

PROGRAM	2021											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
LEADERSHIP SKILLS												
Mindful Leadership Training		2 & 3										
Effective Supervisory Leadership Skills			1 & 2							4 & 5		
Kursus Motivasi & Kemahiran Kepimpinan Untuk Penyelia	4 & 5											
INTERPERSONAL & COMMUNICATION SKILLS												
Customer Service Excellence Workshop			24 & 25						27 & 28			
The Art Of Persuasion Skills for Sales Personnel					17 & 18						8 & 9	
Powerful Marketing Mindset & Strategies For Greater Sales Success								2 & 3	6 & 7		1 & 2	
MOTIVATION & CHANGE MANAGEMENT												
Managing Diversity In Workplace									6 & 7			
Time and Workload Management Skills			3 & 4					4 & 5				
Effective Delegation Skills For Higher Productivity									13 & 14	12 & 13	15 & 16	8 & 9
PROBLEM SOLVING SKILLS & TOOLS												
7 QC Tools	6 & 7							5 & 6				
8D PROBLEM SOLVING PROCESS				20 & 21								
CRITICAL AND CREATIVE THINKING SKILLS IN DECISION MAKING							26 & 27					
HUMAN RESOURCE & WORK ETHIC												
Effective Interviewing & Selection Skills					20 & 21							1 & 2
Conduct Training Needs Analysis & Evaluate Training Effectiveness			24 & 25							25 & 26		
Labour Laws & Managing Discipline In The Workplace	11 & 12											
Understanding the Labour Law & Grievance Procedures						1 & 2						6 & 7
Managing Of Discipline & Misconduct At The Workplace				20 & 21								
SAFETY & HEALTH PROGRAMS												
Prinsip & Pelaksanaan 6S (5S + Safety)					10 & 11							
Effective Emergency Response Plan (ERP) Training	20 & 21							17 & 18				
Latihan Komprehensif Pengendalian & Keselamatan Forklift / Reach Truck	4 & 5		30 & 31	19 & 20	3 & 4		12 & 13	25 & 26	13 & 14		1 & 2	1 & 2
Latihan Penyegaraan Pengendalian & Keselamatan Forklift / Reach Truck		1				8				11		
SUPPLY CHAIN MANAGEMENT												
Strategic Fit in Supply Chain Management		1 & 2										
Import/Export Documentation & Shipping Procedures					19 & 20	15 & 16	28 & 29		29 & 30	27 & 28	24 & 25	13 & 14
MANAGEMENT SYSTEM STANDARDS PROGRAM												
ISO 9001: 2015 Internal Audit Training					4 & 5						10 & 11	
ISO 22301:2019 Business Continuity Mgmt System (BCMS) Foundation						28						
ISO 22301:2019 Business Continuity Mgmt System (BCMS) Implementation						29 & 30						
IATF 16949 : 2016 Internal Audit Training										20 & 21		
LANGUAGE AND REPORT WRITING												
Sharpen Your Business Writing Skills		17 & 18							22 & 23			
SOFTWARE APPLICATIONS												
Microsoft Excel-Basic	4 & 5		29 & 30			21 & 22					17 & 18	
Microsoft Excel-Intermediate To Advanced		8 to 11			17 & 18		27 & 28	16 & 17		11 & 12		
Powerpoint							14 & 15					
Creating Effective Infographics With Excel								4 & 5				
Standard Training Price : 2 days training program - RM1,300.00 nett per participant / Microsoft Excel-Basic : 1 day RM450 nett per participant Microsoft Intermediate to Advanced Price : 2 days training program - RM500.00 nett per participant / Creating Effective Infographics With Excel : 2 days RM500 nett per participant Forklift / Reach Truck training program price- RM600.00 nett per day per participant /8D Problem Solving Process : 2 days RM1,750 nett per participant/ ISO 22301:2019 - Business Continuity Management System (BCMS) Foundation - 1 day training RM 950.00 nett per participant ISO 22301:2019 - Business Continuity Management System (BCMS) Implementation: 2 days training program - RM 1,800.00 nett per participant ISO 22301:2019 - Business Continuity Management System (BCMS) Foundation & Implementation: 3 days training program - RM 2,475.00 nett per participant Group rates are available, contact us for details. E-mail us your enquiry: sales@progresslink.com.my , Visit our website: www.progresslink.com.my , Call us now: + 6 04- 297 6881, Whatsapp us at + 6 011- 1289 6881 Note: Progress Link Training & Consultancy Sdn Bhd reserves the right to cancel any program, make amendments and/or changes to the program.												