

# TRAINING CALENDAR

## 2026

*Transforming Talents for  
Business Excellence*

- 25 years of experience providing customized training solutions
- Quality Public & In-House training programs.
- Comprehensive Consultancy Services.



JUNE 2026

Category	Course Title	Date	Venue
LEADERSHIP & MANAGEMENT	People Management Skills; Managing Different Personalities	09 - 10 Jun 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Effective QCC & 7 QC Tools	10 - 11 Jun 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness	10 - 11 Jun 2026	PJ/KL
SALES & MARKETING	Competitive Selling Skills	16 - 17 Jun 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Negotiation Skills and Cost Optimization for Purchasing Professionals	17 - 18 Jun 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Excellent Customer Service & Response to Complaints	17 - 18 Jun 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Managing E-Commerce Logistics and Fulfilment	17 - 18 Jun 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	8D Problem Solving Process	17 - 18 Jun 2026	PJ/KL
SALES & MARKETING	Mastering Graphic Design for Business Excellence	24 - 25 Jun 2026	PJ/KL
FINANCE & ACCOUNTING	Handling Full Set of Accounts	24 - 25 Jun 2026	PJ/KL
FINANCE & ACCOUNTING	Effective Debt Collection and Credit Management	25 Jun 2026	ESPIRA HOTEL KINRARA
PERSONAL DEVELOPMENT	Administrative Professional Conference 2026	25 - 26 Jun 2026	Grand Millennium Kuala Lumpur
COMMUNICATION & INTERPERSONAL SKILLS	Report Writing; How to Write Simply and Clearly	25 - 26 Jun 2026	PJ/KL
LEADERSHIP & MANAGEMENT	NLP Coaching Skills for Managers	25 - 26 Jun 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	English Communication At Work	29 - 30 Jun 2026	PJ/KL

JULY 2026

Category	Course Title	Date	Venue
SALES & MARKETING	Sales Strategy; How to Win and Retain Customers with NLP	02 - 03 Jul 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Supervisory Development Skills	06 - 07 Jul 2026	PJ/KL
ARTIFICIAL INTELLIGENCE (AI)	AI Mastery for Business : Using Microsoft 365 Copilot	07 Jul 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Transformational Leadership	07 - 08 Jul 2026	PJ/KL
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Decision Making and Problem Solving Strategies	08 - 09 Jul 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Supply Chain Management	08 - 09 Jul 2026	PJ/KL
HUMAN RESOURCES	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	14 - 15 Jul 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Emotional Intelligence for Managers (NLP)	15 - 16 Jul 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Effective Filing and Records Management	16 Jul 2026	PJ/KL
HUMAN RESOURCES	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)	16 - 17 Jul 2026	PJ/KL

FINANCE & ACCOUNTING	Financial Modelling For Forecasting, Budgeting & Financial Statements In Excel	21 - 22 Jul 2026	PJ/KL
FINANCE & ACCOUNTING	Finance for Non-Finance Managers	21 - 22 Jul 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Persuasive & Influencing Skills Using NLP	21 - 22 Jul 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team	21 - 22 Jul 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Technical Report Writing for Engineers	22 - 23 Jul 2026	PJ/KL
FINANCE & ACCOUNTING	Credit Evaluation and Fraud Protection	22 - 23 Jul 2026	ESPIRA HOTEL KINRARA
SALES & MARKETING	Social Media Marketing, AI and Branding Development	23 - 24 Jul 2026	PJ/KL
FINANCE & ACCOUNTING	Accounting for Non-Accountants	23 - 24 Jul 2026	PJ/KL
INFORMATION TECHNOLOGY	Power BI Desktop	23 - 24 Jul 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Project Management and Implementation;Going Practical and Beyond PMI Best Practices	30 - 31 Jul 2026	PJ/KL

