

**TECHNICAL/ENGINEERING**

CODE	COURSE TITLE	DATES AVAILABLE						DATES AVAILABLE					
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
<b>OIL &amp; GAS</b>													
OG001	Economic Evaluation and Risk Analysis in Petroleum Project												
OG002	Effective Approach on E&P Data Management												
OG003	Understanding Piping Systems and Pipeline Integrity Workshop						17&18						
OG004	Pressure Vessel Inspection, Repair, Alteration, and Reconstruction												
OG005	Process Instrumentation & Control Technology			16&17									
	Oil & Gas Transactions - Negotiations, Contracting, Dispute Management										26&27		
	Risk Based Inspection (RBI) in Refineries, Petrochemicals & Chemicals Plants							19&20					
OG006	Turbine Selection, Design & Performance Evaluation					11&12							
OG007	Risk Based Inspection (RBI) in Refineries, Petrochemicals & Chemicals Plants							13&14					
<b>ENGINEERING</b>		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
EG004	Electrical Engineering for Non-Electrical Engineers	19&20	16&17			18&19			5&6	7&8			
EG027	Asas Kejuruteraan Elektrik untuk Bukan-Jurutera Elektrik <i>(Bahasa Melayu)</i>					11&12		6&7		14&15			
EG029	Control & Instrumentation System												
EG040	Programmable Logic Controller (PLC)												
EG042	Chemical Engineering for Non-Chemical Engineers												
EG048	Industrial Motor Control												
EG053	Mesin Elektrik <i>(Bahasa Melayu)</i>				13&14			13&14					
EG058	Electronics For Non Electronics Engineers												
EG063	Lean Manufacturing												
	HAZARD IDENTIFICATION (HIRA)												8&9
EG065	Hazardous Area Classification & Equipment Selection												
EG066	Pressure Vessels & Piping Systems												
EG067	Asas Penyelenggaraan Peralatan dan Jentera <i>(also available in English)</i>			18&19			22&23	13 &14					
EG069	Trouble-shooting, Maintenance and Protection of AC Electric Motor and Drives												
EG075	Biofuel Technical Workshop												
EG080	Industrial Engineering at Work												
EG085	SCADA & Automation System - Principles & Applications				20&21				19&20				
	Boiler											12 & 13	
	SCADA											12&13	
EG092	Electrical Motors												
EG093	Practical Instrumentation for Automation & Process Control					4&5				2&3			
EG099	Advanced SMT												
EG100	BGA's & CSP's												
EG102	Product Development			18&19			22&23						
EG103	Practical Telecommunications & Wireless Communications						24&25						
<b>FACILITIES</b>		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
EG003	Lightning Protection Systems						3&4						
EG007	Electric Power Supply to Industries and Commercial Buildings							6&7					
EG009	Switchgear												
EG010	Plant Maintenance for Electrical System												
EG011	Effective Maintenance for Buildings												
EG012	Power Quality and Uninterruptible Power Supply System						3&4						
EG013	Storage Battery System												
EG014	Harmonic Disturbance and Mitigation in Mission Critical Data Center												
EG015	Air Conditioning System Operation and Trouble Shooting	12&13				18&19				14&15			
EG016	A Practical Approach to Energy Management & Cost Saving Strategies for Buildings & Factories				13&14				3&4				7&8
EG017	Effective Maintenance for Buildings Mechanical, Electrical & Fire System		25&26										
EG018	Industry Waste Minimization Towards Profitability												
EG019	Critical Factors in Substation Design												
EG020	Electrical Power Distribution System		16&17					20&21					7&8
EG026	Sistem Bekalan Elektrik, Pengagihan & Pemasang Sistem Kabel <i>(Bahasa Melayu)</i>		25&26			20&21				7&8			

