

UPCOMING PROGRAM

DECEMBER 2025

 **8 & 9 DECEMBER 2025**

PROFESSIONAL PURCHASING SKILLS

 **9:00 AM - 5:00 PM**

**DORSETT GRAND SUBANG HOTEL, SELANGOR/
LIVE ZOOM TRAINING**

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 **8 & 9 DECEMBER 2025**

INTERVIEWING STRATEGIES (WITH PERSONALITY ASSESSMENT TOOL)

 **9:00 AM - 5:00 PM**

WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL

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 **8 & 9 DECEMBER 2025**

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

 **9:00 AM - 5:00 PM**

AC HOTEL BY MARRIOTT PENANG

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 **8 & 9 DECEMBER 2025**

HANDLING FULL SET ACCOUNTS COURSE

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND KUALA LUMPUR BANGSAR
HOTEL/ LIVE ZOOM TRAINING**

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 **8 & 9 DECEMBER 2025**

UNDERSTANDING AND IMPLEMENTATION OF RESPONSIBLE BUSINESS ALLIANCE (RBA VERSION 8.0)

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL / LIVE ZOOM TRAINING**

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UPCOMING PROGRAM

DECEMBER 2025

 **15 & 16 DECEMBER 2025**

ESSENTIAL OF PROJECT MANAGEMENT

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND KUALA LUMPUR BANGSAR
HOTEL/ LIVE ZOOM TRAINING**

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 **15 & 16 DECEMBER 2025**

UNDERSTANDING MALAYSIA SALES AND SERVICES TAX (SST)

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND KUALA LUMPUR BANGSAR
HOTEL/ LIVE ZOOM TRAINING**

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 **15 & 16 DECEMBER 2025**

MASTERING MALAYSIAN IMPORT, EXPORT, CUSTOMS DOCUMENTATION & PROCEDURES

 **9:00 AM - 5:00 PM**

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LIVE ZOOM TRAINING**

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 **15 & 16 DECEMBER 2025**

MANAGING DISCIPLINE AND MISCONDUCT-HANDLING ABSENTEEIS PROBLEMATIC WORKERS, AND POOR PERFORMANCE

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND KUALA LUMPUR BANGSAR
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 **15 & 16 DECEMBER 2025**

EXCEL DASHBOARDS AND REPORTS

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND KUALA LUMPUR BANGSAR
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UPCOMING PROGRAM

 **17 & 18 DECEMBER 2025**

MICROSOFT EXCEL-INTERMEDIATE LEVEL

 **9:00 AM - 5:00 PM**

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LIVE ZOOM TRAINING**

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 **17 & 18 DECEMBER 2025**

DATA PROTECTION OFFICER CERTIFICATE PROGRAMME

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL / REMOTE ONLINE TRAINING**

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 **17 & 18 DECEMBER 2025**

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

 **9:00 AM - 5:00 PM**

**DORSETT GRAND SUBANG HOTEL, SELANGOR
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DECEMBER 2025

UPCOMING PROGRAM

JANUARY 2026

 **14 & 15 JAN 2026**

POWER BI DESKTOP: MASTERING DATA VISUALIZATION

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL / REMOTE ONLINE TRAINING**

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 **19 & 20 JAN 2026**

EFFECTIVE LOGISTICS AND SUPPLY CHAIN MANAGEMENT

 **9:00 AM - 5:00 PM**

**DORSETT GRAND SUBANG HOTEL, SELANGOR
/ REMOTE ONLINE TRAINING**

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 **19 & 20 JAN 2026**

**NAVIGATING IRBM STAMP DUTY SELF-ASSESSMENT
SYSTEM**

 **9:00 AM - 5:00 PM**

**DORSETT GRAND SUBANG HOTEL, SELANGOR
/ REMOTE ONLINE TRAINING**

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 **20 & 21 JAN 2026**

DATA PROTECTION OFFICER CERTIFICATE PROGRAMME

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL /
REMOTE ONLINE TRAINING**

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 **21 & 22 JAN 2026**

**BOILER & STEAM SYSTEMS :- CURRENT AND COMMON
ENGINEERING PROBLEMS & THEIR SOLUTIONS IN
INDUSTRY**

 **9:00 AM - 5:00 PM**

WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL

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UPCOMING PROGRAM

JANUARY 2026

 **21 & 22 JAN 2026**

**HARNESS THE POWER OF GENERATIVE AI FOR
ACCOUNTING AND FINANCE**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL / REMOTE ONLINE TRAINING**

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 **21 & 22 JAN 2026**

MICROSOFT EXCEL (ADVANCED LEVEL)

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL / REMOTE ONLINE TRAINING**

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 **21 & 22 JAN 2026**

EFFECTIVE STOCK TAKING AND INVENTORY CONTROL

 **9:00 AM - 5:00 PM**

**DORSETT GRAND SUBANG HOTEL, SELANGOR
/ REMOTE ONLINE TRAINING**

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 **21 & 22 JAN 2026**

GEOMETRIC DIMENSIONING AND TOLERANCING (GD&T)

