

March 2026

Soft Skills Courses			
No.	Training Title	Duration	Schedule
1	Effective Approach to Managing Absenteeism at the Workplace	2 Days	2 – 3
2	Effective Record and File Management	2 Days	4 – 5
3	Design Thinking for Innovation and Problem Solving	2 Days	9 – 10
4	Professional Image, Grooming & Etiquette for Civil Service Excellence	2 Days	11 – 12
5	Government's Standard Protocol for Civil Service Officers	2 Days	16 – 17
6	Effective Customer Satisfaction for Excellence	2 Days	18 – 19
7	Effective Stress Management and Mental Health Awareness	2 Days	24 – 25
8	Exceptional Customer Service & Complaint Handling	2 Days	26 – 27

Environmental, Social and Governance (ESG) & International Organization for Standardization (ISO)			
No.	Training Title	Duration	Schedule
1	ISO 37001:2025 Anti-Bribery Management System Internal Auditing	2 Days	3 – 4
2	Developing ISO 37001:2016 Anti-Bribery Management System Documentation	3 Days	10 – 12
3	Green Cities Awareness	2 Days	19 – 20
4	ISO 9001:2015 Risk Management	2 Days	26 – 27

Comprehensive IT & Digital Skills Training

No.	Training Title	Duration	Schedule
1	Microsoft 365 Office Tools (Intermediate to Advanced Level)	2 Days	2 – 3
2	Present and Report with Microsoft Power BI	2 Days	4 – 5
3	Certified Data Science Practitioner by CertNexus	5 Days	2 – 6
4	Advanced Graphic Design	2 Days	9 – 10
5	Advanced Multimedia Design	2 Days	11 – 12
6	Cybersec First Responder (CFR®) by CertNexus	5 Days	9 – 13
7	Co-Pilot for Excellence Productivity	2 Days	24 – 25
8	Data Transformation with No Coding (Power Query, Data Modelling & Power Pivot)	2 Days	26 – 27
9	Enhancing Productivity at Work with AI Integrations	2 Days	30 – 31

Project Management Institute Certifications & Project Related Courses

No.	Training Title	Duration	Schedule
1	Certified Associate in Project Management (CAPM)®	4 Days	2 - 5
2	Mastering AI for Seamless Project Workflow	2 Days	5 – 6
3	Project Management Essentials	2 Days	9 – 10
4	Planning & Scheduling with Microsoft Project (Intermediate to Advanced Level)	3 Days	11 – 13
5	Project Management Professional (PMP)®	5 Days	16 - 20

Project Management Institute Certifications & Project Related Courses

6	The Renewed Project Life	2 Days	16 – 17
7	Planning & Scheduling with Microsoft Project Advanced	3 Days	18 – 20

Halal Training Series & Certifications

No.	Training Title	Duration	Schedule
1	Certified Halal Executive Programme	5 Days	2 – 6
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)