

# 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.



APRIL 2026

Category	Course Title	Date	Venue
LEADERSHIP & MANAGEMENT	Supervisory Development Skills	23 - 24 Apr 2026	PJ/KL
COACHING	Coaching & Mentoring Skills	27 - 28 Apr 2026	PJ/KL
COMMUNICATION	Cross Cultural Communication	28 - 29 Apr 2026	PJ/KL
MANAGEMENT	Strategic Management	28 - 29 Apr 2026	PJ/KL

MAY 2026

Category	Course Title	Date	Venue
CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING	Turning Data to Story for Decision Making	05 - 06 May 2026	PJ/KL
HUMAN RESOURCES	Certificate in Training Needs Analysis	06 - 07 May 2026	ESPIRA HOTEL KINRARA
LOGISTICS	Effective Inventory & Store Management	07 - 08 May 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Innovative Leadership Skills For Managers (NLP)	08 May 2026	PJ/KL
REPORT & PROPOSAL WRITING	Proposal Writing Skills - Business and Technical	12 - 13 May 2026	ESPIRA HOTEL KINRARA
LEADERSHIP & MANAGEMENT	Leadership Skills for Managers~ 7 Key Tools for Leaders	12 - 13 May 2026	PJ/KL
HUMAN RESOURCES	Interview Skills- Competency and Behavioral Based	12 - 13 May 2026	PJ/KL
LEADERSHIP & MANAGEMENT	Stakeholder Management	13 - 14 May 2026	PJ/KL
NEGOTIATION	Strategic Procurement & Vendor Negotiation Skills	14 - 15 May 2026	PJ/KL
NEGOTIATION	Strategic Contract Negotiation and Deal Making	14 - 15 May 2026	PJ/KL
LOGISTICS	Strategic Sourcing	19 - 20 May 2026	PJ/KL
ARTIFICIAL INTELLIGENCE (AI)	Maximising ChatGPT for Marketing & Sales	19 - 20 May 2026	PJ/KL
OIL & GAS	Effective Incident Investigation & Reporting	19 - 20 May 2026	PJ/KL
NLP COURSES	StoryTelling Skills for Organisational Change	25 - 26 May 2026	PJ/KL

JUNE 2026

Category	Course Title	Date	Venue
MANAGEMENT	People Management Skills; Managing Different Personalities	09 - 10 Jun 2026	PJ/KL
OPERATIONS & RISK MANAGEMENT	Effective QCC & 7 QC Tools	10 - 11 Jun 2026	PJ/KL
NEGOTIATION	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
NEGOTIATION	Negotiation Skills and Cost Optimization for Purchasing Professionals	17 - 18 Jun 2026	PJ/KL
CUSTOMER SERVICE & TELESALES	Excellent Customer Service & Response to Complaints	17 - 18 Jun 2026	PJ/KL
LOGISTICS	Managing E-Commerce Logistics and Fulfilment	17 - 18 Jun 2026	PJ/KL
RISK 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
OFFICE MANAGEMENT	Administrative Professional Conference 2026	25 - 26 Jun 2026	Grand Millennium Kuala Lumpur
REPORT & PROPOSAL WRITING	Report Writing; How to Write Simply and Clearly	25 - 26 Jun 2026	PJ/KL
PERSONAL DEVELOPMENT	NLP Coaching Skills for Managers	25 - 26 Jun 2026	PJ/KL
BUSINESS WRITING	English Communication At Work	29 - 30 Jun 2026	PJ/KL

