

No	PLBK Training Program	Course Code	Trainer**	Jan	Feb	Mar	Apr	May	Jun	Duration	CCD Points	Fee (RM) incl 6% SST With Green Card	Fee (RM) incl 6% SST W/out Green Card	Venue (*subject to change)
ACCOUNTING, FINANCE, TAX, & LAW														
1.	Basic Bookkeeping for Construction Companies	C-AFTL-01	NORAINI	6-7		2-3		4-5		2	20	530	636	MDC@ZOHL-KL
2.	Budgets and Financial Reports in Construction Industry	C-AFTL-02	NORAINI		3-4		1-2		1-2	2	20	530	636	MDC@ZOHL-KL
3.	Finance for Non-Finance Managers	C-AFTL-03	NORAINI	13-14		9-10		11-12		2	20	530	636	MDC@ZOHL-KL
4.	Financial Management for Construction Industry	C-AFTL-04	NORAINI		10-11		13-14		8-9	2	20	530	636	MDC@ZOHL-KL
5.	Managing Your Company Cash Flow	C-AFTL-05	ROSLAN	15-16		11-12		13-14		2	20	530	636	MDC@ZOHL-KL
6.	Sales and Service Tax (SST)	C-AFTL-06	ROSLAN			30-31				2	20	530	636	MDC@ZOHL-KL
7.	Tax Planning for HR Managers	C-AFTL-07	ROSLAN				27-28			2	20	530	636	MDC@ZOHL-KL
8.	Tax Planning for Malaysian SMEs	C-AFTL-08	ROSLAN						29-30	2	20	530	636	MDC@ZOHL-KL
CUSTOMER SERVICE														
9.	Customer Service Excellence	C-CS-01	KIT	6-7		2-3		4-5		2	20	530	636	MDC@ZOHL-KL
10.	Effective Customer Complaint Management	C-CS-02	KIT		3-4		1-2		1-2	2	20	530	636	MDC@ZOHL-KL
CONVENTIONAL, DIGITAL & SOCIAL MEDIA MARKETING														
11.	Social Media Marketing	C-CDSM-01	DON	8-9		4-5		11-12		2	20	530	636	MDC@ZOHL-KL
12.	Sales & Marketing Fundamentals	C-CDSM-02	JANE		5-6		6-7		10-11	2	20	530	636	MDC@ZOHL-KL
ENGINEERING														
13.	Building Services & Management	C-BG-01	SATHY	20-21						2	20	530	636	MDC@ZOHL-KL
14.	Pumps – Application, Operation & Maintenance	C-ME-01	SATHY		12-13					2	20	530	636	MDC@ZOHL-KL
15.	Electrical Engineering for Non Electrical Engineer	C-EE-01	SATHY			16-17				2	20	530	636	MDC@ZOHL-KL
16.	Electrical Motor System – Maintenance & Troubleshooting	C-EE-02	SATHY				15-16			2	20	530	636	MDC@ZOHL-KL
17.	Switchgear Operation and Maintenance	C-EE-03	SATHY					18-19		2	20	530	636	MDC@ZOHL-KL
HUMAN RESOURCE														
18.	Human Resource Management	C-HR-01	JANE	13-14		9-10		13-14		2	20	530	636	MDC@ZOHL-KL
INFORMATION & COMMUNICATION TECHNOLOGY (ICT)														
19.	Microsoft Word 2010/2007 Foundation	C-ICT-01a	SHA/Firdaus	20-21		18-19		18-19		2	20	530	636	MDC@ZOHL-KL
20.	Microsoft Excel 2010/2007 Foundation	C-ICT-02a	SHA/Firdaus		17-18		20-21		10-11	2	20	530	636	MDC@ZOHL-KL
21.	Microsoft Powerpoint 2010/2007 Foundation	C-ICT-03a	SHA/Firdaus	22-23		24-25		20-21		2	20	530	636	MDC@ZOHL-KL
LEADERSHIP & MANAGEMENT														
22.	Effective Leadership & Supervisory Skills	C-MG-01	ALAUDDIN		19-20		22-23		15-16	2	20	530	636	MDC@ZOHL-KL
23.	Multitasking, Time and Office Management for Construction Companies	C-MG-02	ALAUDDIN	13-14		16-17		13-14		2	20	530	636	MDC@ZOHL-KL
24.	Quality Management in Construction Industry	C-MG-03	JANE		17-18				17-18	2	20	530	636	MDC@ZOHL-KL
PROJECT MANAGEMENT														
25.	Project Management	C-PM-01	HASHIM	22-23		16-17		13-14		2	20	530	636	MDC@ZOHL-KL
26.	Contract Management	C-PM-02	HASHIM		17-18		15-16		17-18	2	20	530	636	MDC@ZOHL-KL
27.	Critical Path Method	C-PM-03	Ir SUFFIAN			18-19			15-16	2	20	530	636	MDC@ZOHL-KL
28.	Dispute Management	C-PM-04	HASHIM			30-31			29-30	2	20	530	636	MDC@ZOHL-KL
29.	Project Scheduling Using Microsoft Project 2010	C-PM-05	Ir SUFFIAN		19-20			11-12		2	20	530	636	MDC@ZOHL-KL
30.	Project Cost Control & Estimation	C-PM-06	HASHIM			26-27			22-23	2	20	530	636	MDC@ZOHL-KL
SAFETY, HEALTH & ENVIRONMENT														
31.	Coordinating Emergency Response Team at the Workplace	C-SHE-01	CARL		24-25			18-19		2	20	530	636	MDC@ZOHL-KL
32.	Occupational Safety & Health Act (OSHA) 1994 Awareness Program	C-SHE-02	Ir AZIZI	13-14			27-28			2	20	530	636	MDC@ZOHL-KL
33.	ISO 18000 Occupational Health and Safety Assurance System (OHSAS)	C-SHE-03	PUVA					20-21		2	20	530	636	MDC@ZOHL-KL
34.	Safety In The Workplace	C-SHE-04	Ir AZIZI		10-11				22-23	2	20	530	636	MDC@ZOHL-KL
35.	Chemical Spill and Splash Handling	C-SHE-05	CARL/PUVA	15-16			15-16			2	20	530	636	MDC@ZOHL-KL
36.	Scheduled Waste Management	C-SHE-06	CARL/PUVA		19-20			18-19		2	20	530	636	MDC@ZOHL-KL
37.	Personal Protective Equipment	C-SHE-07	Ir AZIZI			30-31				2	20	530	636	MDC@ZOHL-KL
38.	Effective & Efficient Incident Reports	C-SHE-08	Ir AZIZI	20-21			27-28			2	20	530	636	MDC@ZOHL-KL