**AUGUST 2026**

Category	Course Title	Date	Venue
FINANCE & ACCOUNTING	Budgeting and Cash Flow Forecasting and Reporting	04 - 05 Aug 2026	PJ/KL
HUMAN RESOURCES	Interview Skills- Competency and Behavioral Based	04 - 05 Aug 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Cultural Diversity & Inclusion At the Workplace	05 - 06 Aug 2026	PJ/KL
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Think out of the Box & Problem Solving	05 - 06 Aug 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Managing Meetings and Minutes Writing Made Easy	12 - 13 Aug 2026	PJ/KL
PERSONAL DEVELOPMENT	Managing Time and Increasing Work Efficiency	13 - 14 Aug 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Dealing with Difficult Customers	13 - 14 Aug 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Email and Report Writing Skills	13 - 14 Aug 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Leadership Skills for Managers- 7 Key Tools for Leaders	13 - 14 Aug 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Strategic Procurement & Vendor Negotiation Skills	18 - 19 Aug 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Procurement Management (Source to Supply)	19 - 20 Aug 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Stakeholder Management	19 - 20 Aug 2026	PJ/KL
LEGAL & CONTRACTS	Legal Debt Recovery & Understanding Contract Clauses	20 Aug 2026	PJ/KL
HUMAN RESOURCES	HR for Non HR Managers	20 - 21 Aug 2026	PJ/KL
HUMAN RESOURCES	Managing Discipline at the Workplace	20 - 21 Aug 2026	PJ/KL
LEADERSHIP & MANAGEMENT	High Performance Leadership For Corporate Leaders- 7 High Key Performance Indicators	20 - 21 Aug 2026	PJ/KL

## SEPTEMBER 2026

Category	Course Title	Date	Venue
LEADERSHIP & MANAGEMENT	Innovative Leadership Skills For Managers (NLP)	08 Sep 2026	PJ/KL
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Turning Data to Story for Decision Making	09 - 10 Sep 2026	PJ/KL
FINANCE & ACCOUNTING	Handling Full Set of Accounts	17 - 18 Sep 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Effective Inventory & Store Management	17 - 18 Sep 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Professional Business Presentation Skills	22 - 23 Sep 2026	PJ/KL
PERSONAL DEVELOPMENT	Administrative Professional Conference 2026	23 - 24 Sep 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Proposal Writing Skills - Business and Technical	23 - 24 Sep 2026	PJ/KL
HUMAN RESOURCES	Certificate in Training Needs Analysis	23 - 24 Sep 2026	PJ/KL
PERSONAL DEVELOPMENT	Positive Mental Attitude	24 - 25 Sep 2026	PJ/KL

## OCTOBER 2026

Category	Course Title	Date	Venue
FINANCE & ACCOUNTING	Budgeting and Cash Flow Forecasting and Reporting	08 - 09 Oct 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Excellent Customer Service & Response to Complaints	08 - 09 Oct 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Strategic Procurement & Vendor Negotiation Skills	13 - 14 Oct 2026	PJ/KL
SALES & MARKETING	Competitive Selling Skills	14 - 15 Oct 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Strategic Planning and Execution	27 - 28 Oct 2026	PJ/KL

## NOVEMBER 2026

Category	Course Title	Date	Venue
SALES & MARKETING	Social Media Marketing, AI and Branding Development	03 - 04 Nov 2026	PJ/KL
HUMAN RESOURCES	HR for Non HR Managers	03 - 04 Nov 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team	04 - 05 Nov 2026	PJ/KL
PERSONAL DEVELOPMENT	Secretary And Administrative Skills	04 - 05 Nov 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Effective QCC & 7 QC Tools	04 - 05 Nov 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Project Management and Implementation; Going Practical and Beyond PMI Best Practices	04 - 05 Nov 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	StoryTelling Skills for Organisational Change	10 - 11 Nov 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Negotiation Skills and Cost Optimization for Purchasing Professionals	11 - 12 Nov 2026	PJ/KL

CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Decision Making and Problem Solving Strategies	11 - 12 Nov 2026	PJ/KL
FINANCE & ACCOUNTING	Finance for Non-Finance Managers	12 - 13 Nov 2026	PJ/KL
SALES & MARKETING	Sales Strategy; How to Win and Retain Customers with NLP	12 - 13 Nov 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Business Communication Skills	12 - 13 Nov 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Leadership Skills for Managers~ 7 Key Tools for Leaders	12 - 13 Nov 2026	PJ/KL
ARTIFICIAL INTELLIGENCE (AI)	Maximising ChatGPT for Marketing & Sales	17 - 18 Nov 2026	PJ/KL
HUMAN RESOURCES	Managing Discipline at the Workplace	17 - 18 Nov 2026	PJ/KL
FINANCE & ACCOUNTING	Financial Modelling For Forecasting, Budgeting & Financial Statements In Excel	17 - 18 Nov 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Technical Report Writing for Engineers	17 - 18 Nov 2026	ESPIRA HOTEL KINRARA
LEADERSHIP & MANAGEMENT	Strategic Management	17 - 18 Nov 2026	PJ/KL
LEADERSHIP & MANAGEMENT	NLP Coaching Skills for Managers	17 - 18 Nov 2026	PJ/KL
FINANCE & ACCOUNTING	Effective Debt Collection and Credit Management	18 Nov 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Effective Filing and Records Management	18 Nov 2026	PJ/KL
LEADERSHIP & MANAGEMENT	People Management Skills; Managing Different Personalities	18 - 19 Nov 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Transformational Leadership	18 - 19 Nov 2026	PJ/KL
ARTIFICIAL INTELLIGENCE (AI)	AI Mastery for Business : Using Microsoft 365 Copilot	19 Nov 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness	19 - 20 Nov 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Supply Chain Management	19 - 20 Nov 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Stakeholder Management	19 - 20 Nov 2026	PJ/KL
HUMAN RESOURCES	Developing and Implementing Key Performance Indicators (KPI) And Key Results Area (KRA)	23 - 24 Nov 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Emotional Intelligence for Managers (NLP)	23 - 24 Nov 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Effective Incident Investigation & Reporting	24 - 25 Nov 2026	PJ/KL
INFORMATION TECHNOLOGY	Power BI Desktop	24 - 25 Nov 2026	PJ/KL
PERSONAL DEVELOPMENT	Managing Time and Increasing Work Efficiency	24 - 25 Nov 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Strategic Sourcing	25 - 26 Nov 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Report Writing; How to Write Simply and Clearly	25 - 26 Nov 2026	PJ/KL

HUMAN RESOURCES	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	25 - 26 Nov 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Procurement Management (Source to Supply)	25 - 26 Nov 2026	PJ/KL
FINANCE & ACCOUNTING	Credit Evaluation and Fraud Protection	25 - 26 Nov 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	8D Problem Solving Process	25 - 26 Nov 2026	PJ/KL

**DECEMBER 2026**

Category	Course Title	Date	Venue
SALES & MARKETING	Mastering Graphic Design for Business Excellence	01 - 02 Dec 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Effective Inventory & Store Management	01 - 02 Dec 2026	PJ/KL
LEGAL & CONTRACTS	Legal Debt Recovery & Understanding Contract Clauses	02 Dec 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Proposal Writing Skills - Business and Technical	02 - 03 Dec 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Managing E-Commerce Logistics and Fulfilment	02 - 03 Dec 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	English Communication At Work	02 - 03 Dec 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Persuasive & Influencing Skills Using NLP	02 - 03 Dec 2026	PJ/KL
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Turning Data to Story for Decision Making	08 - 09 Dec 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Strategic Contract Negotiation and Deal Making	08 - 09 Dec 2026	PJ/KL
PROJECT & OPERATIONS MANAGEMENT	Strategic Procurement & Vendor Negotiation Skills	08 - 09 Dec 2026	PJ/KL
FINANCE & ACCOUNTING	Accounting for Non-Accountants	09 - 10 Dec 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Managing Meetings and Minutes Writing Made Easy	09 - 10 Dec 2026	PJ/KL
FINANCE & ACCOUNTING	Handling Full Set of Accounts	09 - 10 Dec 2026	PJ/KL
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Think out of the Box & Problem Solving	14 - 15 Dec 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Dealing with Difficult Customers	14 - 15 Dec 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Professional Business Presentation Skills	14 - 15 Dec 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Coaching & Mentoring Skills	16 - 17 Dec 2026	PJ/KL
PERSONAL DEVELOPMENT	Administrative Professional Conference 2026	16 - 17 Dec 2026	PJ/KL
HUMAN RESOURCES	Certificate in Training Needs Analysis	16 - 17 Dec 2026	PJ/KL
COMMUNICATION & INTERPERSONAL SKILLS	Email and Report Writing Skills	17 - 18 Dec 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Supervisory Development Skills	21 - 22 Dec 2026	PJ/KL

LEADERSHIP &  
MANAGEMENT

High Performance Leadership For Corporate Leaders- 7 High Key  
Performance Indicators

29 - 30 Dec 2026

PJ/KL



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