

**May 2026**

Soft Skills Courses			
No.	Training Title	Duration	Schedule
1	Advanced Debt Collection Skills Mastery	2 Days	5 - 6
2	HR Interview Mastery	2 Days	5 - 6
3	Advanced Problem Solving and Critical Thinking Techniques	2 Days	12 - 13
4	Cultivating A Culture of Excellence & Integrity	2 Days	13 - 14
5	Customer Service as A Sales Catalyst	2 Days	19 - 20
6	Stress Management & Resilience	2 Days	20 - 21
7	Leading with Emotional Intelligence	2 Days	25 - 26
8	Creative Problem-Solving and Innovation	2 Days	28 - 29

Environmental, Social and Governance (ESG) & International Organization for Standardization (ISO)			
No.	Training Title	Duration	Schedule
1	Low Carbon Concepts and Green Compliance	2 Days	5 - 6
2	Getting to Carbon Neutral & Net Zero (GHG)	2 Days	12 - 13
3	Green Cities Awareness	2 Days	19 - 20
4	SDG IMM Framework	2 Days	25 - 26

## Comprehensive IT & Digital Skills Training

No.	Training Title	Duration	Schedule
1	Microsoft 365 Office Tools (Fundamentals to Intermediate Level)	2 Days	5 - 6
2	Learning Presentation Tools using Canva & Microsoft PowerPoint	3 Days	6 - 7
3	CompTIA Cloud+	5 Days	4 - 8
4	Business Communication and Writing using AI	2 Days	12 - 13
5	Effective Posting using AI and Data Analytics for Social Media	2 Days	13 - 14
6	Certified Artificial Intelligence Practitioner	5 Days	11 - 15
7	Co-Pilot for Excellence Productivity	2 Days	19 - 20
8	Social Media Rebranding	2 Days	20 - 21
9	Excel Essential with AI Fundamental	2 Days	25 - 26
10	Data Analysis and Interactive Dashboard Reporting	2 Days	28 - 29

## Project Management Institute (PMI) Certifications & Project Related Courses

No.	Training Title	Duration	Schedule
1	Certified Associate in Project Management (CAPM)®	4 Days	5 - 8
2	Planning & Scheduling with Microsoft Project (Advanced)	3 Days	5 - 7
3	The Renewed Project Life	2 Days	12 - 13

## Project Management Institute (PMI) Certifications & Project Related Courses

4	Planning & Scheduling with Microsoft Project Advanced	3 Days	19 - 21
5	Project Management Professional (PMP)®	5 Days	11 - 15

## Halal Training Series & Certifications

No.	Training Title	Duration	Schedule
1	Certified Halal Internal Auditor	5 Days	4 - 8
2	Halal Economics Training Course	2 Days	12 - 13
3	Halal Awareness Training Course	2 Days	19 - 20

**\*\*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)