# CATALOGUE
## Training & Short Courses

UNIMAS
UNIVERSITI MALAYSIA SARAWAK
BUSINESS SCHOOL

PROCEL
Professional Continuous Excellent Learning

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# About UNIMAS Business School (UBS)

UNIMAS Business School (UBS) has started its operation on January 2016 to continue UNIMAS legacy as one of the best public universities in Malaysia. Professional Continuous Excellent Learning (ProCEL) unit develops and produces talents and leaders in the area of Business, Economy, Finance, Business Administration, Engineering, Science, Communication, Art, Medicine, and Information Technology. UBS provide a wide range training opportunity designed to sharpen knowledge and skills, from short courses of specific training programmes to Professional and Executive level in upskilling working professionals and practitioners in the region.

All of our contemporary, value added, solution focused programmes (Public or In-house for groups and teams) are tailored and designed to meet your needs and specific requirements.

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# Digital Economy & IR 4.0

## DEIR1: Digital Economy

### Overview

This programme provides a study on the theories and practices of the emergence digital economy. The participants will be exposed to issues of technologies and infrastructure, digital transformation, innovation, and strategy in the digital economy. Case studies and demonstration of technologies employed globally will be used to sensitize participants' awareness of Digital Economy.

### Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Technology Department/ Strategy Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 5 days

## DEIR2: Internet of Things (IOT) Overview

### Overview

This programme considers how emerging technologies will impact on brand engagement, marketing and product development. It also gives marketers the tools and techniques to understand, plan and deliver strategies to optimize for this new landscape. The programme takes a practical hands on approach, looking at specific IoT technologies and brand examples, to help you plan and create strategies and tactics for your own organization.

### Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 5 days

## DEIR3: Introductory Data Analytics for Managers

### Overview

The programme covers several topics in data analytics with the objective to improve managers' basics data science skills and apply their knowledge of data analytics techniques in current big data era.

### Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Marketing Department/ Business Development Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

## DEIR4: Practical Data Mining

### Overview

This non-technical data analytics programme will help the participants in understanding the concept of data mining and its applications. This programme will cover well-known machine learnings techniques that are used in data analytics. The participants are trained with various effective data mining tools with which they can put into practice to solve simple data mining problems upon completing the programme.

### Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Marketing Department/ Business Development Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR5: Python Programming for Everyone

**Overview**

This non-technical data analytics programme will help the participants in understanding the concept of data mining and its applications. This programme will cover well known machine learnings techniques that are used in data analytics. The participants are trained with various effective data mining tools with which they can put into practice to solve simple data mining problems upon completing the programme.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Marketing Department/ Business Development Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 5 days

# DEIR6: Scratch Programming

**Overview**

This programme aims to teach kids to create computer programs with they can make objects move, danced and maybe fly using Scratch, a visual programming language created by MIT. Participants will learn programming fundamentals like loops, events, and objects.

**Target Participants**

- Primary/ Secondary School Students.

**Duration:** 5 days

# DEIR7: The Formula to Create an Awesome And Dynamic Website: Using PHP And MySQL

**Overview**

This programme provides an introductory training to design and develop a dynamic and database-driven web pages using PHP. PHP and MySQL are incredibly powerful open source technologies that allow people to create dynamic websites and apps that go way beyond basic HTML. The participants will learn the basics of PHP (including data types, variables, logical expressions, loops, and functions), understand how to connect PHP to a MySQL database, and gain experience developing a complete web application.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Marketing Department/ Business Development Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 5 days

# DEIR8: Introduction to Industry 4.0

**Overview**

Introduction to Industry 4.0 is a program designed to introduce to the participants about the key design principles and components of the new revolution, its key challenges and the new potential opportunities for the entire value chain of the implementation.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Marketing Department/ Business Development Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 day

# DEIR9: Internet of Things (IOT): Introduction to Understand and Designing IOT System

**Key Learning Outcome:**

At the end of the programme, participants will be able

- To construct an Arduino basic circuit.
- To program and compile various tasks and applications using ARDUINO.
- To provide participants with the knowledge to construct their own embedded system.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR10: ARDUINO - Programming Electronics

**Overview**

At the end of the programme, participants will be able to

- interface sensors to a microcontroller
- connect the microcontroller to the internet
- monitor or control devices at home or elsewhere.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR11: Solar PV Installation

**Overview**

The aim of the workshop is to expose the participants with knowledge of Solar PV System and design concept. The participants by the end of the workshop must be able to apply the knowledge gained from the workshop to practically design the Solar PV System.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Engineering Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR12: Social Media Marketing

**Overview**

This program is a basic, practical program aimed at giving exposure to the use of Facebook Page in business. This program targets small traders, rural industries, students or those who want to start an online business. The modules for this program are specially designed for participants to build Facebook Page business products, copy writing techniques and the use of advertising functionality on Facebook. Participants are expected to produce a Facebook Page of business products as well as effective marketing strategies to attract consumers and build a consumer community.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Digital Marketing Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR13: Game Art and Design

### Description

With a focus on the art of gameplay design and the creation of game characters, assets, environment and props, this programme provides a specific training in visual aesthetics, game mechanics and dynamics as well as design development and in basic game engines.

### Target Participants

- Business Owner/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 5 days + 1-day assessment

# DEIR14: Digital Branding

### Overview

This program provides an introductory training to plan and design digital marketing strategy. In addition, participants will also learn how to increase brand engagement through the creation and distribution of content using an owned digital channel approach.

### Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Digital Marketing Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days + 1-day assessment

# DEIR15: Strategic Brand Management

### Overview

This programme aims to provide participants with concepts and techniques about sustainable brand strategy. Besides, participants will also learn how to examine product/brand management decisions and investigate the strategies and tactics to build, measure and manage brand equity.

### Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Product Development Department/ Branding Department/ Strategy Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 4 days + 1-day assessment

# DEIR16: Social Media Strategy

### Overview

This programme will enable participants to learn to create a results-driven social media strategy that's effective, measurable, accountable and contributes to the long-term success of their business. Participants will also learn social media landscape, build a long and short term social media plan that aligns to business objectives, understand the importance of content, social listening, influencers and communities and also learn about social media metrics and build their social media KPIs and finally plan for the social business.

### Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Digital Marketing Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days + 1 day assessment

# DEIR17: Company's Brand Ambassador- How to Market Yourself

### Overview

This programme will help participants to develop their capacity to reflect on their strengths and weaknesses and increase their knowledge of credentials (the skills and capabilities they have built during their life and career). In addition, participants will be trained to explore their successes and what success means to them.

### Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Corporate Communications Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# DEIR18: Online Business Start-Up

## Overview

This workshop will introduce participants' on how to start an online business. The hands on sessions will expose the participants with some relevant skills in creating online store, and using affordable, third-party software that can be easily purchased and acquired.

## Target Participants

- Manager/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 day

# DEIR19: Corporate Branding: Digital Public Relation Strategy

## Overview

Digital public relations (PR) is a fast-growing field in which firms manage their digital reputation. This programme will provide an overview of the public relations field, emphasizing the strategic role of PR management in digital sphere. This programme aims to provide knowledge, understanding and skills in digital public relations. Besides, participants will also be exposed about practical and transferable skills that can be used for public relation purposes especially with specialization on digital media.

## Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Public Relation Department/ Corporate Affairs Department/ Branding Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# DEIR20: Entrepreneurship in The Era Of Sarawak Digital Economy

## Overview

This programme provides an introductory training to Digital Entrepreneurship.

## Target Participants

- Manager/ Executive/ Business Owner/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 5 days + 1-day assessment

# DEIR21: Web Design for Beginners

## Overview

This programme provides an introductory training to design and develop a website for various purpose.

## Target Participants

- Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 5 days + 1-day assessment

# DEIR22: Multimedia Design for Non-Designers

## Overview

This programme provides an introductory training to design video and animation for various purpose.

## Target Participants

- Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 5 days + 1-day assessment

# DEIR23: Mind Mapping Using Web-Based Tools

### Overview

This programme provides a training on how to create a mind map using various online tools.

### Target Participants

- Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

Duration: 3 days

# DEIR24: Business Digitization in The Era Of Industrial Revolution 4.0

### Overview

This programme provides a training on how to convert your old, manual business process into a new and automated digitization process.

### Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Business Process Department/ Individual interested to enhance their personal knowledge and skills.

Duration: 3 days

# DEIR25: Digital Crime: How to Create A Cyber-Safe Organization

### Overview

This programme provides a training on how to make sure that your organization is free from cyber threats.

### Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Security Department/ Individual interested to enhance their personal knowledge and skills.

Duration: 3 days

# DEIR26: How to Create A Strong Brand In The Era Of Digital Economy

### Overview

This programme provides a training on how to analyse, create and build solid branding, online and offline.

### Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Digital Marketing Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

Duration: 3 days

# DEIR27: Effective Customer Service in The Era Of Digital Economy

### Overview

This programme provides a training on how to deliver effective customer service for your client using digital online tools.

### Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Customer Service Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

Duration: 3 days

# DEIR28: How to Become An Effective Manager In The Era Of Digital Technology

## Overview

This programme provides a training on how to write effective e-mails and other business-related documents using free web 2.0 tools such as Google Docs.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR29: Effective Marketing Techniques for Millennials Generation Of Customers

## Description

This programme provides a training on how to prepare, plan and execute impactful marketing strategy specially to attract the new generation of Gen-Y and –Z.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR30: Introduction to Big Data and Data Science for Nontechnical Personnel

## Overview

This programme provides a training on how to use tools related to big data and data science to achieve your organizational goal.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR31: Introduction to Illustrator for Non-Designer

## Overview

This programme provides a training on how to use Illustrator to wow your target audience.

## Target Participants

- Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR32: Introduction to Photoshop For Non-Designer

## Overview

This programme provides a training on how to use Photoshop to wow your target audience.

## Target Participants

- Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR33: Introduction to Mobile Marketing

**Overview**

This programme provides a training on how to fully utilize mobile platform to market your product and services.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR34: Design and Deliver Effective Message Using Infographics

**Overview**

This programme provides a training on how to design and deliver effective business message using impactful infographics.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR35: Advanced Web Design Using CSS3

**Overview**

This programme provides a training on how to design advanced web content using CSS3.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR36: Landing Page and Search Engine Optimization (SEO)

**Overview**

This programme provides a training on how to create a perfect landing page and improve site popularity using SEO.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR37: HTML, CSS And JavaScript for Mobile App Development

**Overview**

This programme provides a training on how to code HTML, CSS and Javascript to develop mobile apps.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR38: 3SModelling Using Sketchup

**Overview**

This programme provides a training on how to create 3D models using SketchUp too.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR39: Digital Personal Branding

**Overview**

This programme provides a training on how to create a strong personal digital brand using various tools such as LinkedIn.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Corporate Communications Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR40: Basic Game Design Using HTML5

**Overview**

This programme provides a training on how to design and develop basic game using HTML5.

**Target Participants**

- Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR41: Professional Blogging Using WORDPRESS

**Overview**

This programme provides a training on how to become a professional blogger using WORDPRESS.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR42: HTML5 Programming with JavaScript

**Overview**

This programme provides a training on how to code HTML5 and Javascript.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR43: Effective Writing Skills Using Web 2.0 Tools

**Overview**

This programme provides a training on how to write effective e-mails and other business-related documents using free web 2.0 tools such as Google Docs.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR44: Digital Ethics in The Workplace

**Overview**

This programme provides a training on how to become an ethical worker, especially in this era of digital technology.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR45: Time Management & Productivity Using Mobile and WEB 2.0 App

**Overview**

This programme provides a training on how to manage your time and turn yourself into a productive worker, using current online collaborative tools.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Sales Department/Administration Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR46: How to Become A Creative Thinker Using WEB 2.0 Tools

**Overview**

This programme provides a training on how to turn yourself into a creative thinker, but this time using web 2.0 tools.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Sales Department/ Administration Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR47: Decision-Making & Problem-Solving Techniques Using WEB 2.0 Tools

**Overview**

This programme provides a training on how to make correct decision and solve organizational problems using various collaborative online tools.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Sales Department/ Administration Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR48: Effective Digital Communication in Your Office Environment

**Overview**

This programme provides a training on how to communicate effectively using e-mail, social media and other digital media for a trouble-free office environment.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Sales Department/ Administration Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR49: Creating Your Online Blogshop And Start Selling

**Overview**

This programme provides a training on how to design and develop a basic online marketing presence using blogshop system.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Sales Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3days

# DEIR50: Effective Copywriting and Business Storytelling

**Overview**

This programme provides a training on how to write effective sales letters and promotional documents using storytelling technique.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Sales Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR51: Effective Social Media Marketing

**Overview**

This programme provides a training on how to use social media tools to achieve effective product and service marketing.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department/ Sales Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# DEIR52: Image Processing Using MATLAB

**Overview**

Understand the basics of image processing and shall be in a position to confidently use MATLAB's image processing toolbox to solve their respective problems.

**Target Participants**

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Technology Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# Science and Technology

## ST1: Chemical Laboratory Management Workshop

**Overview**

Chemical lab is a place where chemical reactions and analyses are conducted. The lab can be highly hazardous if without a proper management. Moreover, it is noticeable that the chemicals tend to be wasted more and the analytical instruments tend to be broken faster in those lab without proper management. Thus, it is essential to increase the knowledge and awareness of proper chemical laboratory management for those employees who are working in the chemical lab every day.

**Learning Outcomes:**

At the end of the workshop, the participants are able to
- Increase the knowledge and awareness of chemical laboratory management.
- Identify potential hazardous present in the lab.
- Know the correct way in preparing reagents, conducting chemical reactions and analyses.
- Perform simple emergency procedures when any accidents in the lab.

**Target Participants**

Laboratory officers and employees from laboratories.

**Duration:** 2 days

## ST2: Research Culture Training

**Overview**

The workshop-styled 2-days programme covers core and related matters in research for the sciences and arts. It includes research method, critical thinking skills, research writing, ethics, and publication culture. Hands-on training session on research writing is also included.

This programme provides a comprehensive training on research culture suitable for professionals and academics who intend to be active in the arena of research.

**Target Participants**

- Research officers in private and government agencies, academics in private and government universities/college /polytechnics, and any individuals in private or public sectors interested to be trained in research. Bachelor degree and above.

**Duration:** 2 days

# ST3: Wildlife Sampling Technique Workshop

## Overview

This wildlife sampling workshop has been designed to provide basic and extensive disclosure of fieldwork techniques and analysis types in ecological studies using data from the field. Each workshop participant will be given a clear emphasis and exposure to field work elements such as different pitfalls techniques, types of data that can be used to answer ecologically related questions (eg diversity of species and species distribution). The workshop is also expected to provide basic exposure to the following topics: animal behavioural ecology, population ecology, community ecology and ecological ecology especially for animals from tropical rainforests when discussing a particular animal group. This workshop will provide an opportunity for all researchers and students, especially from the field of zoology to mastering in zoological field techniques

## Learning Outcomes:

- Explore and learn the correct way in wildlife trapping methods
- Understanding the variety of zoological field such as animal behavioural ecology, population ecology, community ecology and ecosystem ecology.

## Target Participants

- Postgraduate, wildlife officer, park warden, forest ranger, science or research officer and also freelance scientist.

**Duration**: 3 days

# ST4: Water Sampling and Water Quality Analysis Workshop

## Overview

This programme are to develop competence to the environmental officers who are dealing with water sampling and water analysis in their daily routine works; and to build the confidence to the environmental officers when they handling the water sampling and water analysis.

## Learning Outcomes:

At the end of the workshop, the participants are able to
- define the water quality of fresh water samples.
- identify water sampling locations of a river.
- conduct water sampling and simple water quality analysis.
- interpret water quality results

## Target Participants

- Environmental officers from government and private companies.

**Duration**: 2 days

# ST5: Aquaponics

## Overview

This program provides theoretical and practical knowledge in aquaponics. It is a comprehensive knowledge in aquaponics covering the overview of the discipline, insights on the interaction of the multi-trophic culture, selection of plant and fish species for aquaponics, aquaponics types and review of current aquaponics technology, construction, piping and treatment system, and maintenance of aquaponics system. In addition, this program put emphasis on the hands on activities which include material selection, piping, fish and plant selection, water quality monitoring, acclimatization procedure, fish and plant growth monitoring, and system maintenance. The aim of the program is to expose participant with knowledge and design concept of aquaponics system.

