

December 2026

Soft Skills Courses			
No.	Training Title	Duration	Schedule
1	Effective Approach to Managing Absenteeism at the Workplace	2 Days	1 – 2
2	Design Thinking for Innovation and Problem Solving	2 Days	3 – 4
3	Professional Image, Grooming & Etiquette for Civil Service Excellence	2 Days	7 – 8
4	Effective Customer Satisfaction for Excellence	2 Days	9 – 10
5	Effective Stress Management and Mental Health Awareness	2 Days	14 – 15

Comprehensive IT & Digital Skills Training			
No.	Training Title	Duration	Schedule
1	Present and Report with Microsoft Power BI	2 Days	1 – 2
2	Certified Data Science Practitioner by CertNexus	5 Days	7 – 11
3	Advanced Graphic Design	2 Days	3 – 4
4	Co-Pilot for Excellence Productivity	2 Days	7 – 8
5	Enhancing Productivity at Work with AI Integrations	2 Days	14 – 15

Project Management Institute Certifications & Project Related Courses

No.	Training Title	Duration	Schedule
1	Mastering AI for Seamless Project Workflow	2 Days	1 – 2
2	Project Management Essentials	2 Days	3 – 4
3	Project Management Professional (PMP)®	5 Days	7 - 11

Halal Training Series & Certifications

No.	Training Title	Duration	Schedule
1	Certified Halal Executive Programme	5 Days	7 - 11
2	Halal Economics Training Course	2 Days	1 – 2
3	Halal Awareness Training Course	2 Days	14 - 15

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

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)