EG032	Practical Understanding & Designs of Centrifugal Pumps												
EG037	Earthing					25&26					12 & 13	18&19	
EG038	Electrical Load Estimation												
EG041	A Practical Course in Air Conditioning System Design				16&17			13&14				9&10	
EG043	Industrial Approaches to Fire Safety Engineering Practices							17&18					
EG044	Power Electronics, Electrical Motor Drives & Power Quality												
EG045	Reliability Centered Maintenance (also available in BM)												
	PUMP & COMPRESSOR T/SHOOTING												8&9
EG047	Pump & Cooling Towers - Application & Maintenance							22&23			26&27		
EG052	Electrical Safety												
EG055	Power Quality Problems & Solutions												
EG056	Fire Protection Systems												
EG057	Advances in Power System Operation, Control & Protection								10&11				
EG060	Electrical Installation												
EG061	Substation Insulation Coordination												
EG062	Power Transformer												
EG064	Air-Conditioning for Non Air-Conditioning Engineers				16&17		13&14						
EG068	Fire Safety (Protection & Risk Management)												
EG071	Pendawaian Elektrik							24&25		2&3			
EG074	Energy Efficiency												
	Energy Saving							17&18					
EG076	Rekabentuk Sistem Pembumian (Bahasa Melayu)					23&24		15&16					
EG077	Fundamentals of HVAC		7&8					25&26					
EG078	HVAC for Industrial Facilities												
EG079	Hydraulics					22&23							
EG081	Refrigeration System - Maintenance & Troubleshooting												
EG082	Chillers - Principles, Operations & Maintenance												
EG083	Current Trends in MSW Management												
EG084	Bekalan Kuasa untuk Industri & Bangunan Komersial												
EG086	Electrical Drawings & Schematics for Servicing & Troubleshooting Facility and Industrial Electrical Systems					2&3			1&2			18&19	
EG088	Theories and Applications of Fire Protection and Safety Design Systems												
EG089	Senggaraan Berkesan untuk Sistem Penyjukan dan Penyamanan Udara		19&20										
EG090	Plant Reliability and Maintenance Strategy												
	PLANT ROTARY EQUIPMENT									12&13			
EG094	Air-Conditioning and Mechanical Ventilation			18&19				22&23					
EG095	Keselamatan Elektrik							27&28		12&13			
EG098	Fundamental of Ventilation in Smoke Control Management				16&17								
EG101	Energy Management		12&13										
FE001	Power Cables and Switchgear									3rd-6th			
FE002	Transformers Workshop					22&23				3rd-6th			
FE003	Power Quality							3&4					
FE004	Lightning Protection							22&23					
	<b>CIVIL</b>	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
EG034	Structural Analysis & Design for Non Structural Professionals												
	<b>MAINTENANCE</b>	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
EG059	Advances in Maintenance Planning, Maintenance Control & Feedback					18&19							
	CONVENTIONAL MAINTENANCE (BM)								4th-6th				
EG072	Total Productive Maintenance												
EG073	Municipal Waste												
EG087	AC Variable Speed Drives: Principle, Sizing, Troubleshooting and Applications				11&12			6&7					
	<b>MECHANICAL</b>	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
ME001	The Theory, Design, Operations and Maintenance of Air Compressors										12&13		
ME002	Facilities Management for Plant Engineers in a Manufacturing Environment										21&22		
ME003	Managing and Controlling Cost of Design											9&10	
ME004	Practical Balancing, Alignment and Condition Monitoring of Rotating Equipment							10&11					
ME005	Practical Mechanical Drives (Belts, Chains and Gears) for Engineers and Technicians							22&23					
ME006	Process Plant Layout and Piping Design								27&28				
ME007	Best Practices in Reliability Centered Maintenance (RCM)									12&13			

# BUSINESS/MANAGEMENT

CODE	COURSE TITLE	DATES AVAILABLE						DATES AVAILABLE					
		jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
	<b>PROJECT</b>												
MG001	Introduction to Project Management												
MG063	Construction Insurance												
MG071	Effective Constructions Contract Management & Negotiation												
MG159	Pengurusan Projek												
EG024	Engineering Project Management - A Practical Approach including Microsoft Project Tool												
EG025	Construction Project Management												
EG070	Project Planning & Scheduling for Engineers Workshop												
PJ001	Practical Project Management for Mechanical, Electrical and Instrumentation Engineers							13&14					
	<b>BUSINESS</b>												
MG006	Mastering Decision Making												
MG011	Effective Business Writing & Communication Skills	5&6				4&5							
MG022	Motivating Employee for Higher Productivity												
MG023	Strategic Management & Competitive Strategies in Challenging Times												
MG024	Effective Presentation Skills												
MG029	Business English												
MG037	7 Leadership Skills of Highly Effective Supervisors & Managers	19&20				20&21							
MG042	Trouble Shooting Process, Problem Solving and Decision Making												
MG043	Penyelia Teknikal			18&19									
MG046	Negotiation & Conflict Resolution for Business												
MG050	Resolution Owner - Handling Complaints & Conflicts Professionally												
MG052	Berjaya Sebagai Seorang Penyelia dan Ketua Pasukan			4&5		8&9							
MG055	Technical Report Writing					4&5		22&23					
MG068	Management Skills That Matter for Highly Performing Professionals												
MG084	Director's Duties & Liabilities - Companies (Amended) Act 2007												
MG085	Six Sigma												
MG091	Improving Your Skills in Speaking & Writing English												
MG100	Pengurusan Masa	12&13				13&14			9&10				
MG102	Telecommunication (Wymax)												
MG103	Managing Business Risk												
MG106	Effective Technical Specification Writing												
MG115	Act FAST in the Fast-Changing Business												
MG122	Membuka Satu Pasaran yang Tiada Pesaing (Blue Ocean Strategy) (Bahasa Melayu)												
MG129	The Secret of Positive Thinking												
MG130	Leadership & Motivation Techniques		23&24										
MG131	How to Communicate Efficiently			25&26									
MG139	Professional Business English Writing & Communication		23&24			27&28							
MG140	Effective Scientific, Technical Writing & Communication												
MG155	Creative Problem Solving & Decision Making					6&7			14&15				
BU001	Strategic Planning, Budgeting & Forecasting												
BU002	Building a World Class Finance Function												
BU003	Time Management and Organization Skills												
BU004	Biofuels: Development & Opportunity - An end to the energy crisis												
BU005	Project Risk Management												
BU006	Asset Economics												
BU007	Mergers & Acquisition				8&9	29&30		10&11					
BU008	Corporate Strategy Workshop												
BU009	Developing Competitive Business Operations in an International Environment												
BU010	Branding Workshop												
BU011	Implementing Beyond Budgeting & Rolling Forecasts								5&6				
BU012	Practical Business English for Work												
BU013	Carbon Trading - Pollution Quotas & Climate Change												
BU014	Processes and Procedures-The Core of Effective Operations												
BU015	5s Improvement	12&13				18&19							
BU016	7 Steps to Success Motivation					6&7			2&3				
BU017	Presentation Skills			10&11				20&21					