## Learning Outcomes:

At the end of the program, participant should be able to;

- explain basic components of a basic aquaponics system
- distinguish the suitability of fish and plant species in accordance to the aquaponics system
- construct a complete fully-functional lab-scale aquaponics system
- appraise the economic potential generated from the utilization of aquaponics system

## Target Participants

- SPM leavers, university graduates and public who are interested in aquaponics.

**Duration**: 2 days

# ST6: SOW Nature Observation

## Overview

In collaboration with NGO, Society of Wilderness Sarawak (SOW), this short nature observation course will introduce the skill and technique of nature observation. Course content includes nature observations and night-time observation experiences, methods, observation principles and equipment, nature observation notes, introductions to tropical rainforests. A total of eight classes, including indoor classes and outdoor classes. This introductory course will be conducted in mandarin language by experienced instructor from SOW Sarawak. The participant is expected to learn observation and recording skill, natural flora and fauna species identification and lastly sharing of observation results.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ R&D Department/ individual interested to enhance their personal knowledge and skills.

**Duration**: 8 sessions (2hrs per session)

# ST7: Food Safety & Quality

## Overview

This programme comprises of lectures and hands-on sessions in the field of food safety. The major topics discussed are microorganisms involved in foodborne disease and outbreaks, isolation and identification of foodborne microbes, food spoilage, food adulteration and GMO in foods. The participants will also under-take hands-on sessions that are commonly employed in food microbiology laboratory using conventional and molecular methods.

## Learning Outcomes:

- Define food safety and quality.
- Identify hazards and sources of food safety.
- Describe assessment and biological monitoring of food quality.
- Acquire knowledge on legislation in food safety and preventative quality assurance.
- Develop an understanding on conventional and molecular methods used in isolation and identification / detection of foodborne microbes.

## Target Participants

- Research officers in private and government agencies, academics in private and government universities/college /polytechnics, and any individuals in private or public sectors interested to be trained in research. Bachelor's degree & above.

**Duration:** 2 days

# ST11: Kursus Asas Penanaman Cendawan Tiram

## Overview

Penanaman cendawan merupakan satu perusahaan yang boleh menjana pendapatan. Secara amnya cendawan tidak memerlukan penggunaan tanah sebagai medium penanaman. Bahan buangan iaitu habuk kayu merupakan bahan utama. Untuk permulaan, aktiviti penanaman cendawan boleh dilakukan di kawasan yang kecil sahaja. Walaupun penanaman cendawan tidak memerlukan modal yang besar serta tanah yang luas, namun kemahiran dan teknik yang khusus amat diperlukan kerana kegagalan atau kejayaan projek tersebut adalah bergantung kepada kemahiran dan teknik penyediaan, penjagaan dan mengutip hasil.

Kursus ini menekankan lebih kepada teori asas dan juga latihan praktikal berkaitan dengan penanaman cendawan tiram. Untuk memantapkan lagi pengetahuan, para peserta akan dibawa melawat pengusaha cendawan untuk memberikan pengalaman yang lebih dekat tentang keadaan sebenar berkaitan dengan penanaman cendawan.

Para peserta akan didedahkan kepada proses-proses untuk menanam cendawan bermula daripada proses penyediaan beg cendawan, mengukus, menyuntik benih, pengeraman dan memetik hasil cendawan.

Setelah mengikuti kursus ini, peserta akan mendapat kemahiran asas untuk memulakan dan menguruskan projek penanaman cendawan

## Learning Outcomes:

- Menjelaskan proses-proses yang dilakukan dalam penanaman cendawan tiram.
- Mengenalpasti masalah-masalah yang berkaitan dengan penanaman cendawan.
- Mengaplikasi cara-cara penyediaan beg cendawan tiram dan proses penyuntikan benih.

## Target Participants

- Suri rumah, Pesara, Komuniti Setempat, Pertubuhan/Kelab, Bekerja Sendiri dan Individu yang berminat.

**Duration:** 2 days

## ST12: Data Analysis Using Microsoft Excel & SPSS

### Overview

As computer technology advances, analytical techniques have evolved in leaps and bounds. Microprocessor controlled instruments are developed to allow automated analysis. As a result, a large quantity of complex data can be easily generated. Analysts are challenged with the amount of data produced, not knowing what to do with the mountains of numbers. Various software packages are continuously developed based on mathematical and statistical approaches to assist data mining and facilitating decision making processes.

Microsoft Excel is one of the most basic and user-friendly spreadsheet software programs equipped with built-in functions and statistical features that allows preliminary data exploratory. In this workshop, participants will be introduced to Microsoft Excel for data analysis using the built-in functions and statistical features. Participants will also be introduced to SPSS, a statistical analysis package for basic data analysis. The workshop involves lectures and hands-on practices.

### Learning Outcomes:

At the end of this workshop, participants will be able:

- to use the build-in and add-in functions of Microsoft Excel for data analysis;
- to use SPSS to analyze data;
- to interpret the statistical output from Microsoft Excel and SPSS.

### Target Participants

This workshop is designed for personnel involving in analysis of instrumental and analytical data, to draw statistical inference for data interpretation and decision making.

**Duration:** 2 days

# Human Resource Development

## HRD1: Managing Employee Misconduct and Non-Performance Workshop

### Overview

This training is designed to provide in-depth applied and practical skills to manage misconduct and performance issues. Misconduct and poor performance, if not managed properly, will result in costly consequences to the organization. This program will be the guide for professional and prepare them to manage the disciplinary and poor performance matters within the ambit of laws, organization practices and general well-being of the organization.

### Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Human Resource Department/ Industrial Relations Officer/ Employee Relations Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

## HRD2: Maintaining A Sound Employment Relationship: Rights and Responsibilities Of Employers And Employees Under The Malaysian Employment Legislation

### Overview

This programme will highlight the major provision of various employment legislation in Malaysia and how they affect employment relationship. Free Consultation within 3 months of attending the programme.

### Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Human Resource Department/ Industrial Relations Officer/ Employee Relations Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# HRD3: Certified Training Needs Assessor

## Overview

Needs assessment is an important first step in an organization's performance improvement. A precedent of the design and development of human resource development, human performance technology, and community-building initiatives, it is a process for examining and framing people-related problems, performance improvement opportunities, and organization-related or community-related problems and potential solutions. Needs assessment might be initiated in response to a problem or an opportunity, or be used in ongoing learning initiatives, performance improvement efforts, and organization or community development work. Needs assessment can focus on one or more individuals, on people within units or teams, on people across job functions, on a business, a government agency, or an entire community or community group and can also focus on the people related problems and improvement opportunities. This course provides participants with specific knowledge, skills and tools to conduct effective needs assessments in terms of the most appropriate approach to use given a wide array of choices.

## Target Participants

- The program is designed for officers and managers who are responsible for the training and development function of their respective organizations. Industry/Private/Public sectors

**Duration:** 5 days

**Trainer:** Farida Abdul Halim (FSKPM)

# HRD4: Excellent Supervisory Development Program

## Overview

This 2-days program will create a platform for the participants to increase their level of understanding on the competencies required as supervisors, who need to achieve results through people involvement. The program will also bring supervisors through the key and relevant components of managing people effectively.

## Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Human Resource Department/ Performance Management System Unit/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# HRD5: Media Relations Management

## Overview

This training is designed to help public relation officers/executives to achieve their potentials in managing media relations. Good media relations will get your organization's message across to the public, stakeholders and decision makers. At the same time, it contributes to the success of the organising of corporate and public events. Good relationship with the media will ensure the maximum coverage and publicity which can enhance the image and reputation of your organisation.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Public Relations Department/ Corporate Affairs Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 day

# HRD6: Management Listening Skills and Staff Problem Diagnosis

## Overview

This programme is designed to help equip managers with listening skills in the context of their management roles, specifically to diagnose staff performance issues. Mastery of listening skills can elevate supervisory effectiveness in a diverse workplace, and boost performance and workplace happiness. This programme consists of dynamic, interactive and practical sessions aimed at assisting clients to build their management listening skills to specifically address performance issues.