**JULY 2026**

Category	Course Title	Date	Venue
NLP COURSES	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
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
EMOTIONAL INTELLIGENCE	Emotional Intelligence for Managers (NLP)	15 - 16 Jul 2026	PJ/KL
OFFICE 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
PERSONAL DEVELOPMENT	Persuasive & Influencing Skills Using NLP	21 - 22 Jul 2026	PJ/KL
COMMUNICATION	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team	21 - 22 Jul 2026	PJ/KL
REPORT & PROPOSAL WRITING	Technical Report Writing for Engineers	22 - 23 Jul 2026	PJ/KL
FINANCE & ACCOUNTING	Credit Evaluation and Fraud Protection	22 - 23 Jul 2026	PJ/KL
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 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
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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	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
BUSINESS WRITING	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	Dealing with Difficult Customers	13 - 14 Aug 2026	PJ/KL
BUSINESS WRITING	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
NEGOTIATION	Strategic Procurement & Vendor Negotiation Skills	18 - 19 Aug 2026	PJ/KL
LOGISTICS	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
COMMUNICATION	Cross Cultural Communication	08 - 09 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
LOGISTICS	Effective Inventory & Store Management	17 - 18 Sep 2026	PJ/KL
PRESENTATION SKILLS	Professional Business Presentation Skills	22 - 23 Sep 2026	PJ/KL
OFFICE MANAGEMENT	Administrative Professional Conference 2026	23 - 24 Sep 2026	PJ/KL
REPORT & PROPOSAL WRITING	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
CUSTOMER SERVICE & TELESALES	Excellent Customer Service & Response to Complaints	08 - 09 Oct 2026	PJ/KL

NEGOTIATION	Strategic Procurement & Vendor Negotiation Skills	13 - 14 Oct 2026	PJ/KL
SALES & MARKETING	Competitive Selling Skills	14 - 15 Oct 2026	PJ/KL
MANAGEMENT	Strategic Planning and Execution	27 - 28 Oct 2026	PJ/KL

