

No	Training Program	Course Code	Duration (Days)	Trainer (*subject to change)	Jan	Feb	Mar	Apr	May	Jun	SBL Khas	Fee (RM) incl 6% SST	Venue (*subject to change)
ACCOUNTING, FINANCE, TAX & LAW													
1.	Effective Debt Collection Skills	H-AFTL-01	2	ROSLAN	6-7		2-3		4-5		YES	1,484	MDC@ZOHL-KL
2.	Bank Reconciliation Statement	H-AFTL-02	2	ROSLAN		3-4		1-2		1-2	YES	1,484	MDC@ZOHL-KL
3.	Basic Bookkeeping for SMEs	H-AFTL-03	2	NORAINI	8-9		4-5		11-12		YES	1,484	MDC@ZOHL-KL
4.	Cash Flow Management & Budget Preparation	H-AFTL-04	2	NORAINI		5-6		6-7		3-4	YES	1,484	MDC@ZOHL-KL
5.	Employment Laws (EA 1955 & Lo 2004/2005), EPF Act 1991, SOCSO Act 1969 & EIS (2018)	H-AFTL-05	2	TBD	13-14		9-10		13-14		YES	1,484	MDC@ZOHL-KL
6.	Tax Planning For Malaysian SME Companies	H-AFTL-06	2	ROSLAN		10-11		8-9		8-9	YES	1,484	MDC@ZOHL-KL
CUSTOMER SERVICE SERIES													
7.	Customer Service Excellence	H-CS-01	2	KIT	15-16		11-12		18-19		YES	1,484	MDC@ZOHL-KL
8.	Effective Customer Complaint Management	H-CS-02	2	KIT		12-13		13-14		10-11	YES	1,484	MDC@ZOHL-KL
DIGITAL & SOCIAL MEDIA MARKETING													
9.	Social Media Marketing	H-DSM-01	2	DON	20-21		16-17		20-21		YES	1,696	MDC@ZOHL-KL
10.	Digital Marketing Strategy	H-DSM-02	2	DON		17-18		15-16		15-16	YES	1,696	MDC@ZOHL-KL
11.	Digital Marketing Analytics	H-DSM-03	2	DON	22-23		18-19		18-19		YES	1,696	MDC@ZOHL-KL
12.	Search Engine Optimization (SEO)	H-DSM-04	2	TERN		19-20		20-21		17-18	YES	1,696	MDC@ZOHL-KL
13.	Content Management System (CMS)	H-DSM-05	2	TERN			24-25		20-21		YES	1,696	MDC@ZOHL-KL
ENGINEERING - BUILDING SERIES													
14.	Building Services & Management	H-BE-01	2	SATHY	6-7		26-27		4-5		YES	1,484	MDC@ZOHL-KL
15.	Facilities Management	H-BE-02	2	SATHY		24-25		22-23		22-23	YES	1,484	MDC@ZOHL-KL
ENGINEERING – ELECTRICAL SERIES													
16.	Electrical Engineering for Non Electrical Engineer	H-EE-01	2	SATHY	8-9		30-31		11-12		YES	1,484	MDC@ZOHL-KL
17.	Electrical Motor System – Maintenance & Troubleshooting	H-EE-02	2	SATHY		26-27		27-28		24-25	YES	1,484	MDC@ZOHL-KL
18.	Switchgear Operation and Maintenance	H-EE-03	2	SATHY	13-14		16-17		18-19		YES	1,484	MDC@ZOHL-KL
ENGINEERING – MECHANICAL SERIES													
19.	Pumps – Application, Operation & Maintenance	H-ME-01	2	SATHY		17-18		29-30		29-30	YES	1,484	MDC@ZOHL-KL
INFORMATION & COMMUNICATION TECH SERIES													
20.	Microsoft Word 2010/2007 Foundation	H-ICT-01a	2	SHA		13-14		16-17		18-19	YES	1,484	MDC@ZOHL-KL
21.	Microsoft Excel 2010/2007 Foundation	H-ICT-02a	2	SHA	16-17		12-13		14-15		YES	1,484	MDC@ZOHL-KL
22.	Microsoft PowerPoint 2010/2007 Foundation	H-ICT-03a	2	SHA	22-23		19-20			29-30	YES	1,484	MDC@ZOHL-KL
23.	Internet of Things (IoT) – Principles & Applications	H-ICT-04	2	Dr HAFIZAL	16-17		19-20		14-15		YES	1,696	MDC@ZOHL-KL
24.	Introduction to Robotic Process Automation (RPA)	H-ICT-05	2	TBD							YES	1,696	MDC@ZOHL-KL
25.	Introduction to Artificial Intelligence	H-ICT-06	2	TBD							YES	1,696	MDC@ZOHL-KL
26.	Introduction to Big Data Analytics	H-ICT-07	2	TBD							YES	1,696	MDC@ZOHL-KL
27.	Introduction to Machine Learning	H-ICT-08	2	TBD							YES	1,696	MDC@ZOHL-KL
28.	Cyber Security Awareness Training	H-ICT-09	2	TBD							YES	1,696	MDC@ZOHL-KL
29.	Industry 4.0 (4IR) Awareness Training	H-ICT-10	2	RAM			4-5			3-4	YES	1,696	MDC@ZOHL-KL
LEADERSHIP & MANAGEMENT SERIES													
30.	Employee Engagement – Take Charge!	H-MG-02	2	JANE	20-21		24-25		18-19		YES	1,484	MDC@ZOHL-KL
31.	Financial Management	H-MG-03	2	NORAINI		10-11		1-2		8-9	YES	1,484	MDC@ZOHL-KL
32.	Leadership and Influence	H-MG-06	2	ALAUDDIN	22-23		26-27		20-21		YES	1,484	MDC@ZOHL-KL
33.	Mindset Transformation	H-MG-09	2	JANE		12-13		13-14		10-11	YES	1,484	MDC@ZOHL-KL
34.	Project Management	H-MG-11	2	HASHIM	20-21		30-31		18-19		YES	1,484	MDC@ZOHL-KL
35.	Fundamentals of Enterprise Risk Management	H-MG-12	2	RAM		17-18		15-16		17-18	YES	1,484	MDC@ZOHL-KL