MG117	Power of Workplace Coaching & Counselling												
MG136	Training Needs Analysis					20&21					1&2		
MG137	Advanced Training Needs Analysis Strategies			25&26				20&21					
MG138	Coaching & Mentoring			16&17									
MG146	Managing Incompetence at the Workplace - Corrective & Legal Approach							29&30					
MG152	Effective Payroll Administration Techniques							15&16					
MG154	Creating a Total Rewards Strategy for Retention of Talents within your organization												
MG162	Menguasai Pemikiran dan Budaya Kerja Cemerlang	19&20				18&19					1&2		
MG165	Pembentukan Personaliti Pengurus & Penyelia yang Cemerlang		23&24		20&21		3&4						
MG168	Personal Compass												
MG169	Train the Trainers			16&17				8&9					
MG170	Change Management												
MG172	Performance Management System - Balance Scorecard & KPI				1&2			3&4					
MG173	Kursus Pengisian Persaraan untuk Bakal Pesara												
MG198	Evaluating Training Programs & Return On Investment (ROI)	14&15						13&14					
MG201	Coaching, Counselling & Mentoring				29&30			26&27					
HR001	Handwriting Analysis for Recruiting New Employees			23&24				22&23					
HR002	Positive Work Attitude					11&12							
HR003	Industrial Relations Workshop	19&20				25&26							
HR004	Domestic Enquiry	12&13				6&7							
HR005	Employee Retention				6&7			19&20					
HR006	HRM Skills for Non HR Manager			25&26									
HR007	Competencies for HR Managers				6&7								
HR008	Training Needs Analysis		23&24				3&4						
HR009	Developing & Recruiting People	21&22				18&19							
HR010	Employment Act 1955 and Domestic Inquiry - Applications and Implications					11&12							
HR011	HR Documentations and SOP - Design, Develop and Effective Implementation			11&12				22&23					
HR012	HR Policies & Employee Handbook - Design, develop & Effective Implementation				8&9			5&6					
HR013	The Practicality of Recruitment and Talent Management					27&28			16&17				
HR014	Competency Mapping in Training Needs Analysis					18&19							
HR015	Termination due to Retrenchment, Redundancy and Misconduct				22&23			29&30					
HR016	Employee Relations						15&16						
HR017	Pendidikan, Pencegahan dan Pembasmian Gangguan Seksual di Tempat Kerja					13&14		3&4					
HR018	Akta Kerja 1955 & Peraturan-Peraturan dan Perintah							10&11			9&10		
HR019	Menangani Kakitangan Bermasalah						24&25				7&8		
HR020	Handling Discipline at work							6&7					
	<b>ADMIN/CLERICAL</b>	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec
MG051	Clerical Development for Admin Staff		16&17				22&23						
MG060	Teknik Pengurusan Fail & Rekod yang Efektif		10&11				29&30						
MG065	Statistical Process Control (SPC)												
MG067	Professional Office Management Skills												
MG081	Effective Ways of Debt Collection by Telephone												
MG089	Pentadbiran Pejabat & Rekod serta Pengendalian Mesyuarat yang Efisien			16&17		27&28							
MG095	Managing Office Records & Files Effectively	15&16			6&7								
MG101	Teknik Pengurusan Perkhidmatan Pelanggan yang Cemerlang			11&12				13&14					
MG151	Telephone Techniques & Effective Communication Skills				15&16			5&6					
MG178	Communication Workshop: SPEAK UP!				27&28			24&25					
MG179	RISE UP! Escalate Your Potential...			23&24				27&28					
MG180	Public Speaking Workshop: YOU'RE ON!					27&28		6&7		16&17			
MG181	Customer Service Workshop: STEP UP!		11&12				15&16						
MG182	Effective Note Taking & Writing Skills						15&16						
MG184	Grammar and Conversational Course for Clerical & Junior Executives				22&23			12&13					
MG185	Grammar - Back to Basics					11&12							
MG197	Effective and Streetwise Skills to Enhance Your Administrative or Secretary Career		11&12				3&4						
MG191	Invest Techniques for Customer Service (The ASK)	14&15											
MG199	Facilitation & Managing Meeting Skills		18&19					10&11					
MG200	Towards Secretarial Excellent				20&21								
MG204	"You Are On Stage" (Public Speaking)			18&19	22&23			13&14					
MG205	Interpersonal Skills					6&7							
MG207	Customer Service Skills(Telephone Intensive Environment)			4&5				27&28					