39.	Earthing & Lightning Protection	C-SHE-09	SATHY			25-26				2	20	530	636	MDC@ZOHL-KL
40.	Electrical Safety at the Workplace	C-SHE-10	SATHY					15-16		2	20	530	636	MDC@ZOHL-KL
SUPPLY CHAIN MANAGEMENT														
41.	Kursus Pengurusan Tender & Sebut Harga	C-SCM-01	Ir AZIZI		24-25			20-21		2	20	530	636	MDC@ZOHL-KL
42.	Kuasai Perolehan Kerajaan - Tender Melalui ePerolehan	C-SCM-02	AIDA	20-21			20-21			2	20	530	636	MDC@ZOHL-KL
SOFTSKILLS														
43.	Basic English at the Workplace	C-SS-01	KIT	15-16		16-17		14-15		2	20	530	636	MDC@ZOHL-KL
44.	Bengkel Ke Arah Kesetiausahaan Cemerlang	C-SS-02	JANE		24		20		22	1	10	318	371	MDC@ZOHL-KL
45.	Kursus Pengurusan Fail Dan Rekod	C-SS-03	ALAUDDIN	6-7		9-10			29-30	2	20	530	636	MDC@ZOHL-KL
46.	Bengkel Pembangunan Pembantu Tadbir & Kumpulan Sokongan	C-SS-04	ALAUDDIN		25		21		23	1	10	318	371	MDC@ZOHL-KL
47.	Bengkel Pengurusan Mesyuarat secara Efektif	C-SS-05	ALAUDDIN	8		11		15		1	10	318	371	MDC@ZOHL-KL