SUPPLY CHAIN MANAGEMENT SERIES													
36.	Effective Inventory & Warehouse Management	H-SCM-01	2	RAM	6-7		9-10		11-12		YES	1,484	MDC@ZOHL-KL
37.	Principles & Practices of Logistics Operation Management	H-SCM-02	2	RAM		19-20		20-21		22-23	YES	1,484	MDC@ZOHL-KL
38.	Supply Chain Management Best Practices	H-SCM-03	2	RAM	13-14		11-12		13-14		YES	1,484	MDC@ZOHL-KL
39.	Import, Export Documentation, Procedures & INCOTERMS 2020	H-SCM-04	2	CHUA		24-25		22-23		24-25	YES	1,484	MDC@ZOHL-KL
40.	Malaysian Customs Procedures	H-SCM-05	2	CHUA	15-16		16-17		18-19		YES	1,484	MDC@ZOHL-KL
41.	Kuasai Perolehan Kerajaan – Tender Melalui E-Perolehan	H-SCM-06	2	AIDA		26-27		27-28		29-30	YES	1,484	MDC@ZOHL-KL
SAFETY, HEALTH, & ENVIRONMENT SERIES													
42.	Chemical Spill & Splash Handling	H-SHE-01	2	PUVA/CARL	20-21		18-19		20-21		YES	1,484	MDC@ZOHL-KL
43.	Scheduled Waste Management	H-SHE-02	2	PUVA/CARL		17-18		29-30		22-23	YES	1,484	MDC@ZOHL-KL
44.	Personal Protective Equipment	H-SHE-04	2	IR AZIZI	22-23		24-25		11-12		YES	1,484	MDC@ZOHL-KL
45.	Effective & Efficient Incident Reports	H-SHE-06	2	IR AZIZI			2-3			3-4	YES	1,484	MDC@ZOHL-KL
46.	Forklift Truck Safety Training	H-SHE-07	2	YUVARAJA	IN-HOUSE (CALL 013.398.1038 Ask for Niesa/Hajar)						YES	1,484	MDC@ZOHL-KL
47.	Safety at the Workplace	H-SHE-08	2	IR AZIZI	22-23		24-25		11-12		YES	1,484	MDC@ZOHL-KL
SOFTSKILLS													
48.	Business Communication in English	H-SS-01	2	KIT/ROZITAH	13-14		26-27		14-15		YES	1,484	MDC@ZOHL-KL
TELECOMS SERIES													
49.	Telecommunications Overview	H-TEL-01	2	DR HAFIZAL		26-27		27-28		29-30	YES	1,696	MDC@ZOHL-KL
50.	5G Wireless Training for Non-Engineers	H-TEL-02	2	DR HAFIZAL	9-10		12-13		18-19		YES	1,696	MDC@ZOHL-KL
CERTIFICATION PROGRAMS - LEADERSHIP													
51.	Foundations of Leadership	H-MG-13	2	KDVI							YES	CALL US	TBD
52.	Leading High-Performance Teams	H-MG-14	2	KDVI							YES	CALL US	TBD
53.	Effective Organizational Development & Transformation	H-MG-15	2	KDVI							YES	CALL US	TBD

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. • HRDF SBL Khas Claimable (if your company contribute to HRDF Fund) 	<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/mdc</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>©2019 ZOHL Consultancy Sdn Bhd. All rights reserved. Contact : Niesa/Hajar (013.398.1038) T : 03.6279.9276 F : 03.6279.0663 E : training@zohlgroupp.com</p> 
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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