## Target Participants

- Executive or managers with supervisory roles.

**Duration:** 3 days

**Trainer:** Pn. Mai Sumiyati Ishak (FSKPM)

# HRD7: Basic Psychology for Entrepreneurs

## Overview

This elementary entrepreneurial psychology programme designed to inspire and young starters or beginners in business, to build powerful personal capabilities that is wealth attractive. It specifically focuses on the powerful mind-set, powerful heart, and powerful action strategies, specifically to attract, and generate wealth. Wealth, just like any other subsets of life, is an energy. It attracts certain kind of energies. What kind of energies are wealth and cash attractive? Can you build this energy? The good news is everyone can build this energy. The secrets lie in building wealthy personal powerhouse. What kind of mind attracts wealth of market? What kind of heart attracts wealth of customers? What kind of actions attract wealth?

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Human Resource Department/ Individual interested to enhance their personal knowledge and skills.

Duration: 1 day

# HRD8: Psychology of Love & Marriage "Creating Powerful Marriage & Relationships".

## Overview

This course is a jovial and up-beat course aimed at assisting you to understand the deep personal Blackbox in you and use that to establish connection for a fulfilling marriage and relationship. First, you will be brought to understand your own person as a lover and partner. You will be taught the essential building blocks of lifelong courtship – one that is fulfilling and meaningful. You will realise your own style and pattern in courtship and quickly identify points you may want to upgrade, so you and your partner could experience fulfilling marriage. You will learn effective loving and marriage strategies including the innovative Love Banks, Love languages, Techniques to Keep Family Stay as A Unit, Managing Emotional Baggage and Managing differences.

## Target Participants

- Anyone. Single or Married. Newlyweds or Old-ly weds

Duration: 1 day

Trainer: Pn. Mai Sumiyati Ishak (FSKPM)

# HRD9: Effective Digital Personality

## Overview

Digital personality is the perception of personal identity people make in their mind about us, when they come across, the digital footprints we left. In the digital world, to leave a positive impact on others, we need to first understand our Personality Blueprint. Our Personality Blueprint is made up of our vision, mission and values of life. Using personality blueprint as our digital road map when making our digital presence, we can win many hearts and minds, navigate all business possibilities and finally unlock full potential. Words are powerful. Knowing right techniques to spread them across internet makes them even more powerful.

In this course you'll learn the science behind building an impressive Digital personality, using non-verbal cues and digital body language, to capture attention of online audience.

## Target Participants

- Anyone who is utilising online platform and social media for any purpose.

Duration: 1 day

Trainer: Pn. Mai Sumiyati Ishak (FSKPM) & Aadi Gurudas.

# HRD10: Effective Coaching Skills for Businesses

## Overview

Professional Coaching empowers a person to enable his or her own learning and thinking process for growth in self awareness, responsibility and choices. Coaching facilitates change and growth in thinking and behaviour.

It is a personalised process that provides clarity on what success would look like, understanding the obstacles and barriers that get in the way of achieving it, and specific action steps to take that will lead to a positive outcome. Through active listening and powerful questioning, a coach will help the coachee maximize their potential and move toward a preferred future.

Coaching is useful for executives, managers, counsellors, psychologists or anyone, even a layman public, who wants to help others achieve their potential using proven techniques, systematic tools and processes. Coaching can help by providing much needed support and strategies for not only surviving but thriving under difficult circumstances.

## Target Participants

- Entrepreneurs. People who work in commercial outfits. Or those who want to be entrepreneurs.

Duration: 2 days

Trainer: Pn. Mai Sumiyati Ishak (FSKPM) & Aadi Gurudas.

# HRD11: Business Psychology "Smart Self Skills for Business"

## Overview

This course is a jovial and up-beat course on Smart Business Self Skills, aimed at assisting you to acquire smart self-skills important in the business world. First, you will explore your Personal Blackbox in Business. You will be brought to understand the deep personal blackbox in you that influences the way you do business. You will realise your own style and pattern in business decisions and networking. You will learn psychological characteristics that prompt one to be victims to manipulations. You will also learn Smart Mind Skills – Thinking techniques that could help you make smarter decisions. You will also learn "Smart Business Body Behaviour" where you will learn skills in observing others in your business dealings.

## Target Participants

- Entrepreneurs. People who work in commercial outfits. Or those who want to be entrepreneurs.

**Duration:** 1 day

**Trainer:** Pn. Mai Sumiyati Ishak (FSKPM)

# HRD12: SCRATCH Programme

## Overview

Fun learning programme for kids.

## Target Participants

- Primary school students age between 8-12 years' old

**Duration:** 1 day

# HRD13: Resolving Conflicts at The Workplace

## Overview

Developing effective conflict resolution skills at the workplace are an essential component to determine conducive working environment. Unresolved conflict may result in loss of productivity, lack of creativity, and create lack of cooperation and collaboration. While it is commonplace for conflict to occur in a social and organizational setting, the challenge is how one chooses to deal with it. If the conflict is concealed, avoided or ignored, it is likely that the conflict will develop into resentment, create withdrawal or cause backbiting within an organization. The ability to communicate effectively is part of the skill needed to solve conflict at the workplace. Thus, this training is designed to help supervisors, head of department and managers to manage conflicts at the workplace by using effective communication skills.

## Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Human Resource Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 day

# HRD14: Developing Organizational Career Development Systems

## Overview

This programme provides training on the techniques and strategies on how to develop and implement career development systems in organizations.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Human Resource Department/ Recruitment Unit/ Talent Management Unit/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# HRD15: Introduction to Experimental Research Designs for The Counsellors

## Overview

Experimental research is an attempt by the research to maintain control over all factors that may affect the result of an experiment. In doing this, the researcher attempts to determine or predict what may occur. Experimental research design is one of designs in counselling need to be explored and practiced. The content is mainly focussed on counsellors, psychologists, professional helpers and individuals who are involved in the research. Participants will be exposed to the introduction to the experimental design, experimental threats, and basic types of design and analysis. Before the participant ends the programme, a hand-on exercise will be showed by the facilitators.

## Target Participants

- Counselling Educators, Counselling Researcher, Counselling Trainee, Postgraduate Students in the Social Sciences, Organisational Counsellor, Individuals who are interested in experimental research design.

Duration: 2 days

# HRD16: Developing A Competency-Based Compensation System

## Overview

This programme provides training on the techniques on how to develop a compensation system based on organizationally defined competences.

## Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Human Resource Department/ Compensation & Benefit Unit/ Performance Management System Unit/ Individual interested to enhance their personal knowledge and skills.

Duration: 4 days

# HRD17: Career Coaching Skills

## Overview

This programme is an introductory training to develop the skills of career coaching.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Human Resource Department/ Recruitment Unit/ Talent Management Unit/ Individual interested to enhance their personal knowledge and skills.

Duration: 2 days

# HRD18: Certified Career Advisor

## Overview

Career advisory services play an important role in career development. Part of the services offered by career advisors include administering and interpreting assessment tests, ability to probe to get a clearer picture of client's goals and aspirations, present clients with a range of career possibilities that seem well-suited to client's interests and assist the client in putting together short-term and long-term career plans. As such, organizations employ consultants (either internal or external) to advise their employees on career paths and to provide practical alternatives to career issues. This course provides participants with specific knowledge, skills and tools to conduct effective career advisory services in terms of the most appropriate approach to use given a wide array of choices.

## Target Participants

- The program is designed for officers and managers who are responsible for the career development function of their respective organizations as well as individuals seeking certification for their career as independent career advisors.

Duration: 5 days

Trainer: Farida Abdul Halim & Mai Sumiyati Ishak (FSKPM)

# HRD19: Action Research for Successful Organisation

## Overview

This programme provides operational managers to upskilling their action research skills for the benefit of effective and efficient organizational management.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Organization Development Department/ Strategy Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# HRD20: Professional Communication at The Workplace

## Overview

This programme exposes participants with communication skills at the workplace.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# HRD21: Basic SPSS Workshop

## Overview

Program Basic SPSS Workshop is a two-days training program of SPSS to enhance the understanding of the trainees especially the beginners to learn the basics of data definition, data analysis and presentation of SPSS results.

