Soft Skills Courses			
No.	**Training Title**	**Duration**	**Schedule**
1	Strategic Leadership and Execution Excellence	2 Days	1 – 2
2	Leading with Emotional Intelligence	2 Days	6 – 7
3	The Art of Negotiation for Business Success	2 Days	8 – 9
4	Leading Change: Strategies for Organizational Transformation	2 Days	13 – 14
5	Building a Culture of Excellence and Integrity in Teams	2 Days	15 – 16
6	Collaborative Leadership for Cross-Functional Teams	2 Days	20 – 21
7	Advanced Interpersonal Communication for Leadership Impact	2 Days	22 – 23
8	Personal Development for Administrative Personnel	2 Days	27 – 28

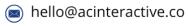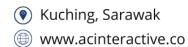| Environmental, Social and Governance (ESG) & International Organization for Standardization (ISO)			
No.	**Training Title**	**Duration**	**Schedule**
1	Low Carbon Concepts and Green Compliance	2 Days	6 – 7
2	ISO37001:2016 Anti Bribery Management System and Organisational Anti-Corruption Plan Awareness For Board of Directors and Top Management	2 Days	13 – 14
3	Understanding and Interpreting Requirements of ISO 37001:2025 Anti-Bribery Management System	2 Days	20 – 21
4	ISO 9001:2015 Risk Management	2 Days	26 – 27

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Comprehensive IT & Digital Skills Training

No.	Training Title	Duration	Schedule
1	Microsoft 365 Office Tools (Fundamentals Level)	2 Days	1 – 2
2	CompTIA Network+	5 Days	6 – 10
3	Introduction to Artificial Intelligence	1 Day	6
4	Entry-Level Power BI	3 Days	13 – 15
5	Certified Artificial Intelligence Practitioner	5 Days	13 – 17
6	Cloud Computing Fundamentals	2 Days	20 – 21
7	Artificial Intelligence for Organisation Productivity	2 Days	22 – 23
8	Gen AI Essentials - Skills for the AI-Powered Workplace	2 Days	27 – 28

Project Management Institute (PMI) Certifications & Project Related Courses

No.	Training Title	Duration	Schedule
1	Certified Associate in Project Management (CAPM)®	4 Days	6 – 9
2	Planning & Scheduling with Microsoft Project Fundamentals	2 Days	9 – 10
3	The Renewed Project Life	2 Days	13 – 14
4	Project Management Professional (PMP)®	5 Days	20 – 34
5	Planning & Scheduling with Microsoft Project Advanced	3 Days	27 – 28

Halal Training Series & Certifications

No.	Training Title	Duration	Schedule
1	Certified Halal Internal Auditor	5 Days	6 – 10
2	Halal Economics Training Course	2 Days	13 – 14
3	Halal Awareness Training Course	2 Days	20 – 21

Note: *Venue and Dates may vary due to availability of venue and trainer's schedule.* **Special *training fees for registration of* <u>*three (3) or more participants*</u> *from* <u>*one (1) organisation/company*</u>.

All fees are inclusive of:

i.   *Training Venue*
ii.   *Refreshments for Full Days of Training (Morning Tea-Break, Lunch & Afternoon Tea-Break)*
iii. *Certificate of Completion*
iv.   *Training Amenities*
v.   *One-Time Exam Voucher (for certification courses only)*

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