

## **LIST OF COURSES**

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### **SOFT SKILLS COURSES**

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<b>LEADERSHIP &amp; PERSONAL DEVELOPMENT</b>	
<b>COURSE TITLE</b>	<b>DURATION</b>
Advanced Leadership! Giving Leaders that Advantage Edge!	2 days
Applying Critical Thinking @ Work	2 days
Balancing Time for Effective Stress Management	2 days
Balancing Your Life with Stress Management	2 days
Changing Your Mindset - Teaming for Results	1 day
Coaching and Counseling in the Workplace	2 days
Creative Problem Solving & Decision Making	2 days
Creative Thinking in Problem Solving	2 days
Delegation & Motivation	2 days
Effective Leadership Skills for Handling Foreign Workers	2 days
Effective Communication Skills	2 days
Effective Meeting Skills	2 days
Effective Time Management	2 days
Emotional Intelligence Leading with Heart & Mind	2 days
Enhancing Creative Problem Solving & Analytical Thinking Skills	1 day
Great Ways to Overcome No Time Dilemma	1 day
Holistic Stress Management for Productivity	1 day
How to Handle Difficult People with Tact & Skill	2 days
Lead & Motivate Towards Human Capital Development	1 day
Leaders Peak! Giving Leaders that Effective Edge!	2 days
Leadership Development Programme	2 days
Management Effectiveness	2 days
Managerial Principles & Concepts	2 days
Managing Information Overload	2 days
Managing People & Team	2 days
Manifesting Your Destiny - Selling for Effortless Way	2 days
Modul Motivasi Pekerja untuk Membentuk Budaya Kerja yang Positif	2 days

## SOFT SKILLS COURSES

<b>LEADERSHIP &amp; PERSONAL DEVELOPMENT (cont'd)</b>	
<b>COURSE TITLE</b>	<b>DURATION</b>
Motivating Employees for Greater Productivity	2 days
Paradigm Shift in Work Performance	2 days
Passion to Succeed	1 day
Personal Effectiveness Orientation	2 days
Personal Effectiveness	2 days
Personal Enhancement & Productivity Programme	2 days
Personal Enrichment Towards Promoting a Positive Team Synergy	2 days
Power Learning	2 days
Problem Solving and Decision Making Skills	2 days
Reduce Stress - Improve Work Performance	2 days
Stay Motivated & Lead Change Effectively	1 day
Supervisory Skills - Leading & Motivating	2 days
Supervisory Skills - Planning & Problem Solving	2 days
Take Charge	1 day
Team Up	1 day
Team Up! An Exciting, Motivational & Experiential Teambuilding Programme	2 days
The 7 Leadership Skills of Highly Effective Supervisor & Manager	2 days
The Art of Fine Dressing	2 days
The Buzan Techniques - Effective Thinking for Higher Performance	2 days
The Essential Supervisory Skills for Effective Supervisors	2 days
The GREAT Master of Time	2 days
The Winning Ways of a Corporate Champion	2 days
Time Management	2 days
Top 5 Characteristics of a Successful Supervisors	2 days
Training on Effective Supervisory Skills	2 days
Understanding Mental & Emotional Stress	2 days
What is Effective Leadership	1 day

## SOFT SKILLS COURSES

### LEADERSHIP & PERSONAL DEVELOPMENT (cont'd)

COURSE TITLE	DURATION
Kemahiran Teknik Pengurusan dan Penyeliaan yang Berkesan	2 days
Kemahiran Asas Kaunseling - Psikologi Menangani Pekerja Bermasalah	2 days
Menangani Masalah Emosi dan Ketidakhadiran Pekerja	2 days
Pembangunan Operator yang Berkesan	2 days
Pengurusan Masa yang Efektif untuk Kecemerlangan	2 days
Prinsip Pengurusan Perubahan Sikap dan Minda untuk Kecemerlangan dan Kejayaan	2 days

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- MIA (Malaysian Institute of Accountants)
- FMM (Federation of Malaysian Manufacturers)
- MAICSA (The Malaysian Institute of Chartered Secretaries and Administrators)
- MEF (Malaysian Employers Federation)
- IEM (Institute of Engineering Malaysia)



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