## Target Participants

- Postgraduate students, researcher

**Duration:** 2 days

**Trainer:** Dr. Nur Fatihah Abdullah Bandar & Assc. Prof. Dr Praashanth Talwar (FSKPM)

# HRD22: SPSS Workshop: Intermediate Level

## Overview

The purpose of two-days training program of SPSS is to enhance the understanding of the participants specially to learn the intermediate stage for SPSS.

## Target Participants

- Postgraduate students, researcher

**Duration:** 2 days

**Trainer:** Dr. Nur Fatihah Abdullah Bandar & Assc. Prof. Dr Praashanth Talwar (FSKPM)

# HRD23: Certified Training Needs Assessor (CTNA)

## Overview

A training needs assessment is the best way for a company to find, and verify the need, focus, scale and target groups for training, and align them with the company strategy. The assessment will provide the company with the information about the problems that can be fixed through the introduction of training or practice and to reinforce knowledge and skills necessary for specific jobs. Also, it would provide information on what training and expertise (skills, education, and experience) will be needed when considering their future development goals.

This program is professionally certified by **International Academy of Business and Financial Management (IABFM)**

## Target Participants

- Training & Development Managers & Executives/ Human Resource Executives/ Personnel and Administration Managers & Executives/ Trainers and interested individuals

**Duration:** 5 days

# HRD24: Introduction to Japanese Business Culture

## Overview

Japanese's unique cultures and traditions have enthralled Malaysians and people throughout the world. For many years, Japan has been a major business partner with Malaysia, with many Malaysian companies dealing with their Japanese counterparts in electronics, shipping, petrochemicals, and timber sectors just to name a few. This course will teach participants communication aspects, culture, basic rules, and formalities (business etiquette) when dealing with Japanese business cycle. The understanding and awareness of Japanese business culture will break down the barrier of communication between non-native speakers, which in turn can help promote better communication and strengthen people's relationships. Join this two-day event to undercover:

1. Basic Japanese conversation
2. Japanese culture and social etiquette
3. Non-verbal communication
4. Time, place, occasion
5. Inside Japanese organizations and companies
7. Relationship, business etiquettes and manners, and negotiations

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Organization Development Department/ Strategy Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# HRD25: Time Planning & Delay Management in Schedule

## Overview

This one-day course provides hands-on training on time planning, including scheduling using Microsoft project; developing and calculation of critical path; project schedules control; detecting delays and managing contractual related issues in time management such as LAD and EOT.

## Target Participants

- Training & Development Managers & Executives/ Human Resource Executives/ Personnel and Administration Managers & Executives/ Trainers and interested individuals

**Duration:** 1 day

# HRD26: Train the Trainer

## Overview

This course is designed to meet the needs of prospective trainers who aspire to establish themselves in training endeavors which meet the international standards and practices. Participants will be exposed to fundamental training knowledge and skills crucial to effective execution of training programs. This training program also emphasizes on essential knowledge and skills applicable in diverse and multicultural settings.

## Target Participants

- The program is designed for officers and managers who are responsible for the training and development function of their respective organizations as well as any individual interested to undertake a career in training.

**Duration:** 5 days

**Trainer:** Farida Abd Halim & Mai Sumiyati Ishak (FSKPM)

Awg Ideris Awg Daud & Dr Dzulzailani Eden (FSSK)

# HRD27: Kursus Pembangunan Profesionalisme & Kemahiran Kendiri

## Overview

Kursus ini bertujuan untuk meningkatkan lagi tahap profesionalisme dan kemahiran kendiri dalam kalangan pegawai perkeranian dan operasi. Profesionalisme adalah konsep yang mempunyai pelbagai maksud dalam konteks yang berbeza. Sekiranya jangkaan tahap profesionalisme tidak diturunkan kepada pihak berkepentingan maka potensi berlakunya konflik dan kemerosotan prestasi kerja amatlah tinggi.

## Target Participants

- Government/Private sector, Non-executive levels.

**Duration:** 2 days

**Trainer:** Farida Abd Halim (FSKPM)

Awg Ideris Awg Daud & Dr Dzulzailani Eden (FSSK)

# HRD28: Kursus Peningkatan Kemahiran Daya Tahan Kendiri

## Overview

Kursus ini bertujuan untuk meningkatkan lagi tahap kemahiran daya tahan kendiri dalam kalangan pegawai perkeranian dan operasi. Perubahan kepada pesekitaran kerja adalah suatu fenomena malar terutama sekali dalam dunia yang kian mengalami perubahan sengit dari segi ekonomi, politik, teknologi dan budaya. Salah satu cara mengatasi perubahan adalah melalui daya kecekalan kendiri seseorang pekerja. Sekiranya tahap daya kecekalan kendiri tidak dipertingkatkan, maka potensi berlakunya konflik dan kemerosotan prestasi kerja amatlah tinggi.

## Target Participants

* Government/Private sector, Non-executive levels.

**Duration:** 2 days

**Trainer:** Farida Abd Halim (FSKPM)
Awg Ideris Awg Daud & Siti Haslina Hussin (FSSK)

# HRD29: Post Graduate Workshop: "Mind Preparation and research Identification" and "Powerful Literature Review"

## Overview

Every student hope for success during their post graduate studies. Your journey will be very challenging and professional guidelines and help need to be there. The workshop aims to help postgraduate students or any related parties to know about the research journey in a simpler and systematic ways. There must be the best practice and guideline to follow. In this workshop all important tips, recipes and formulas will be offered to respective participants. Students will have the opportunity to receive direct coaching from the expert. By mastering the knowledge, skills, abilities and the ingredient of being a successful student, we hope your research journey will become enjoyable and meaningful. Module 1 will focus on mental preparation and preparation of chapter 1. Module 2 will focus of systematic and effective literature review.

## Target Participants

* Postgraduate students

**Duration:** 2 days

**Trainer:** Prof. Dr. Rusli bin Ahmad (FSKPM)

# HRD30: Music Therapy

## Overview

Music therapy is the prescribed use of music to effect positive changes in the psychological, physical, cognitive, or social functioning of individuals with health or educational problems. Through musical involvement in the therapeutic context, clients' abilities are strengthened and transferred to other areas of their lives. It is good for developmental work with individuals with special needs; orientation work with elderly; rhythmic entrainment for physical rehabilitation in stroke victims. Music therapy also used in some medical hospitals, cancer centres, schools, alcohol and drug recovery programs, psychiatric hospitals, and correctional facilities.

## Target Participants

* Public (counsellor, teacher, parents)

**Duration:** 2 days

**Trainer:** Dr Merikan bin Aren (FSKPM)

# HRD31: Nurturing Computational Thinking in Primary Schools using Scratch Programming Tool.

## Overview

Scratch programming tool is an amassing platform especially designed for kids by Massachusetts Institute of Information Technology (MIT). The aim of this tool is to familiarise primary school students with computational thinking, problem solving and programming skills.

The aim of this training is to introduce this tool at the primary school level, to develop the foundations of computational thinking and encourage the student that programming is fun. At the end of this training the students will be able to solve small problems in computational style using Scratch programming tool.

## Target Participants

* Primary school students

**Duration:** 1 day

**Trainer:** Dr Rehman Ullah Khan (FSKPM)

# Health and Wellness

## W1: Total Wellness: Energize & Excel

### Overview

Employee wellness is currently in trend. It is a program offered at the workplace with the intention to improve and promote health and fitness among the employees. This programme aims for participants to eventually adopt a healthy lifestyle. We focus on finding a wholesome way of life which integrates balanced diet, fitness routine, injury prevention, healthy workplace culture and mindfulness. Living healthier creates many benefits for the company as well as individual employees. A successful employee wellness programme not only lowers the organisation's healthcare cost, it can improve your employer brand and build loyalty among current employees. Wellness programme connect people, making them more motivated to accomplish work.

### Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Human Resource Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

## W2: Management of Mild Head Injury In Adults And Paediatrics For General Practitioner

### Overview

One of the common cases seen by General Practitioners is mild head injury. It is sometimes difficult to decide if a mild head injury patient can safely be discharge with head injury advice or require a tertiary referral for further management. This unique programme is designed to equip the General Practitioners with the latest knowledge in managing mild head injury patients. Upon completion of this programme, the participants will be able to perform neurological assessment in mild head injury patients, to identify the complications following mild head injury, and to identify the indications for tertiary referral. In addition, the participants will have a hands-on session in facial and scalp wounds suturing.

