PENTAWISE SDN BHD (652801-T)
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LIST OF COURSES

IT COURSES

COURSE TITLE	DURATION
MICROSOFT OFFICE COURSES	
Microsoft Word (Fundamental & Intermediate)	2 days
Microsoft Word (Advanced)	2 days
Discover The Techniques to A Professional Word Report	1 day
Microsoft Word Mail Merge in Depth Application	1 day
Microsoft PowerPoint (Fundamental & Intermediate)	1 day
Microsoft PowerPoint (Advanced)	1 day
Microsoft Access (Fundamental & Intermediate)	2 days
Microsoft Access (Advanced)	2 days
Microsoft Project (Fundamental & Intermediate)	2 days
Microsoft Project (Advanced)	2 days
Microsoft Outlook (Fundamental & Intermediate)	2 days
Microsoft Visio	1 day
Microsoft Publisher	1 day
MICROSOFT EXCEL COURSES	
CORE EXCEL COURSES	
Microsoft Excel Essential Skills	2 days
Manipulating Data Effectively with Microsoft Excel	2 days
HIGH END EXCEL COURSES	
1) MANAGING AND ANALYSING DATA	
Data Management with Pivot Table using Microsoft Excel	1 day
What If Analysis with Microsoft Excel	1 day
Conditional Formatting & Custom Format with Microsoft Excel	2 days
Analysing Sales & Marketing Data using Microsoft Excel	2 days
Data Visualization & Presentation with Microsoft Excel Chart	2 days
2) FUNCTIONS AND FORMULAS	
Microsoft Excel Functions & Formulas	2 days
Advanced Microsoft Excel Functions & Formulas	1 day
Optimizing the Functions of Microsoft Excel 365	1 day

COURSE TITLE	DURATION
3) AUTOMATION OF TASKS	
Tasks Automation with Microsoft Excel Macro / VBA (Fundamental & Intermediate)	2 days
Tasks Automation with Microsoft Excel Macro / VBA (Advanced)	2 days
Mastering Microsoft Excel VBA Loops for Data Consolidating	2 days
4) ANALYTICS MODEL	
Introduction to Dashboard Reporting	1 day
Interactive Visual Reporting and Analysis with Microsoft Excel	2 days
5) POWER BUSINESS INTELLIGENT (POWER BI)	
Introduction to Power Query & Power BI	0.5 day
PowerQuery : Transforming Work Processes in Microsoft Excel	1 day
Advanced PowerQuery Functions in Data Transormation	1 day
PowerPivot : Powerful Data Analysis and Data Modelling in Microsoft Excel	2 days
Power BI Desktop Essential Skills	2 days
Advanced Analytic to PowerBI	2 days
Power BI Financial Reporting	2 days
Data Storytelling with Power BI	2 days
MICROSOFT EXCEL – HUMAN RESOURCES APPLICATION	
Optimizing the Power of Microsoft Excel in HR	2 days
Applying Microsoft Excel for HR	2 days
HR Dashboard Analytics	2 days
MICROSOFT EXCEL – SALES & MARKETING	
Analysing Sales & Marketing Data using Microsoft Excel	2 days
MICROSOFT EXCEL FINANCIAL COURSES	
Automating Financial Reports with Microsoft Excel	2 days
Financial Dashboard Reporting with Microsoft Excel	2 days
Automate Financial Consolidation with Microsoft Excel	1 day
ADOBE COURSES	
Adobe Illustrator	2 days
Adobe Photoshop	2 days
Adobe Dreamweaver	2 days
Adobe Acrobat Xpro	2 days

SOFT SKILLS COURSES

LEADERSHIP & PERSONAL DEVELOPMENT	
COURSE TITLE	**DURATION**
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
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

LEADERSHIP & PERSONAL DEVELOPMENT (cont'd)	
COURSE TITLE	**DURATION**
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
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

Appointed training provider for member of:

- HRD Corp (Human Resource Development Corporation)
- MIA (Malaysian Institute of Accountants)
- FMM (Federation of Malaysian Manufacturers)
- MEF (Malaysian Employers Federation)
- IEM (Institute of Engineering Malaysia)

OUR TRAININGS ARE
100% HRD CORP CLAIMABLE

No Upfront Payment Required

If you are a registered employer under HRD Corp and have paid the levy for the first month of registration, you are liable to apply for the training grant.

For further inquiries, please contact:

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