

| No   | Training Program  | Course Code | Duration (Days) | Trainer (*subject to change) | Jul   | Aug   | Sep         | Oct   | Nov   | Dec         | SBL Khas | Fee (RM) incl 6% SST | Venue (*subject to change) |
|--|---|-------------|-----------------|------------------------------|-------|-------|-------------|-------|-------|-------------|----------|----------------------|----------------------------|
| <b>ACCOUNTING, FINANCE, TAX &amp; LAW</b>          |   |             |                 |                              |       |       |             |       |       |             |          |                      |                            |
| 1.   | Effective Debt Collection Skills  | H-AFTL-01   | 2               | ROSLAN                       | 1-2   |       | 2-3         |       | 2-3   |             | YES      | 1,484                | MDC@ZOHL-KL                |
| 2.   | Bank Reconciliation Statement   | H-AFTL-02   | 2               | ROSLAN                       |       | 3-4   |             | 1-2   |       | 30Nov-01Dec | YES      | 1,484                | MDC@ZOHL-KL                |
| 3.   | Basic Bookkeeping for SMEs  | H-AFTL-03   | 2               | NORAINI                      | 6-7   |       | 7-8         |       | 4-5   |             | YES      | 1,484                | MDC@ZOHL-KL                |
| 4.   | Cash Flow Management & Budget Preparation   | H-AFTL-04   | 2               | NORAINI                      |       | 5-6   |             | 5-6   |       | 2-3         | 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               | SANTHANASAMY                 | 8-9   |       | 9-10        |       | 2-3   |             | YES      | 1,484                | MDC@ZOHL-KL                |
| 6.   | Tax Planning for Malaysian SME Companies  | H-AFTL-06   | 2               | ROSLAN                       |       | 10-11 |             | 7-8   |       | 7-8         | YES      | 1,484                | MDC@ZOHL-KL                |
| 7.   | Best Practices of Corporate Governance for Board Members & Audit Committee                  | H-AFTL-07   | 2               | SANTHANASAMY                 | 13-14 |       | 14-15       |       | 9-10  |             | YES      | 1,696                | MDC@ZOHL-KL                |
| 8.   | Forensic Accounting Strategies on Fraud Detection & Prevention                              | H-AFTL-08   | 2               | SANTHANASAMY                 |       | 3-4   |             | 1-2   |       | 2-3         | YES      | 1,696                | MDC@ZOHL-KL                |
| 9.   | Best Practices of Forensic Auditing on Fraud Investigation                                  | H-AFTL-09   | 2               | SANTHANASAMY                 | 20-21 |       | 21-22       |       | 16-17 |             | YES      | 1,696                | MDC@ZOHL-KL                |
| 10.  | Practical Strategies to Mitigate Business Risk Management Applying Balance Scorecard        | H-AFTL-10   | 2               | SANTHANASAMY                 |       | 5-6   |             | 7-8   |       | 7-8         | YES      | 1,696                | MDC@ZOHL-KL                |
| 11.  | Setting & Controlling Budgets – Essential Budget Preparation Tools for Planning and Control | H-AFTL-11   | 2               | SANTHANASAMY                 | 27-28 |       | 28-29       |       | 23-24 |             | YES      | 1,696                | MDC@ZOHL-KL                |
| <b>CUSTOMER SERVICE SERIES</b>                     |   |             |                 |                              |       |       |             |       |       |             |          |                      |                            |
| 12.  | Customer Service Excellence   | H-CS-01     | 2               | KIT                          | 9-10  |       | 10-11       |       | 11-12 |             | YES      | 1,484                | MDC@ZOHL-KL                |
| 13.  | Effective Customer Complaint Management   | H-CS-02     | 2               | KIT                          |       | 12-13 |             | 8-9   |       | 9-10        | YES      | 1,484                | MDC@ZOHL-KL                |
| <b>DIGITAL &amp; SOCIAL MEDIA MARKETING</b>        |   |             |                 |                              |       |       |             |       |       |             |          |                      |                            |
| 14.  | Social Media Marketing  | H-DSM-01    | 2               | DON/SUHAIL                   | 13-14 |       | 14-15       |       | 12-13 |             | YES      | 1,696                | MDC@ZOHL-KL                |
| 15.  | Digital Marketing Strategy  | H-DSM-02    | 2               | DON/SUHAIL                   |       | 13-14 |             | 12-13 |       | 9-10        | YES      | 1,696                | MDC@ZOHL-KL                |
| 16.  | Digital Marketing Analytics   | H-DSM-03    | 2               | DON/SUHAIL                   | 15-16 |       | 17-18       |       | 16-17 |             | YES      | 1,696                | MDC@ZOHL-KL                |
| 17.  | Search Engine Optimization (SEO)  | H-DSM-04    | 2               | TERN/SUHAIL                  |       | 17-18 |             | 14-15 |       | 14-15       | YES      | 1,696                | MDC@ZOHL-KL                |