### Target Participants

- Medical Practitioners/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# Business and Economy

## BE1: Islamic Economics for All

### Overview

Economics based on revealed knowledge is back in business. The recent banking and financial global crises demand for an alternative approach to managing economic resources, stability and sustainability. This short course aims to introduce the basics of Islamic Economics and its growing relevance to the daily monetary affairs of individuals, households, commercial enterprises and government agencies. The underlying idea is to open doors of opportunities to trade, invest and expand wealth prospects according to the *Shariah*. Having the right understanding, skills and tools provides one with both security and prospects to add value to wealth and increase income flow. Why not take charge of your personal finances and free yourself from the unknown? Independence is key in the era of knowledge economy we live in today.

### Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Finance Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

## BE2: Quality Customer Service

### Overview

In today's competitive environment, customers demand quality service. Therefore, managing the delivery of quality services and enhancing the quality of client services form an essential basis of any successful business. Managing quality customer service requires careful planning, implementation, monitoring, adjustment and review of customer service processes and strategies.

### Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Customer Service Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# BE3: How to Write Effective Business Plans

**Overview**

This course introduces participants with fundamental knowledge and skills related to managing small business, as well as the aspect related to entrepreneurial skills The rise in unemployment and the number of retrenched employees and an increased entrepreneurial spirit among the youth have resulted in increasingly more people needing to start their own businesses. This course provides entrepreneurs with the necessary skills and knowledge to write a business plan for a small and medium-sized venture, introducing them to the various components of a business plan and the level and extent of the information that should be included in each component.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Strategy Department/ Marketing Department/ Sales Department/ Administration Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# BE4: Accounting for Small Business Accounts

**Overview**

The course covers basic knowledge of maintaining business records and transactions. It facilitates preparing key financial report such as income statement, balance sheet, bank reconciliation and cash flow for small enterprise. Participants will use the financial information to strengthen its cash planning and control.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Finance Department/ Account Department Individual/ interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# BE5: Efficiency and Productivity Analysis

**Overview**

The course deals with some understanding of basic microeconomics and production theory. This efficiency and productivity workshop cover basic estimation technique of nonparametric modelling that are useful in economics, finance and business areas.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Finance Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# BE6: Panel Data Analysis

**Overview**

The course deals with some understanding of basic econometrics and its application to economic data. This applied panel data workshop covers basic static panel data estimations and panel time series models that are useful in economics, finance and business areas.

**Target Participants**

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Finance Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# BE7: Time Series Econometrics: Using Review 9.0

## Overview

As an academician, apart from excellent teaching, undertaking research and writing empirical paper is central for enhancing teaching, updating knowledge and of course for promotion for higher academic position in the future. Conducting a research work and ultimately publishing the work in reputable journals requires *satisfactory* application of quantitative techniques in analyzing any research issues raise in the paper.

## Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Academician/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# BE8: Finance for Non- Financial For Executives And Managers

## Overview

In today's business world, Non-Finance Managers are also called upon to make quick and accurate decisions about financial issues within their own areas. In order to make decisions that will maximize the value of organization, Managers and Executives should also understand the financial aspects of business performance. This program provides Non-Finance Managers and Executives with knowledge in financial reporting, costing and the 'know-how' of financial management tools. This workshop is experiential; it is conducted through mini lectures and visuals, analysis and case studies followed by group discussions, role play and individual participation.

## Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# BE9: Strategic Financial Planning for A Small Business

## Overview

This workshop will introduce participants' on how to start an online business. The hands on sessions will expose the participants with some relevant skills in creating online store, and using affordable, third-party software that can be easily purchased and acquired.

## Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Finance Department/ Account Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# BE10: Managing Small Business

## Overview

This course introduces participants with fundamental knowledge and skills related to managing small business, as well as the aspect related to entrepreneurial skill.

## Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

## BE11: Mastering Qualitative Research Methodology and Data Analysis With Quirkos

### Overview

This 2-day course will introduce participants to qualitative approaches and methodologies, giving you the confidence to further explore and choose qualitative methods for your own studies at graduate level. The first day will cover a basic introduction to qualitative paradigms and approaches, including an overview of common qualitative methods, and practical tips and guidance for planning, recruiting participants and recording qualitative data.

The second day will outline a variety of different approaches to analysing qualitative data and discussing which may be most suitable for particular projects. It will conclude with an interactive session on coding qualitative data using qualitative analysis software, using Quirkos as an example tool. All participants will be given an extended free trial of the Quirkos software to practice in their own research projects.

### Target Participants

- Postgraduate students/ Academician/ Researcher/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

## BE12: Pemasaran Sosial Media

### Overview

Trend pemasaran media sosial kini semakin hangat diperkatakan. Syabas kepada usahawan-usahawan di luar sana yang ingin dan telah mempraktikkan amalan perniagaan ini.

Seperti yang anda sedia maklum, pasti ada ruang dan peluang untuk mengembangkan lagi perniagaan anda di laman maya.

### Target Participants

- Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 day

# Occupational, Safety and Health

## OSH1: How to Implement An Effective Permit To Work Systems

### Overview

Permit-To-Work system is globally accepted as one of the means to control hazardous activity especially during maintenance. The permit-to work is a documented procedure that authorises certain people to carry out specific work within a specified time frame. It sets out the precautions required to complete the work safely, based on a risk assessment. This course is designed to provide delegates with an overview of a permit to work system and working knowledge of how it should have implemented and operated effectively in the workplace.

### Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ SHE/OSH Department/ Safety Committee / Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

## OSH2: Job Safety Analysis

### Overview

A job safety analysis (JSA) is a procedure which helps integrate safety and health principles and practices into a particular task or job operation. The purpose of JSA is to enable work task to be performed safely. This course is designed to provide delegates adequate knowledge and skills to perform a Job Safety Analysis (JSA) on any task in any workplace.

### Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ SHE/OSH Department/ Safety Committee / Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 day

# OSH3: Lock Out Tag Out

## Overview

Lockout-tag out (LOTO) is a safety procedure which is used in industry to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or servicing work. This course is designed to provide delegates with adequate knowledge and skills to properly use Energy Isolating Devices and the tag out labelling process to increase safety and reduce risk of accidents in the workplace.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ SHE/OSH Department/ Safety Committee / Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 day

# OSH4: Safety & Health Committee

## Overview

The Safety & Health Committee is an advisory body that helps to stimulate or raise awareness of safety and health issues in the workplace, recognizes and identifies workplace risks and develops recommendations for the employer to address these risks. They are a key element of a well-functioning workplace internal responsibility system. This course is designed to provide delegates with the adequate working knowledge & skills required to perform and discharge their responsibilities as safety committee members, as required by the Occupational Safety and Health Act 1994.

## Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ SHE/OSH Department/ Safety Committee/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# OSH5: Safety for Solar Panel Installer

## Overview

Installing solar systems is risky business. Lifting and arranging unwieldy solar panels, the potential for falls off rooftops, panels that heat up as soon as they're uncovered – these are some of the serious hazards that solar workers face. They're also subject to the risks of traditional roofing, carpentry and electrical trades – some of the most injury-prone occupations around. This course is designed to provide delegates with the adequate working knowledge & skills required to perform solar panel installation work safely.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ SHE/OSH Department/ Safety Committee/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 day

# OSH6: OSH For HR Personnel

## Overview

Human resources professionals play an important role in ensuring employee safety and health, as they know the workplace, the employees and their job demands. This course is designed to provide delegates with the adequate working knowledge & skills required for HR personnel to integrate basic principles of safety & health into their routines.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ SHE/OSH Department/ Safety Committee/ Human Resource Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 days

# OSH7: Fire Drill for School & Government Institution

### Overview

Fire drills are critical for ensuring the safety of the staff, students, customers and visitors that enter any school or government building. Practicing scheduled fire drills will help ensure building occupants have the knowledge to safely escape a fire without injuring themselves or others. This course is designed to provide delegates with the adequate working knowledge and skills to plan and perform effective fire drill that can save lives during building fire.

