

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

37.	Personal Protective Equipment	C-SHE-07	Ir AZIZI							2	20	530	636	MDC@ZOHL-KL
38.	Effective & Efficient Incident Reports	C-SHE-08	Ir AZIZI	6-7			1-2			2	20	530	636	MDC@ZOHL-KL
39.	Earthing & Lightning Protection	C-SHE-09	SATHY							2	20	530	636	MDC@ZOHL-KL
40.	Electrical Safety at the Workplace	C-SHE-10	SATHY							2	20	530	636	MDC@ZOHL-KL
SUPPLY CHAIN MANAGEMENT														
41.	Kursus Pengurusan Tender & Sebut Harga	C-SCM-01	Ir AZIZI							2	20	530	636	MDC@ZOHL-KL
42.	Kuasai Perolehan Kerajaan - Tender Melalui ePerolehan	C-SCM-02	AIDA	8-9			22-23			2	20	530	636	MDC@ZOHL-KL
SOFTSKILLS														
43.	Basic English at the Workplace	C-SS-01	KIT	29-30		23-24		26-27		2	20	530	636	MDC@ZOHL-KL
44.	Bengkel Ke Arah Kesetiausahaan Cemerlang	C-SS-02	JANE		5		12		2	1	10	318	371	MDC@ZOHL-KL
45.	Kursus Pengurusan Fail Dan Rekod	C-SS-03	ALAUDDIN		26-27		26-27		22-23	2	20	530	636	MDC@ZOHL-KL
46.	Bengkel Pembangunan Pembantu Tadbir & Kumpulan Sokongan	C-SS-04	ALAUDDIN		26		26		16	1	10	318	371	MDC@ZOHL-KL
47.	Bengkel Pengurusan Mesyuarat secara Efektif	C-SS-05	ALAUDDIN	22		23		23		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							4	40	300	600	MDC@ZOHL-KL
2.	Lif & Eskalator	KK-T-043	• M03	• Lif & Eskalator	Ir AZIZI							5	40	300	600	MDC@ZOHL-KL
3.	Sistem Penyaman Udara & Penedaran Udara	KK-T-023	• M01	• Sistem hawa dingin dan penedaran udara	Ir AZIZI							5	40	300	600	MDC@ZOHL-KL
4.	Sistem Pencegahan & Perlindungan Kebakaran	KK-T-025	• M02	• Sistem pencegahan dan perlindungan kebakaran	Ir AZIZI							5	40	300	600	MDC@ZOHL-KL
5.	Sistem Automasi Bangunan	KK-T-024	• M04	• Pemasangan, pengujian, penyelenggaraan dan pembaikan sistem automasi bangunan	SATHY							5	40	300	600	MDC@ZOHL-KL
6.	Sistem Keselamatan Bangunan	KK-T-026	• E02	• Sistem Pengawasan dan Keselamatan	SATHY							5	40	300	600	MDC@ZOHL-KL
7.	Pengurusan Fasiliti	KK-T-048	SKP Only	• Hiasan Dalaman • Kerja-kerja Ubahsuai	SATHY							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							5	40	300	600	MDC@ZOHL-KL
9.	Sistem Perlindungan Cerun	KK-T-019	• CE08	• Sistem Perlindungan dan Penstabilan Cerun	Ir SUFFIAN							5	40	300	600	MDC@ZOHL-KL
10.	Kerja Penyiasatan & Penstabilan Tanah	KK-T-020	• CE12	• Kerja Penyiasatan Tanah	Ir SUFFIAN							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

Recommended Hotels (within walking distance): 1. **Hotel Ibis Styles** Kuala Lumpur Sri Damansara (3 Star) T: 03.6287.0888 | 2. **Hotel S. Damansara** (3 Star) T: 03.6280.5000

<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> 
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ZOHL WEB SERVICES

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