| 18.  | Building Websites using Content Management System (CMS)                                     | H-DSM-05    | 2               | TERN/SUHAIL                  | 20-21 |       | 21-22       |       | 18-19 |             | YES      | 1,696                | MDC@ZOHL-KL                |
| <b>ENGINEERING - BUILDING SERIES</b>               |   |             |                 |                              |       |       |             |       |       |             |          |                      |                            |
| 19.  | Building Services & Management  | H-BE-01     | 2               | SATHY                        |       | 18-19 |             | 15-16 |       | 16-17       | YES      | 1,484                | MDC@ZOHL-KL                |
| 20.  | Facilities Management   | H-BE-02     | 2               | SATHY                        | 20-21 |       | 21-22       |       | 18-19 |             | YES      | 1,484                | MDC@ZOHL-KL                |
| 21.  | Strata Management Act   | H-BE-03     | 2               | SUBA                         |       |       |             | 26-27 |       | 21-22       | YES      | 1,484                | MDC@ZOHL-KL                |
| <b>ENGINEERING – ELECTRICAL SERIES</b>             |   |             |                 |                              |       |       |             |       |       |             |          |                      |                            |
| 22.  | Electrical Engineering for Non Electrical Engineer  | H-EE-01     | 2               | SATHY                        | 22-23 |       | 23-24       |       | 16-17 |             | YES      | 1,484                | MDC@ZOHL-KL                |
| 23.  | Electrical Motor System – Maintenance & Troubleshooting                                     | H-EE-02     | 2               | SATHY                        |       | 24-25 |             | 13-14 |       | 14-15       | YES      | 1,484                | MDC@ZOHL-KL                |
| 24.  | Switchgear Operation and Maintenance  | H-EE-03     | 2               | SATHY                        | 27-28 |       | 28-29       |       | 23-24 |             | YES      | 1,484                | MDC@ZOHL-KL                |
| <b>ENGINEERING – MECHANICAL SERIES</b>             |   |             |                 |                              |       |       |             |       |       |             |          |                      |                            |
| 25.  | Pumps – Application, Operation & Maintenance  | H-ME-01     | 2               | SATHY                        |       | 26-27 |             | 19-20 |       | 21-22       | YES      | 1,484                | MDC@ZOHL-KL                |
| <b>INFORMATION &amp; COMMUNICATION TECH SERIES</b> |   |             |                 |                              |       |       |             |       |       |             |          |                      |                            |
| 26.  | Microsoft Word 2010/2007 Foundation   | H-ICT-01a   | 2               | SHA                          |       |       |             |       |       |             | YES      | 1,484                | MDC@ZOHL-KL                |
| 27.  | Microsoft Excel 2010/2007 Foundation  | H-ICT-02a   | 2               | SHA                          | 29-30 |       | 30Sep-01Oct |       | 25-26 |             | YES      | 1,484                | MDC@ZOHL-KL                |
| 28.  | Microsoft PowerPoint 2010/2007 Foundation   | H-ICT-03a   | 2               | SHA                          |       |       |             |       |       |             | YES      | 1,484                | MDC@ZOHL-KL                |
| 29.  | Internet of Things (IoT) – Principles & Applications  | H-ICT-04    | 2               | Dr HAFIZAL                   | 2-3   |       | 3-4         |       | 5-6   |             | YES      | 1,696                | MDC@ZOHL-KL                |
| 30.  | Introduction to Robotic Process Automation (RPA)  | H-ICT-05    | 2               | TBD                          |       |       |             |       |       |             | YES      | 1,696                | MDC@ZOHL-KL                |
| 31.  | Introduction to Artificial Intelligence   | H-ICT-06    | 2               | TBD                          |       |       |             |       |       |             | YES      | 1,696                | MDC@ZOHL-KL                |
| 32.  | Introduction to Big Data Analytics  | H-ICT-07    | 2               | TBD                          |       |       |             |       |       |             | YES      | 1,696                | MDC@ZOHL-KL                |
| 33.  | Introduction to Machine Learning  | H-ICT-08    | 2               | TBD                          |       |       |             |       |       |             | YES      | 1,696                | MDC@ZOHL-KL                |
| 34.  | Cyber Security Awareness Training   | H-ICT-09    | 2               | TBD                          |       |       |             |       |       |             | YES      | 1,696                | MDC@ZOHL-KL                |
| 35.  | Industry Development of the   | H-ICT-10    | 1               | TED                          |       |       |             | 1     |       | 2           | YES      | 1,696                | MDC@ZOHL-KL                |

