

NO	LIST OF PROGRAMS	LOCATION	DURATION	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
OIL & GAS AND ENGINEERING									
1	Introduction to Metocean Engineering	KL	2					25 - 26	
	Introduction to Oil & Gas: Upstream Overview	KL	1		27	22			
FINANCE									
2	Effective Budgeting	KL	1				5		
DIGITAL & IT SKILLS									
3	Artificial Intelligence (AI) For Workplace Productivity	KL	2					17 - 18	
	Practical Generative AI for Workplace Productivity	KL	2		19		21		
SALES & MARKETING									
4	Contract Risk Management	KL	2				13 - 14		2 - 3
	Contract Negotiation Skills	KL	2			9 - 10			16 - 17
	Strategic Marketing & Analytical Skills	KL	2					3 - 4	
PROFESSIONAL & SOFT SKILLS									
5	Becoming & Service Pro	KL	2				7 - 8		
	Thinking Out of the box	KL	1			8			
	Analytical and Critical Thinking Skills	KL	2		12 - 13				
	Integrated public relations & Corporate communication strategies	KL	2					11 - 12	
HUMAN RESOURCE MANAGEMENT									
6	Effective Communication & Customer Service Excellence	KL	2			30	1		
	Contract Management (Contract Management, Pre Award & Post Award)	KL	2			9 - 10			
	High Impact Business Writing Skills	KL	2					4 - 5	
LEADERSHIP & SUPERVISORY DEVELOPMENT									
7	Analytical And Critical Thinking Skill	KL	1				12		
	Practical Management Skill for Executives	KL	2						1 - 2
	Strategic Thinking, Planning & Implementation	KL	2				27 - 28		
	Building Future Leaders: Visions, Strategies, Practices, Insights	KL	2		29 - 30				
HEALTH, SAFETY & COMPLIANT									
8	First Aid Team – Building + Simulation - 3 Day 2 Night	KL	3			1 - 3			
	CPR + AED Training (Basic, Intermediate, Advanced)	KL	1			12		28	5
	ISO 9001:2000 Quality Management System Awareness	KL	2				7 - 8		