No	KURSUS PENGURUSAN & PAKAR/TRED CIDB	Kod Kursus	Kod (Tambah Bidang)	Description	Trainer	Jan	Feb	Mar	Apr	May	Jun	Duration	CCD Points	Fee (RM) incl 6% SST With Green Card	Fee (RM) incl 6% SST W/out Green Card	Venue (*subject to change)
1.	Pengurusan Bisnes	KK-P-001	SKP Only	Modul Pengurusan Bisnes	Dr ZUL			2-6			8-11	4	40	300	600	MDC@ZOHL-KL
2.	Lif & Eskalator	KK-T-043	• M03	• Lif & Eskalator	Ir AZIZI		10-14					5	40	300	600	MDC@ZOHL-KL
3.	Sistem Penyaman Udara & Pengedaran Udara	KK-T-023	• M01	• Sistem hawa dingin dan pengedaran udara	Ir AZIZI			9-13				5	40	300	600	MDC@ZOHL-KL
4.	Sistem Pencegahan & Perlindungan Kebakaran	KK-T-025	• M02	• Sistem pencegahan dan perlindungan kebakaran	Ir AZIZI				13-17			5	40	300	600	MDC@ZOHL-KL
5.	Sistem Automasi Bangunan	KK-T-024	• M04	• Pemasangan, pengujian, penyelenggaraan dan pembaikan sistem automasi bangunan	SATHY				20-24			5	40	300	600	MDC@ZOHL-KL
6.	Sistem Keselamatan Bangunan	KK-T-026	• E02	• Sistem Pengawasan dan Keselamatan	SATHY					11-15		5	40	300	600	MDC@ZOHL-KL
7.	Pengurusan Fasiliti	KK-T-048	SKP Only	• Hiasan Dalaman • Kerja-kerja Ubahsuai	SATHY						22-26	5	40	300	600	MDC@ZOHL-KL
8.	Pembinaan Landskap & Pembinaan Padang Permainan	KK-T-013	• B09 • CE14	• Landskap Dalam Bangunan • Landskap diluar bangunan	Ir SUFFIAN		17-21					5	40	300	600	MDC@ZOHL-KL
9.	Sistem Perlindungan Cerun	KK-T-019	• CE08	• Sistem Perlindungan dan Penstabilan Cerun	Ir SUFFIAN			23-27				5	40	300	600	MDC@ZOHL-KL
10.	Kerja Penyiasatan & Penstabilan Tanah	KK-T-020	• CE12	• Kerja Penyiasatan Tanah	Ir SUFFIAN				6-10			5	40	300	600	MDC@ZOHL-KL

Note: 1) *tentative schedule – subject to change **2)** **trainer subject to availability | **TBD** = to be determined – call us at 013.398.1038 (ask for Niesa)

Training Center: MDC@ZOHL, M2-6-08, Level 6, 8trium Tower 2, Jalan Cempaka SD 12/5, Bandar Sri Damansara, 52200 KL | **Office Coordinates:** 3°11'53.0"N 101°36'35.2"E

<p>Note</p> <ul style="list-style-type: none"> • Minimum 5 participants required before Program can proceed. • Date & venue of seminar subject to change. • Payment must be made 7 days before the training date. • Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant. • No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge. • Program content may change subject to revision by our consultants from time to time. • Full fee is required with your registration. 	<p>Customized In-House Training Program is available in the following areas:</p> <p>AFTL Admin Skills Career Development Human Resources Personal Development Sales & Marketing Leadership & Management Workplace Essentials Entrepreneurship Soft Skills Customer Service SCM Risk Management HSE Telecoms ICT Engineering</p> <p>CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM</p> <p>Go to our website to download brochures of our programs www.zohlgroupp.com/download/</p>	<p>Office Address M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5 Bandar Sri Damansara, 52200 Kuala Lumpur</p> <p>©2020 ZOHL Consultancy Sdn Bhd. All rights reserved. Contact : Niesa (013.398.1038) T : 03.6279.9276 F : 03.6279.0663 E : plbk@zohlgroupp.com</p> 
---	---	--

ZOHL WEB SERVICES



internclassified.com

internclassified.com is an intern-industry exchange; a dedicated portal to address the needs of final year college/university students getting placements for their internship and a platform for companies looking for interns for **FREE**



mykerjaya.com

mykerjaya.com is one of our online flagship applications developed with industries' needs in mind. Designed to fulfill employers' requirements for talent acquisition and management, mykerjaya.com is user-friendly and resourceful. Both, job seekers and employers, can leverage on the easy-to-use navigation tools from resume search to talent screening.

best of all it's **FREE**



myhandycraft.com

our social enterprise platform to assist marginalized groups such as single mothers, orang asli, senior citizen, and OKU. Our platform provides additional market access to products produced by these groups. Every single purchase made by our customer is a direct contribution to support the economic well-being of these groups.



kritik.com.my

our media platform for anyone with critical views on variety of topics/issues to congregate and discuss, exchange views & thoughts, and form a virtual pressure group towards specific stakeholders



fundtogive.com

We provide complete crowdsourcing solutions (donation, fundraising, and crowdfunding) to empower individuals, NGOs and social enterprises to raise funds. We aim to bring out the best in people's generosity for the greater good of their society.



getafren.com

getafren.com is a website that allows you to engage local Friends from all over the world. You can engage a local Friend to hang out with, go to a movie or restaurant with, or someone to go with you to a party or event. Engage a friend to teach you a new skill or hobby, or to show you around an unfamiliar town. getafren.com is strictly a platonic Friendship website. getafren.com is NOT a dating website, and NOT an Escort agency. Services on getafren.com are strictly for FRIENDSHIP purposes only. Launching soon



myhandyshoppe.com

our latest project on e-commerce platform. This e-commerce platform is established to provide additional access to market with user-friendly interface and built-in analytical tools, and low marketing costs for local entrepreneurs and SMEs