|     |   |          |   |                |       |       |     |                       |       |             |       |       |             |             |
|-----|---|----------|---|----------------|-------|-------|-----|-----------------------|-------|-------------|-------|-------|-------------|-------------|
|     | Fourth Industrial Revolution (4IR)                        |          |   |                |       |       |     |                       |       |             |       |       |             |             |
| 36. | Analytical Thinking & Data Analysis                       | H-ICT-11 | 2 | SENTHIVALU     | 1-2   |       |     | 5-6                   |       |             | YES   | 1,696 | MDC@ZOHL-KL |             |
| 37. | PowerPivot: Business Data Modeling                        | H-ICT-12 | 2 | SENTHIVALU     |       | 3-4   |     |                       | 4-5   |             | YES   | 1,696 | MDC@ZOHL-KL |             |
| 38. | Creating Dashboard with Excel                             | H-ICT-13 | 2 | SENTHIVALU     |       |       | 2-3 |                       |       | 9-10        | YES   | 1,696 | MDC@ZOHL-KL |             |
| 39. | PowerPivot: Dashboarding & Business Data Analysis         | H-ICT-14 | 2 | SENTHIVALU     | 15-16 |       |     |                       |       | 21-22       | YES   | 1,696 | MDC@ZOHL-KL |             |
| 40. | Statistical Analysis with Excel                           | H-ICT-15 | 2 | SENTHIVALU     |       | 10-11 |     |                       |       | 9-10        | YES   | 1,696 | MDC@ZOHL-KL |             |
|     | <b>LEADERSHIP &amp; MANAGEMENT SERIES</b>                 |          |   |                |       |       |     |                       |       |             |       |       |             |             |
| 41. | Employee Engagement – Take Charge!                        | H-MG-02  | 2 | JANE           | 6-7   |       |     | 7-8                   |       | 9-10        | YES   | 1,484 | MDC@ZOHL-KL |             |
| 42. | Financial Management                                      | H-MG-03  | 2 | NORAINI        |       | 5-6   |     |                       | 5-6   |             | 7-8   | YES   | 1,484       | MDC@ZOHL-KL |
| 43. | Leadership and Influence                                  | H-MG-06  | 2 | ALAUDDIN       | 8-9   |       |     | 9-10                  |       | 11-12       | YES   | 1,484 | MDC@ZOHL-KL |             |
| 44. | Mindset Transformation                                    | H-MG-09  | 2 | JANE           |       | 10-11 |     |                       | 7-8   |             | 9-10  | YES   | 1,484       | MDC@ZOHL-KL |
| 45. | Project Management  | H-MG-11  | 2 | HASHIM         | 13-14 |       |     | 14-15                 |       | 16-17       | YES   | 1,484 | MDC@ZOHL-KL |             |
| 46. | Fundamentals of Enterprise Risk Management                | H-MG-12  | 2 | RAM            |       | 12-13 |     |                       | 12-13 |             | 14-15 | YES   | 1,484       | MDC@ZOHL-KL |
| 47. | Understanding the Embattled Corporation                   | H-MG-17  | 2 | Dr HUANG       | 13-14 |       |     |                       | 19-20 |             |       | YES   | 1,696       | MDC@ZOHL-KL |
| 48. | Practice of Corporate Entrepreneurship                    | H-MG-18  | 2 | Dr HUANG       |       | 12-13 |     |                       |       | 18-19       | YES   | 1,696 | MDC@ZOHL-KL |             |
| 49. | Global Business Strategies                                | H-MG-19  | 2 | Dr HUANG       |       |       |     | 14-15                 |       |             | 16-17 | YES   | 1,696       | MDC@ZOHL-KL |
| 50. | Designing Business Model and Developing Business Plan     | H-MG-20  | 2 | Dr HUANG       | 23-24 |       |     |                       | 12-13 |             |       | YES   | 1,696       | MDC@ZOHL-KL |
| 51. | New Venture Growth Management                             | H-MG-21  | 2 | Dr HUANG       |       | 24-25 |     |                       |       | 16-17       | YES   | 1,696 | MDC@ZOHL-KL |             |
| 52. | Strategic Management Practice                             | H-MG-22  | 2 | Dr HUANG       |       |       |     | 28-29                 |       |             | 14-15 | YES   | 1,696       | MDC@ZOHL-KL |