### Target Participants

- School Management (Private/ Government)/ Government Officer

**Duration:** 2 days

# OSH8: Scheduled Waste Management at Workplace

### Overview

Scheduled wastes are by nature very toxic and dangerous. Improper management of such wastes will lead to serious pollution of the environment and the ecosystems as well as immediate/long term impact to the human health. Managing scheduled wastes require comprehensive understanding of regulatory framework, waste properties, waste management concepts and the accepted good management practices. This unique training course which focuses on hands-on approach is in fact the only one of its kind in Malaysia.

### Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ SHE/OSH Department/ Safety Committee/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# Service Learning

## SS1: Service Learning

### Overview

Service learning is a form of experiential learning which occurs through a cycle of action and reflection as students apply what they are learning to address real community needs (Malaysia Education Blueprint 2015-2025, pg. 1-9). It can be embedded in relevant courses and can help to enhance personalised student learning experience. The students will have relevant knowledge and skills, ethics, cultural and civilisation literacy to advance them to a high-level personal well-being. Service Learning can be extended to organisations and civil servants. Service Learning can improve individual personal and civic-minded development through civic engagement projects with community. Hence, this programme can encourage students and civil servants to contribute to the harmony and betterment of the society nation and global society.

### Target Participants

- Academician/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# Fine Arts

## FA1: Clay Exploration Workshop

### Overview

This course is designed with you in mind. You will master the skills of basic techniques of making ceramic. This covers the pinching, coiling, slabbing, press-moulding and throwing techniques within TWO days of workshop. Participants will learn all the steps of making ceramic products and these products can be brought back after the workshop ends.

### Target Participants

- Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

## FA2: Basic Filmmaking for Beginner

### Overview

In this workshop you will:
1. Learn the basic of screenwriting and write a short screenplay
2. Learn basic of production: storyboard, light, sound, composition, camerawork
3. Learn to utilize their everyday devices in a productive way of working with their small cameras, smart phones and tablet to tell a story
4. Learn basic editing and edit their films
5. Present their film in group screening

### Target Participants

- Students/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

## FA3: Photography in Social Life

### Overview

The programme design for person who are manage website & media social.

### Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Digital Marketing Department/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days + 2-day practical

## FA4: Photography – Zero Hero – Simple Way to Take Photograph

### Overview

Introduction of Photography – simple way to take photograph by photographer.

### Target Participants

- Manager/ Executive/ Business Owner/ Government Officer/ Marketing Department/ Sales Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

## FA5: Photography – Zero Hero – Simple Way to Take Photograph

### Overview

Introduction of Photography – Design for youngster. (10-12 y/o)

### Target Participants

- Primary School students.

**Duration:** 2 days

# FA6: Kursus Fotografi Kreatif, Digital & Suntingan

**Overview**

Mendedahkan para peserta kepada dunia fotografi digital masa. Para peseta akan didedahkan dengan pelbagai teknik pengambaran, suntingan dan penyualan gambar secara atas talian. Peserta juga akan diberi tunjuk ajar secara hands-on dengan adanya model yang disediakan pada kursus ini nanti. Peserta akan mempelajari ilmu serta tatacara menjadi seorang jurugambar yang professional.

**Target Participants**

- Manager/ Executive/ Business Owner/ Government Officer/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# FA7: Bengkel Asas Fotografi Digital Siri 1

**Overview**

Kursus ini memberi pendedahan kepada peserta tentang asas fotografi digital menggunakan pelbagai teknik dan peralatan fotografi selain menggunakan peralatan professional. Objektif utama penganjuran kursus ini adalah untuk meningkatkan kemahiran penggunaan kamera digital dan teknik penggunaan aplikasi yang terdapat pada kamera tersebut serta cara menghasilkan gambar yang cantik dan berkualiti. Pembelajaran ini merangkumi penggunaan fokus, Bukaan Diafragma (Aperture), Kecepatan Rana (shutter speed) dan Kepekaan Film (ISO). Peserta juga akan didedahkan dengan etika-etika berkomunikasi ketika pengambaran mengikut majlis tertentu.

**Target Participants**

- Public/ Student/ Individual interested to enhance their personal photography knowledge and skills.

**Duration:** 2 days

# FA8: Character and Layout For Animation

**Overview**

This programme acquaints students to character aesthetic construction and personality application in character animation. The students will develop stylized character and digital painted layout, in the end the positioning of characters and background design in animation.

**Target Participants**

- Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 5 days + 1-day assessment

# FA9: Basic Video Editing

**Overview**

This programme provides an introductory training to basic video editing using editing Software (Premiere Pro). The students will learn more on assembling, construct, and compose the scene through various of shot and export into multiple form of video.

**Target Participants**

- Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# FA10: Basic Video making For Beginner (Let's Play with Your Camera – For Kids, Teens)

**Overview**

This programme provides basic and fundamental skills of video making using any available equipment from PreProduction, Production to Post-Production stages.

**Target Participants**

- Primary School students.

**Duration:** 3 days

# FA11: Drones: An Introduction

**Overview**

This programme aims to introduce drone/unmanned aerial vehicle (UAV) technology and the skill sets required to operate drones safely and effectively.

**Target Participants**

- Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# FA12: Solekan Eksklusif dan Kontemperari

## Overview

Makeup Artistry Programme ini merupakan kursus asas yang julung kali diadakan khususnya di bandaraya Kuching dan dikhaskan kepada mereka yang baru berkecimpung untuk menjadi juru solek profesional dan juga kepada mereka yang ingin belajar teknik-teknik solekan untuk kegunaan diri sendiri. Ramai mereka yang di luar sana yang mempunyai peralatan solek yang mahal dan terkini tetapi tidak tahu untuk menggunakan dengan secara betul dan efektif.

## Target Participants

- Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 day

# Microsoft Programmes

## MS1: Excel Elementary & Intermediate

### Overview

Microsoft Excel is an electronic spreadsheet application that allow you to track, manage, perform of calculations on and analyze any type of data. Excel is a powerful tool in helping you to keep your program organized and efficient. Course content:

- Getting started
- Create and save a workbook
- Managing Document files, Autofill, Managing Worksheet
- Formatting a Worksheet
- Calculate your data
- Functions
- Graphics
- Insert Picture and Wordart
- Charts
- Presenting & Printing

### Target Participants

- Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

## MS2: Microsoft Word (Intermediate and Advanced)

### Overview

This course provides an introductory training to use Microsoft Word.

### Target Participants

- Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# MS3: Excel Advanced

## Overview

Microsoft Excel Advanced is suitable for experienced users for Microsoft Excel. This program enables participants managed electronic spreadsheet for storing, organizing and manipulating data. Upon completion of the course, participants will be able to: -

• Manage reporting list
• Create and work with scenarios and the scenario managers
• Use a range of information function
• Create and edit a PivotChart

Prerequisite: Basic knowledge of Excel.

## Target Participants

• Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

Duration: 2 days

# MS4: Excel Dashboard & Interactive Reports

## Overview

Dashboard reports allow managers to get high-level overview of the business and help them make quick decisions. Dashboards are often called as management dashboards or information dashboards or dashboard reports. A dashboard is an interactive business tool that displays a set of PIs (performance indicators), KPIs (key performance indicators), and any other relevant information to a business user.

Prerequisite: Basic knowledge of Excel Charts, Pivot Tables, Function and Formulas.

## Target Participants

• Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

Duration: 2 days

# MS5: Workshop of Data Analysis Using Microsoft Excel

## Overview

In analytical sciences, enormous amount of data can be easily generated from the high throughput instrumentations. On routine basis, this will turn out to be a massive pool of data where data analysis process is inevitable for data mining and decision-making. There are numerous data analysis packages available in the market; Microsoft Excel is one of the most user-friendly programs with built-in functions and statistical features. More wonderfully, it is readily available in almost all computers. In this workshop, participants will learn to write spreadsheets and use statistical features of Microsoft Excel for data analysis. Participants are encouraged to bring their data for hands-on exercise.

Prerequisite: Basic knowledge of Excel Charts, Pivot Tables, Function and Formulas.

