00 AM - 5:00 PM

📺 ZOOM (ONLINE)

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24 & 25  
MON & TUE

### E-INVOICING

🕒 9:00 AM - 5:00 PM

📍 AC HOTEL, PENANG

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24 & 25  
MON & TUE

### PROCUREMENT — RISK AND FRAUD MANAGEMENT

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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24 & 25  
MON & TUE

### UNDERSTANDING LABOUR LAWS - THE EMPLOYMENT ACT 1955 (AMENDMENT 2022)

🕒 9:00 AM - 5:00 PM

📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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JUNE



2024

26 & 27  
WED & THU

### MICROSOFT EXCEL (BASIC LEVEL)

🕒 9:00 AM - 5:00 PM  
📺 ZOOM (ONLINE)

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26 & 27  
WED & THU

### HEATING, VENTILATION & AIR-CONDITIONING (HVAC)

🕒 9:00 AM - 5:00 PM  
📍 HILTON PETALING JAYA HOTEL, SELANGOR

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26 & 27  
WED & THU

### HEATING, VENTILATION & AIR-CONDITIONING (HVAC)

🕒 9:00 AM - 5:00 PM  
📍 HILTON PETALING JAYA HOTEL, SELANGOR

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26 & 27  
WED & THU

### PLASTIC INJECTION MOLDING - DESIGN & MANUFACTURE OF PLASTIC PARTS

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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JULY



2024

03 & 04  
WED & THU

### DESIGN OF JIGS AND FIXTURES

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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03 & 04  
WED & THU

### INTRODUCTION TO RELIABILITY CENTERED MAINTENANCE

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR, KUALA LUMPUR HOTEL

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09 & 10  
TUE & WED

### CUSTOMS DOCUMENTATION, RULING, FACILITIES & LICENSED MANUFACTURING WAREHOUSE (LMW)

🕒 9:00 AM - 5:00 PM  
📺 ZOOM (ONLINE)

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JULY



2024

10 & 11  
WED & THU

## USEFUL EXCEL FORMULAS AND FUNCTIONS

🕒 9:00 AM - 5:00 PM  
📺 ZOOM (ONLINE)

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15 & 16  
MON & TUE

## MEASUREMENT AND CALIBRATION SYSTEM

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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17 & 18  
WED & THU

## MICROSOFT EXCEL - INTERMEDIATE LEVEL

🕒 9:00 AM - 5:00 PM  
📺 ZOOM (ONLINE)

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24 & 25  
WED & THU

## DATA VISUALIZATION AND MASTERY FOR BUSINESS IMPACT DATA STRATEGIES AND STORYTELLING FOR BUSINESSES

🕒 9:00 AM - 5:00 PM  
📍 WYNDHAM GRAND BANGSAR,  
KUALA LUMPUR HOTEL

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