|     | <b>SUPPLY CHAIN MANAGEMENT SERIES</b>                     |          |   |                |       |       |     |                       |       |             |       |       |             |             |
| 53. | Effective Inventory & Warehouse Management                | H-SCM-01 | 2 | RAM            | 15-16 |       |     | 17-18                 |       | 18-19       | YES   | 1,484 | MDC@ZOHL-KL |             |
| 54. | Principles & Practices of Logistics Operation Management  | H-SCM-02 | 2 | RAM            |       | 17-18 |     |                       | 14-15 |             | 16-17 | YES   | 1,484       | MDC@ZOHL-KL |
| 55. | Supply Chain Management Best Practices                    | H-SCM-03 | 2 | RAM            | 20-21 |       |     | 21-22                 |       | 23-24       | YES   | 1,484 | MDC@ZOHL-KL |             |
| 56. | Import, Export Documentation, Procedures & INCOTERMS 2020 | H-SCM-04 | 2 | CHUA           |       | 18-19 |     |                       | 19-20 |             | 21-22 | YES   | 1,484       | MDC@ZOHL-KL |
| 57. | Malaysian Customs Procedures                              | H-SCM-05 | 2 | CHUA           | 22-23 |       |     | 23-24                 |       | 25-26       | YES   | 1,484 | MDC@ZOHL-KL |             |
| 58. | Kuasai Perolehan Kerajaan – Tender Melalui E-Perolehan    | H-SCM-06 | 2 | AIDA           |       | 17-18 |     |                       | 21-22 |             | 22-23 | YES   | 1,484       | MDC@ZOHL-KL |
|     | <b>SAFETY, HEALTH, &amp; ENVIRONMENT SERIES</b>           |          |   |                |       |       |     |                       |       |             |       |       |             |             |
| 59. | Chemical Spill & Splash Handling                          | H-SHE-01 | 2 | PUVA/CARL      | 23-24 |       |     | 24-25                 |       | 26-27       | YES   | 1,484 | MDC@ZOHL-KL |             |
| 60. | Scheduled Waste Management                                | H-SHE-02 | 2 | PUVA/CARL      |       | 18-19 |     |                       | 22-23 |             | 21-22 | YES   | 1,484       | MDC@ZOHL-KL |
| 61. | Personal Protective Equipment                             | H-SHE-04 | 2 | IR AZIZI       |       |       |     |                       |       |             |       | YES   | 1,484       | MDC@ZOHL-KL |
| 62. | Effective & Efficient Incident Reports                    | H-SHE-06 | 2 | IR AZIZI       |       | 24-25 |     |                       |       | 25-26       | YES   | 1,484 | MDC@ZOHL-KL |             |
| 63. | Forklift Truck Safety Training                            | H-SHE-07 | 2 | YUVARAJA       |       |       |     | Call Us: 013.398.1038 |       |             | YES   | 1,484 | MDC@ZOHL-KL |             |
| 64. | Safety at the Workplace                                   | H-SHE-08 | 2 | IR AZIZI/SATHY | 27-28 |       |     | 28-29                 |       | 26-27       | YES   | 1,484 | MDC@ZOHL-KL |             |
|     | <b>SOFTSKILLS</b>   |          |   |                |       |       |     |                       |       |             |       |       |             |             |
| 65. | Business English for Workplace Communication              | H-SS-01  | 2 | KIT/ROZITAH    | 29-30 |       |     | 30Sep-01Oct           |       | 30Nov-01Dec | YES   | 1,484 | MDC@ZOHL-KL |             |
|     | <b>TELECOMS SERIES</b>                                    |          |   |                |       |       |     |                       |       |             |       |       |             |             |
| 66. | Telecommunications Overview                               | H-TEL-01 | 2 | DR YUSOFF      |       | 26-27 |     |                       |       | 7-8         | YES   | 1,696 | MDC@ZOHL-KL |             |
| 67. | 5G Wireless Training for Non-Engineers                    | H-TEL-02 | 2 | DR YUSOFF      | 6-7   |       |     | 26-27                 |       |             | YES   | 1,696 | 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 **Hotel** (within walking distance): 1. **Hotel S. Damansara** (3 Star) T: 03.6280.5000