## Target Participants

• Manager/ Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

Duration: 2 days

# MS6: Microsoft Excel (Functions & Formulas)

## Overview

Upon completion of the course, participants will be able to: -
• Use Logical & Financial functions
• Apply Information Functions
• Mathematical & Statistical functions

Prerequisite: Basic knowledge of Excel.

## Target Participants

• Manager/ Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

Duration: 2 days

# MS7: Microsoft PowerPoint (Intermediate and Advanced)

## Overview

This course provides an introductory training to use Microsoft PowerPoint.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# MS8: Microsoft Excel (Intermediate and Advanced)

## Overview

This course provides an introductory training to use Microsoft Excel.

## Target Participants

- Manager/ Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 3 days

# MS9: Pivot Table

## Overview

A pivot table is interactive table that allow the user to group and summarize large amounts of data in a concise, tabular format for easier reporting and analysis.

**Prerequisite:** Basic Excel functions

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 day

# Language and Communication

## FLC1: Preparatory Malay Language Workshop for Foreign Nationals

### Overview

This two-day workshop prepares candidates for the Sijil Kecekapan Bahasa Melayu untuk Warga Asing (SKBMW) examination. SKBMW is certified by the Malaysian Examination Council and granted to foreigners to indicate their level of competency in the Malay language. The two-day workshop is held in UNIMAS, which is one of the universities chosen as a centre to conduct the examination. The modules cover four language skills, i.e. listening, speaking, reading, and writing. The participants will gain vocabulary and functional knowledge required for the examination while enhancing their Malay language proficiency. This course is suitable for foreigners with any level of Malay language proficiency.

### Target Participants

- Student/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

## FLC2: English for Front liners

### Description

This two-day course aims to strengthen participants' communicative competence in English for a variety of occupational purposes. With a focus on effective communication skills required for face-to-face communication, telephone conversations and e-mail writing in workplace settings, participants will engage with a range of interactive materials and practice using language appropriately and accurately in meaningful contexts. The course integrates listening, speaking, reading, and writing skills to ensure fluency and accuracy in English and to meet their immediate business needs. This course uses hands-on activities, which include presentations, for both individual and group tasks. The course is suitable for front-liners, young professionals, and global entrepreneurs.

### Target Participants

- Executive/ Admin Officer/ Front liners/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# FLC3: Intensive Course: English Language

## Overview

The Intensive Course in English Language (ICEL) is offered to local and international individuals who have the desire to improve their English language skills. The learning objectives, content and assessments of the course closely follow the Common European Framework of Reference for Languages (CEFR) standard. The course integrates the listening, speaking, reading and writing skills with grammar components to ensure fluency and accuracy in both spoken and written English.

The ICEL is available in four levels (A1, A2, B1 and B2) with each level covering 10 weeks (208 learning hours). The hours consist of face-to-face or in-class contact, online/self-access activities, out-of-class activities and field trips. This course is suitable for working professionals, students planning for university study or self-improvement.

## Target Participants

- Executive/ Business Owner/ Government Officer/ Student/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 10 weeks

# FLC4: English Language Camp for Secondary School Students

## Overview

The five-day course is designed to encourage participants, students aged 13 to 17, to develop their English communication skills through engaging language games and activities. This course encompasses speaking, listening, reading and writing skills which adhere to the Common European Framework of Reference for Languages (CEFR) standard. Participants will also be involved in group activities beyond the classroom environment that will culminate in a group performance at the end of the course.

## Target Participants

- Secondary School Students.

**Duration:** 5 days

# FLC5: Preparing You for MUET

## Overview

This two-day workshop prepares candidates for the Malaysian University English Test (MUET). It is designed to help participants gain an in-depth knowledge on MUET reading, writing, listening and speaking components. Participants will be taught in small groups that allow individual attention.

By the end of this course, participants should be able to:

- listen to and understand text beyond the literal level (identify main ideas, supporting details, distinguish facts from opinions, recognise speakers' attitude, role and relationship);
- interact accurately and proficiently with intelligible pronunciation in various formal and informal situations;
- produce written texts in the genres covered;
- state, justify and discuss opinions effectively and efficiently;
- read and understand text beyond the literal level (identifying main ideas, identify supporting points, make inferences and predictions and interpret non-linear texts).

## Target Participants

- Student/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# FLC6: Business English for Professionals

## Description

The two-day course is designed to cater for working professionals who aspire to improve their English Language proficiency. This course focuses on communication with clients, participation in meetings, preparation of business letters and emails, and presentation skills. Participants will have ample opportunities to practice the skills they need to succeed in their business environment.

## Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# FLC7: Let's Learn Arabic!

## Overview

This two-day course is an introductory Arabic programme offered to adults who wish to learn basic Arabic for communication and get a glimpse of Arabic culture. The course's learning objectives, content and assessments closely follow the Common European Framework of Reference for Languages (CEFR) standard. The course focuses on communication skills through interactive teaching and learning. Apart from teaching reading skills, this course also integrates listening and speaking to enhance fluency and accuracy in Arabic as well as introduces hijaiyyah characters through writing.

## Target Participants

- Student/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# FLC8: Let's Learn French!

## Overview

This two-day course is an introductory French programme offered to adults who wish to learn basic French for communication and get a glimpse of French culture. The course's learning objectives, content and assessments closely follow the Common European Framework of Reference for Languages (CEFR) standard. The course focuses on communication skills through interactive teaching and learning. Apart from teaching reading and writing skills, this course also integrates listening and speaking to enhance fluency and accuracy in French.

## Target Participants

- Student/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# FLC9: Let's Learn Japanese!

## Overview

This two-day course is an introductory Japanese programme offered to adults who wish to learn basic Japanese for communication and discover Japanese culture. The course's learning objectives, content and assessments closely follow the Common European Framework of Reference for Languages (CEFR) standard. The course focuses on communication skills through interactive teaching and learning. This course introduces reading and writing Japanese characters while integrating listening and speaking to enhance fluency and accuracy in Japanese.

## Target Participants

- Student/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# FLC10: Let's Learn to Shop in Basic Mandarin

## Overview

This two-day exploratory course is for adult beginners who wish to gain fundamental skills in reading romanised Mandarin (Hanyu Pinyin) and for those who wish to gain fundamental listening and speaking skills in Mandarin for common shopping situations.

## Target Participants

- Student/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

# FLC11: Media Relations Management

## Overview

This one-day course is designed to help public relation officers/executives to achieve their potential in managing media relations. Good media relations will get your organisation's message across to the public, stakeholders and decision makers. At the same time, it contributes to the success of organising corporate and public events. A positive relationship with the media will ensure maximum coverage and publicity, which can enhance the image and reputation of your organisation.

## Target Participants

- Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ Public Relations/ Marketing Department/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 day

# FLC12: Resolving Conflicts at the Workplace

## Overview

This one day course focuses on developing effective conflict resolution skills in the workplace, which are essential to create a conducive working environment. Unresolved conflicts may result in a loss of productivity, creativity, cooperation and collaboration. While it is commonplace for conflict to occur in social and organisational settings, the challenge is how one chooses to deal with it. If the conflict is concealed, avoided or ignored, it is likely that the conflict will develop into resentment, create withdrawal or cause backbiting within an organisation.

At the end of the training, participants will be able to:

- understand the importance of effective communication skills in solving conflict at the workplace;

- explain how conflicts at the workplace happen because of miscommunication;

- develop a strategy to resolve conflicts at the workplace through effective communication.

## Target Participants

- Management team/ Department Head/ Senior Manager/ Manager/ Executive/ Business Owner/ Government Officer/ IT Department/ Marketing Department Individual interested to enhance their personal knowledge and skills.

**Duration:** 1 day

# FLC13: Discovering Book Writing using Adobe InDesign

## Overview

This two-day workshop is designed to provide participants with the basic knowledge of writing and publishing a book. Professional publishers and writers have always used desktop publishing programmes to facilitate the process of book-making. This workshop will expose the participants to the basics of writing using Adobe InDesign. They will learn how to edit text in addition to inserting, resizing and cropping pictures according to their specifications. This workshop also teaches how to create and generate an index and table of contents for the proposed book project. Participants will be able to see how their book will actually look when it is published.

## Target Participants

- Academician/ Freelance Author Business Owner/ Government Officer/ Individual interested to enhance their personal knowledge and skills.

**Duration:** 2 days

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