

February 2026

Soft Skills Courses			
No.	Training Title	Duration	Schedule
1	Advanced Debt Collection Skills Mastery	2 Days	2 – 3
2	HR Interview Mastery	2 Days	4 - 5
3	Advanced Problem Solving and Critical Thinking Techniques	2 Days	9 – 10
4	Cultivating A Culture of Excellence & Integrity	2 Days	11 – 12
5	Customer Service as A Sales Catalyst	2 Days	12 – 13
6	Stress Management & Resilience	2 Days	19 – 20
7	Leading with Emotional Intelligence	2 Days	23 – 24
8	Creative Problem-Solving and Innovation	2 Days	25 – 26

Environmental, Social and Governance (ESG) & International Organization for Standardization (ISO)			
No.	Training Title	Duration	Schedule
1	ISO 37001:2016 Anti-Bribery Management System and Organizational Anti-Corruption Plan Awareness	2 Days	2 - 3
2	Getting to Carbon Neutral & Net Zero (GHG)	2 Days	9 – 10
3	Green Cities Awareness	2 Days	19 – 20
4	Developing Organizational Anti-Corruption Plan	3 Days	24 – 26

Comprehensive IT & Digital Skills Training

No.	Training Title	Duration	Schedule
1	Microsoft 365 Office Tools (Fundamentals to Intermediate Level)	2 Days	3 – 4
2	Learning Presentation Tools using Canva & Microsoft PowerPoint	3 Days	4 – 6
3	CompTIA Cloud+	5 Days	2 – 6
4	Business Communication and Writing using AI	2 Day	4 - 5
5	Effective Posting using AI and Data Analytics for Social Media	2 Days	11 – 12
6	Certified Artificial Intelligence Practitioner	5 Days	23 – 27
7	Co-Pilot for Excellence Productivity	2 Days	24 – 25
8	Social Media Rebranding	2 Days	24 – 25
9	Excel Essential with AI Fundamental	2 Days	25 – 26
10	Data Analysis and Interactive Dashboard Reporting	2 Days	26 – 27

Project Management Institute (PMI) Certifications & Project Related Courses

No.	Training Title	Duration	Schedule
1	Certified Associate in Project Management (CAPM)®	4 Days	2 – 5
2	Planning & Scheduling with Microsoft Project (Advanced)	3 Days	11 – 13
3	The Renewed Project Life	2 Days	11 – 12
4	Planning & Scheduling with Microsoft Project (Advanced)	3 Days	24 – 26
5	Project Management Professional (PMP)®	5 Days	23 – 27

Halal Training Series & Certifications

No.	Training Title	Duration	Schedule
1	Certified Halal Internal Auditor	10 Days	1 – 5 8 – 12
2	Halal Economics Training Course	2 Days	23 – 24
3	Halal Awareness Training Course	2 Days	25 – 26

****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)