|   |  |  |
|---|--|--|
| <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 participants required before Program can proceed.</li> <li>• Date &amp; venue of seminar subject to change.</li> <li>• Payment must be made 7 days before the training date.</li> <li>• Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant.</li> <li>• 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.</li> <li>• Program content may change subject to revision by our consultants from time to time.</li> <li>• Full fee is required with your registration.</li> <li>• <b>HRDF SBL Khas Claimable (if your company contribute to HRDF Fund)</b></li> </ul> | <p>Customized In-House Training Program is available in the following areas:</p> <p><b>Accounting, Finance, Tax &amp; Law   Conventional &amp; New Media Marketing   Customer Service   Engineering – Building, Civil, Electrical, Mechanical   Entrepreneurship   Human Resources   ICT   Leadership &amp; Management   Project Management   Supply Chain Management   Safety, Health, &amp; Environment   Soft Skills   Telecoms   Total Quality Management   CIDB-Approved Training Program</b></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<br/> <a href="http://www.zohlgrou.com/mdc">www.zohlgrou.com/mdc</a></p> | <p><b>Office Address</b><br/>                 M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5<br/>                 Bandar Sri Damansara, 52200 Kuala Lumpur</p> <p>©2020 ZOHL Consultancy Sdn Bhd. All rights reserved.</p> <p>Contact : Niesa (013.398.1038)</p> <p>T : 03.6279.9276   F : 03.6279.0663   E : training@zohlgrou.com</p>  |
|---|--|--|

# ZOHL WEB SERVICES




**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.




**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.




**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



**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.



**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