MG166	Finance for Non-Finance													
MG167	Interpretation of Financial Reporting Standards (FRS or MASB)			23&24				29&30						
FI001	Accounting for Non-Accounting Staff								24&25			16&17		
FI002	Understanding & Analyzing Financial Statements for Managers									29&30			7&8	
FI003	Handling Full Set of Accounts					27&28				22&23				
FI004	Implementing Effective Internal Audit Strategies													
FI005	Internal Control Over Financial Reporting													
FI006	Foreign Exchange													
FI007	Interpreting Financial Statements: Ratio Analysis & Financial Performance													
FI008	Analysis and Interpretation of Financial Statements													
FI009	Kemahiran Perakaunan Tahap 1													
FI010	Financial Skills for Sales and Marketing Personnel			11&12				10&11						
FI011	Financial Modeling with Excel					23-26				27-30				
FI012	Understanding Derivatives - Forwards, Futures, Swaps & Options													
FI013	Proactive Internal Auditing			14&15				13&14						
	ASSET LIABILITY									17&18	15&16			
FI014	Effective Budgeting			12&13				25&26						
FI015	Preparation of Consolidated Financial Statements							4&5			9&10			
FI016	Overview of Managerial Accounting			18&19				15&16						
FI017	Effective Book Keeping Skills									12&13			4&5	
FI018	Advanced IFRS						2&3							
FI019	IFRS Master Class						6&7							
	<b>LOGISTIC/PROCUREMENT</b>	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	
MG013	Managing International Trade, Shipping Document. & Procedures													
MG027	Effective role as A Production/Factory Manager													
MG028	Effective Store/Warehouse & Inventory Management Techniques			21&22			27&28							
MG056	International Trade-Supply Chain Management & Freight Forwarding													
MG057	Developing Purchasing Skills for Supply Chain Efficiency													
MG073	Store Security & Loss Prevention													
MG104	Managing Incoterms, Shipping Document & Trade Payment					8&9				19&20				
MG107	Pengurusan Inventori & Stor													
MG145	Effective Logistic Management			14&15			27&28							
MG147	Integrated Material Management in Supply Chain							8&9						
MG148	Stock Inventory & Control				4&5				1&2					
LW001	Supply Chain and Logistics Management								15&16					
LW002	Effective Stock Control & Warehouse Management					6&7				10&11				
LW003	Pengurusan Stor			16&17	25&26			15&16						
LW004	Production Planning & Control								15&16					
LW005	Supply Chain Management (SCM)													
LW006	Integrated Logistics Support							15&16						
LW007	Import and Export Management			23&24				10&11						
LW008	Purchasing System & Management				30&31				29&30					
LW009	Cost Effective Warehouse Management						11&12			9&10				
LW010	Effective Communication at Workplace (Shipping & Logistics Industry)					29&30				26&27				
	<b>QUALITY</b>	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	
MG077	Achieving Zero Defects through Poka Yoke									7&8				
MG088	7 QC Tools													
MG097	Root Cause Analysis & Problem Solving Skills			19&20			4&5							
MG121	Total Quality Management (TQM)													
MG125	KAIZEN Techniques (Continuous Improvement)													
MG126	5S Principles & Implementations													
MG128	Quality Control Circle (QCC) - Fundamental Team Concept for Productivity Improvement													
MG141	Failure Mode Effect Analysis (FMEA) - Best Practices & Process Control Plan													
MG142	Process Improvement: Basic Design of Experiment (DOE)				23&24			8&9						
MG202	QCC for Top Management						25&26			16&17				
MG210	Dimensions of Decision Making													
QU001	Managing Quality & Productivity Improvement in an Organization				30&31				29&30					
QU002	FMEA-Failure Mode Analysis Effects						1&2							
QU003	Effective Industrial Housekeeping (5s)				30			13						
	<b>SAFETY, HEALTH, ENVIRONMENTAL</b>	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	