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL /
REMOTE ONLINE TRAINING**

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 **21 & 22 JAN 2026**

**MASTERING THE ART OF CUSTOMER CONFLICT: TURNING
CHALLENGES INTO OPPORTUNITIES**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL /
REMOTE ONLINE TRAINING**

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UPCOMING PROGRAM

JANUARY 2026

 **26 & 27 JAN 2026**

**INVENTORY MANAGEMENT - SUPPLY CHAIN, DEMAND
FORECASTING AND PRODUCTION PLANNING STRATEGIES**

 **9:00 AM - 5:00 PM**

**DORSETT GRAND SUBANG HOTEL, SELANGOR
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 **26 & 27 JAN 2026**

MEASUREMENT AND CALIBRATION SYSTEM

 **9:00 AM - 5:00 PM**

**DORSETT GRAND SUBANG HOTEL, SELANGOR
/ REMOTE ONLINE TRAINING**

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 **26 & 27 JAN 2026**

**THE ART OF VISUAL SELLING FOR SALES MANAGERS &
EXECUTIVES**

 **9:00 AM - 5:00 PM**

**WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL**

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 **26 & 27 JAN 2026**

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

 **9:00 AM - 5:00 PM**

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 **28 & 29 JAN 2026**

ELECTRICAL FOR NON ELECTRICAL PERSONAL

 **9:00 AM - 5:00 PM**

WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL

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UPCOMING PROGRAM

 **28 & 29 JAN 2026**

HEATING, VENTILATION & AIR-CONDITIONING (HVAC)

 **9:00 AM - 5:00 PM**
GURNEY BAY HOTEL PENANG

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 **28 & 29 JAN 2026**

MASTERING THE ART OF TIK TOK

 **9:00 AM - 5:00 PM**
WYNDHAM GRAND BANGSAR KUALA LUMPUR
HOTEL / REMOTE ONLINE TRAINING

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JANUARY 2026

UPCOMING PROGRAM

FEBRUARY 2026

 **3 & 4 FEB 2026**

**MASTERING MALAYSIAN IMPORT, EXPORT, CUSTOMS
DOCUMENTATION & PROCEDURES**

 **9:00 AM - 5:00 PM**

**DORSETT GRAND SUBANG HOTEL, SELANGOR
/ REMOTE ONLINE TRAINING**

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 **3 & 4 FEB 2026**

**INTRODUCTION TO CLEANROOM MAINTENANCE,
OPERATION, DESIGN & CONSTRUCTION**

 **9:00 AM - 5:00 PM**

**DORSETT GRAND SUBANG HOTEL, SELANGOR
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 **4 & 5 FEB 2026**

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

 **9:00 AM - 5:00 PM**

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 **4 & 5 FEB 2026**

**PIPING, FITTINGS AND PUMP-PROBLEM IDENTIFICATION
AND SOLUTIONS FOR INDUSTRY**

 **9:00 AM - 5:00 PM**

WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL

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 **4 & 5 FEB 2026**

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

 **9:00 AM - 5:00 PM**

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UPCOMING PROGRAM

FEBRUARY 2026

 **5 & 6 FEB 2026**

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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 **9 & 10 FEB 2026**

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

 **9:00 AM - 5:00 PM**

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 **9 & 10 FEB 2026**

HANDLING FULL SET ACCOUNTS COURSE

 **9:00 AM - 5:00 PM**

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 **9 & 10 FEB 2026**

HIGH IMPACT TRANSFORMATIONAL LEADERSHIP SKILLS FOR MANAGERS & LEADERS USING NLP 9,10 FEB 2026

 **9:00 AM - 5:00 PM**

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 **9 & 10 FEB 2026**

USEFUL EXCEL FORMULAS AND FUNCTIONS

 **9:00 AM - 5:00 PM**

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UPCOMING PROGRAM

 **25 & 26 FEB 2026**

**EFFECTIVE WAREHOUSE OPERATION AND INVENTORY
MANAGEMENT- MALAY VERSION**

 **9:00 AM - 5:00 PM**

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 **26 & 27 FEB 2026**

FINANCE FOR NON FINANCE PROFESSIONALS

 **9:00 AM - 5:00 PM**

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FEBRUARY 2026

UPCOMING PROGRAM

 **9 & 10 MAR 2026**

EXCEL DASHBOARDS AND REPORTS

 **9:00 AM - 5:00 PM**

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MARCH 2026

UPCOMING PROGRAM

 **8 & 9 APR 2026**

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

 **9:00 AM - 5:00 PM**

AC HOTEL BY MARRIOTT, PENANG

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 **22 & 23 APR 2026**

**MINDSET TRANSFORMATION FOR MANAGERS & LEADERS
USING NLP FOR PEAK PERFORMANCE AT THE WORKPLACE**

 **9:00 AM - 5:00 PM**

WYNDHAM GRAND BANGSAR KUALA LUMPUR HOTEL

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APRIL 2026

CONTACT US!

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