









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											
2.	Budgets and Financial Reports in Construction Industry	C-AFTL-02	NORAINI		8-9		7-8		9-10	2	20	477	530	MDC@ZOHL-KL
3.	Finance for Non-Finance Managers	C-AFTL-03	NORAINI	10-11		23-24		12-13		2	20	477	530	MDC@ZOHL-KL
4.	Financial Management for Construction Industry	C-AFTL-04	NORAINI		15-16		14-15		14-15	2	20	477	530	MDC@ZOHL-KL
5.	Managing Your Company Cash Flow	C-AFTL-05	ROSLAN	20-21		28-29		17-18		2	20	477	530	MDC@ZOHL-KL
6.	Sales and Service Tax (SST)	C-AFTL-06	ROSLAN											
7.	Tax Planning for HR Managers	C-AFTL-07	ROSLAN											
8.	Tax Planning for Malaysian SMEs	C-AFTL-08	ROSLAN											
CUSTOMER SERVICE														
9.	Customer Service Excellence	C-CS-01	KIT							2	20	477	530	MDC@ZOHL-KL
10.	Effective Customer Complaint Management	C-CS-02	KIT											
CONVENTIONAL, DIGITAL & SOCIAL MEDIA MARKETING														
11.	Social Media Marketing	C-CDSM-01	DON/SUHAIL							2	20	477	530	MDC@ZOHL-KL
12.	Sales & Marketing Fundamentals	C-CDSM-02	JANE											
ENGINEERING														
13.	Building Services & Management	C-BG-01	SATHY							2	20	477	530	MDC@ZOHL-KL
14.	Pumps – Application, Operation & Maintenance	C-ME-01	SATHY		10-11		12-13		13-14	2	20	477	530	MDC@ZOHL-KL
15.	Electrical Engineering for Non Electrical Engineer	C-EE-01	SATHY	11-12		15-16		16-17		2	20	477	530	MDC@ZOHL-KL
16.	Electrical Motor System – Maintenance & Troubleshooting	C-EE-02	SATHY											
17.	Switchgear Operation and Maintenance	C-EE-03	SATHY	13-14		17-18		19-20		2	20	477	530	MDC@ZOHL-KL
HUMAN RESOURCE														
18.	Human Resource Management	C-HR-01	JANE							2	20	477	530	MDC@ZOHL-KL
19.	Roles & Responsibilities		ALAUDDIN	13-14		2-3		26-27		2	20	477	530	MDC@ZOHL-KL
INFORMATION & COMMUNICATION TECHNOLOGY (ICT)														
20.	Microsoft Word 2010/2007 Foundation	C-ICT-01a	SHA/Firdaus							2	20	477	530	MDC@ZOHL-KL
21.	Microsoft Excel 2010/2007 Foundation	C-ICT-02a	SHA/Firdaus											
22.	Microsoft Powerpoint 2010/2007 Foundation	C-ICT-03a	SHA/Firdaus											
LEADERSHIP & MANAGEMENT														
23.	Effective Leadership & Supervisory Skills	C-MG-01	ALAUDDIN		16-17		11-12		15-16	2	20	477	530	MDC@ZOHL-KL
24.	Multitasking, Time and Office Management for Construction Companies	C-MG-02	ALAUDDIN	26-27		14-15		24-25		2	20	477	530	MDC@ZOHL-KL
25.	Quality Management in Construction Industry	C-MG-03	JANE											
26.	Roles and Responsibilities of HR													
PROJECT MANAGEMENT														
27.	Project Management	C-PM-01	HASHIM		9-10		11-12		15-16	2	20	477	530	MDC@ZOHL-KL
28.	Contract Management	C-PM-02	Ir AZIZI	5-6		9-10		11-12		2	20	477	530	MDC@ZOHL-KL
29.	Critical Path Method	C-PM-03	Ir SUFFIAN		17-18		21-22		9-10	2	20	477	530	MDC@ZOHL-KL
30.	Dispute Management	C-PM-04	HASHIM											
31.	Project Scheduling Using Microsoft Project 2019	C-PM-05	Ir SUFFIAN		23-24		13-14		13-14	2	20	477	530	MDC@ZOHL-KL
32.	Project Cost Control & Estimation	C-PM-06	HASHIM	11-12		21-22		16-17		2	20	477	530	MDC@ZOHL-KL
SAFETY, HEALTH & ENVIRONMENT														
33.	Coordinating Emergency Response Team at the Workplace	C-SHE-01	CARL											
34.	Occupational Safety & Health Act (OSHA) 1994 Awareness Program	C-SHE-02	Ir AZIZI		21-22		26-27		22-23	2	20	477	530	MDC@ZOHL-KL
35.	ISO 18000 Occupational Health and Safety Assurance System (OHSAS)	C-SHE-03	PUVA											

36.	Safety In The Workplace	C-SHE-04	Ir AZIZI	27-28		17-18		23-24		2	20	477	530	MDC@ZOHL-KL
37.	Chemical Spill and Splash Handling	C-SHE-05	CARL/PUVA		7-8		4-5		9-10	2	20	477	530	MDC@ZOHL-KL
38.	Scheduled Waste Management	C-SHE-06	CARL/PUVA											
39.	Personal Protective Equipment	C-SHE-07	Ir AZIZI											
40.	Effective & Efficient Incident Reports	C-SHE-08	Ir AZIZI											
41.	Earthing & Lightning Protection	C-SHE-09	SATHY											
42.	Electrical Safety at the Workplace	C-SHE-10	SATHY											
	SUPPLY CHAIN MANAGEMENT													
43.	Kursus Pengurusan Tender & Sebut Harga	C-SCM-01	Ir AZIZI		15-16		5-6		28-29	2	20	477	530	MDC@ZOHL-KL
44.	Kuasai Perolehan Kerajaan - Tender Melalui ePerolehan	C-SCM-02	AIDA											
	SOFTSKILLS									2	20	477	530	MDC@ZOHL-KL
45.	Basic English at the Workplace	C-SS-01	KIT											
46.	Bengkel Ke Arah Kesetiausahaan Cemerlang	C-SS-02	JANE											
47.	Kursus Pengurusan Fail Dan Rekod	C-SS-03	ALAUDDIN		21-22		28-29		23-24	2	20	477	530	MDC@ZOHL-KL
48.	Bengkel Pembangunan Pembantu Tadbir & Kumpulan Sokongan	C-SS-04	ALAUDDIN											
49.	Bengkel Pengurusan Mesyuarat secara Efektif	C-SS-05	ALAUDDIN											

<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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