**NOVEMBER 2026**

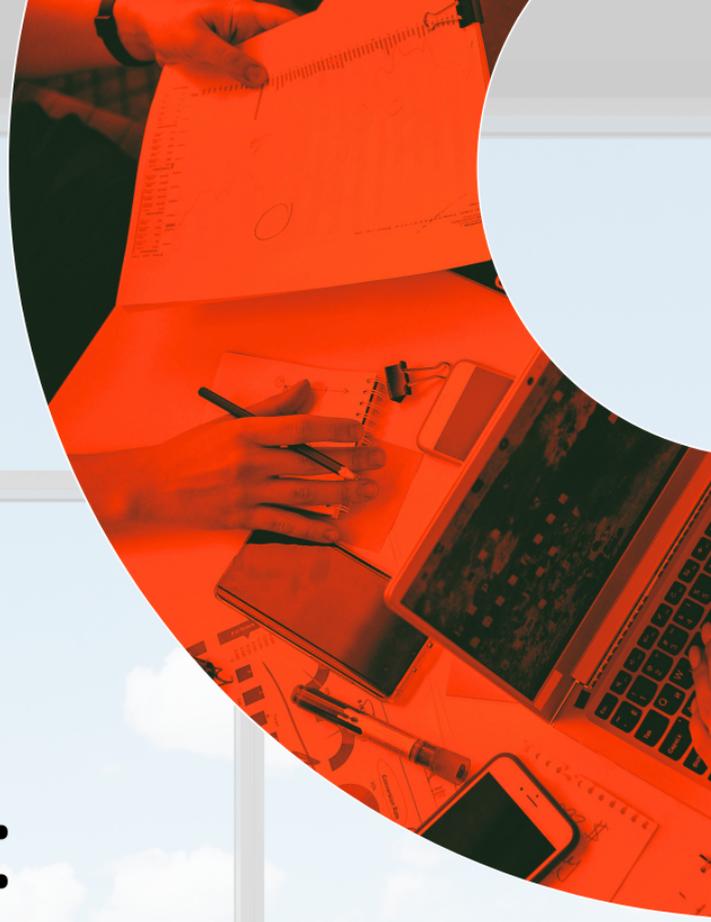
Category	Course Title	Date	Venue
SALES & MARKETING	Social Media Marketing, AI and Branding Development	03 - 04 Nov 2026	PJ/KL
HUMAN RESOURCES	HR for Non HR Managers	03 - 04 Nov 2026	PJ/KL
COMMUNICATION	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team	04 - 05 Nov 2026	PJ/KL
OFFICE MANAGEMENT	Secretary And Administrative Skills	04 - 05 Nov 2026	PJ/KL
OPERATIONS & RISK MANAGEMENT	Effective QCC & 7 QC Tools	04 - 05 Nov 2026	PJ/KL
PROJECT MANAGEMENT	Project Management and Implementation;Going Practical and Beyond PMI Best Practices	04 - 05 Nov 2026	PJ/KL
NLP COURSES	StoryTelling Skills for Organisational Change	10 - 11 Nov 2026	PJ/KL
NEGOTIATION	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
NLP COURSES	Sales Strategy; How to Win and Retain Customers with NLP	12 - 13 Nov 2026	PJ/KL
BUSINESS WRITING	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
REPORT & PROPOSAL WRITING	Technical Report Writing for Engineers	17 - 18 Nov 2026	ESPIRA HOTEL KINRARA
MANAGEMENT	Strategic Management	17 - 18 Nov 2026	PJ/KL
PERSONAL DEVELOPMENT	NLP Coaching Skills for Managers	17 - 18 Nov 2026	PJ/KL
FINANCE & ACCOUNTING	Effective Debt Collection and Credit Management	18 Nov 2026	PJ/KL
OFFICE MANAGEMENT	Effective Filing and Records Management	18 Nov 2026	PJ/KL
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
NEGOTIATION	Negotiate To Win; Secrets to Improve Your Negotiation Effectiveness	19 - 20 Nov 2026	PJ/KL
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
EMOTIONAL INTELLIGENCE	Emotional Intelligence for Managers (NLP)	23 - 24 Nov 2026	PJ/KL
OIL & GAS	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
LOGISTICS	Strategic Sourcing	25 - 26 Nov 2026	PJ/KL
REPORT & PROPOSAL WRITING	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
LOGISTICS	Procurement Management (Source to Supply)	25 - 26 Nov 2026	PJ/KL
FINANCE & ACCOUNTING	Credit Evaluation and Fraud Protection	25 - 26 Nov 2026	PJ/KL
RISK 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
LOGISTICS	Effective Inventory & Store Management	01 - 02 Dec 2026	PJ/KL
LEGAL & CONTRACTS	Legal Debt Recovery & Understanding Contract Clauses	02 Dec 2026	PJ/KL
REPORT & PROPOSAL WRITING	Proposal Writing Skills - Business and Technical	02 - 03 Dec 2026	PJ/KL
LOGISTICS	Managing E-Commerce Logistics and Fulfilment	02 - 03 Dec 2026	PJ/KL
BUSINESS WRITING	English Communication At Work	02 - 03 Dec 2026	PJ/KL
PERSONAL DEVELOPMENT	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
NEGOTIATION	Strategic Contract Negotiation and Deal Making	08 - 09 Dec 2026	PJ/KL
NEGOTIATION	Strategic Procurement & Vendor Negotiation Skills	08 - 09 Dec 2026	PJ/KL
FINANCE & ACCOUNTING	Accounting for Non-Accountants	09 - 10 Dec 2026	PJ/KL
BUSINESS WRITING	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	Dealing with Difficult Customers	14 - 15 Dec 2026	PJ/KL
PRESENTATION SKILLS	Professional Business Presentation Skills	14 - 15 Dec 2026	PJ/KL
COACHING	Coaching & Mentoring Skills	16 - 17 Dec 2026	PJ/KL
OFFICE MANAGEMENT	Administrative Professional Conference 2026	16 - 17 Dec 2026	PJ/KL
HUMAN RESOURCES	Certificate in Training Needs Analysis	16 - 17 Dec 2026	PJ/KL

BUSINESS WRITING	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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