

JAN	DATE	VENUE
THE NEW MANAGERS: MANAGERIAL SKILLS FOR SUCCESS	3 & 4 JAN	JAZZ HOTEL, PENANG
POWERFUL MARKETING MINDSET AND STRATEGIES FOR GREATER SALES SUCCESS	9 & 10 JAN	JAZZ HOTEL, PENANG
MANAGING HUMAN CAPITAL AND POSITIVE WORK ETHICS	11 & 12 JAN	BUTTERWORTH, PENANG
RESPONSIBLE BUSINESS ALLIANCE (VERSION 7.0) AWARENESS & IMPLEMENTATION	16 & 17 JAN	REMOTE ONLINE TRAINING
7 QUALITY CONTROL TOOLS (7QC TOOLS)	18 & 19 JAN	REMOTE ONLINE TRAINING
WORKPLACE ERGONOMICS & MANUAL HANDLING TECHNIQUES	22 & 23 JAN	REMOTE ONLINE TRAINING
MICROSOFT EXCEL - BASIC TO INTERMEDIATE	23 & 24 JAN	REMOTE ONLINE TRAINING
KURSUS KOMPREHENSIF PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	30 & 31 JAN	BUTTERWORTH, PENANG
FEB	DATE	VENUE
PROGRAM KECEMERLANGAN PERKHIDMATAN PELANGGAN	1 FEB	JAZZ HOTEL, PENANG
MANAGING DIFFICULT PEOPLE AND CONFLICT RESOLUTION SKILLS	6 FEB	JAZZ HOTEL, PENANG
TRAINING NEEDS ANALYSIS AND EVALUATE TRAINING EFFECTIVENESS WORKSHOP	14 & 15 FEB	JAZZ HOTEL, PENANG
CORPORATE ETIQUETTE AND PROFESSIONAL IMAGE DEVELOPMENT WORKSHOP	15 & 16 FEB	JAZZ HOTEL, PENANG
8D PROBLEM-SOLVING PROCESS TOOL	20 & 21 FEB	JAZZ HOTEL, PENANG
ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) INTERNAL AUDIT TRAINING	22 & 23 FEB	REMOTE ONLINE TRAINING
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	26 & 27 FEB	JAZZ HOTEL, PENANG
KURSUS PENYEGARAAN PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	29 FEB	BUTTERWORTH, PENANG
MAR	DATE	VENUE
EFFECTIVE LEADERSHIP TRAINING FOR MANAGERS	5 MAR	JAZZ HOTEL, PENANG
CUSTOMER SERVICE EXCELLENCE WORKSHOP	7 & 8 MAR	JAZZ HOTEL, PENANG
EFFECTIVE AND OBJECTIVELY DRIVEN KEY PERFORMANCE INDICATORS (KPIS)	13 & 14 MAR	REMOTE ONLINE TRAINING
KAIZEN: A STRATEGY FOR CONTINUOUS IMPROVEMENT	14 & 15 MAR	REMOTE ONLINE TRAINING
WORKING AT HEIGHT SAFETY AND COMPETENCY AWARENESS TRAINING	19 & 20 MAR	REMOTE ONLINE TRAINING
OPTIMISING SUPPLY CHAIN RESILIENCE THROUGH ENHANCED INVENTORY MANAGEMENT	21 & 22 MAR	REMOTE ONLINE TRAINING
MICROSOFT EXCEL- INTERMEDIATE TO ADVANCED	26 & 27 MAR	REMOTE ONLINE TRAINING
KURSUS KOMPREHENSIF PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	28 & 29 MAR	BUTTERWORTH, PENANG

APRIL	DATE	VENUE
ENHANCING COMMUNICATION & INTERPERSONAL SKILLS	2 & 3 APR	JAZZ HOTEL, PENANG
CORPORATE ETIQUETTE AND PROFESSIONAL IMAGE DEVELOPMENT WORKSHOP	4 & 5 APR	JAZZ HOTEL, PENANG
BEHAVIOURAL INTERVIEW AND SELECTION TECHNIQUES	16 APR	REMOTE ONLINE TRAINING
5S IMPLEMENTATION FOR PRODUCTIVITY IMPROVEMENT	16 & 17 APR	REMOTE ONLINE TRAINING
SAFE HANDLING OF HAZARDOUS CHEMICALS AT THE WORKPLACE	18 & 19 APR	REMOTE ONLINE TRAINING
CONTEMPORARY SUPPLIER MANAGEMENT SKILLS	22 & 23 APR	JAZZ HOTEL, PENANG
TECHNICAL REPORT WRITING PROGRAM	23 & 24 APR	JAZZ HOTEL, PENANG
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	24 & 25 APR	REMOTE ONLINE TRAINING
KURSUS PENYEGARAAN PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	26 APR	BUTTERWORTH, PENANG
MICROSOFT EXCEL - BASIC TO INTERMEDIATE	29 & 30 APR	JAZZ HOTEL, PENANG
MAY	DATE	VENUE
EFFECTIVE SUPERVISORY LEADERSHIP SKILLS	2 & 3 MAY	JAZZ HOTEL, PENANG
TIME & WORKLOAD MANAGEMENT SKILLS	7 & 8 MAY	JAZZ HOTEL, PENANG
EFFECTIVE MANAGEMENT AND APPRAISAL OF PERFORMANCE	9 & 10 MAY	REMOTE ONLINE TRAINING
CORPORATE ETIQUETTE AND PROFESSIONAL IMAGE DEVELOPMENT WORKSHOP	14 & 15 MAY	JAZZ HOTEL, PENANG
FAILURE MODE AND EFFECT ANALYSIS (FMEA)	16 & 17 MAY	JAZZ HOTEL, PENANG
ISO 22301:2019 BUSINESS CONTINUITY MANAGEMENT(BCM)	20 & 21 MAY	REMOTE ONLINE TRAINING
DATA ANALYSIS AND DASHBOARDING WITH MICROSOFT EXCEL	23 & 24 MAY	REMOTE ONLINE TRAINING
MICROSOFT EXCEL- INTERMEDIATE TO ADVANCED	28 & 29 MAY	REMOTE ONLINE TRAINING
KURSUS KOMPREHENSIF PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	30 & 31 MAY	BUTTERWORTH, PENANG
JUNE	DATE	VENUE
MASTERING HIGH IMPACT COMMUNICATION & PRESENTATION SKILLS AT THE WORKPLACE	4 & 5 JUN	JAZZ HOTEL, PENANG
PROGRAM KECEMERLANGAN PERKHIDMATAN PELANGGAN	6 JUN	REMOTE ONLINE TRAINING
FINANCE FOR NON-FINANCE MANAGERS & EXECUTIVES	6 & 7 JUN	JAZZ HOTEL, PENANG
CORPORATE LIABILITY PROVISION UNDER SECTION 17A MACC ACT 2009	11 JUN	REMOTE ONLINE TRAINING
ELECTRICAL SAFETY AWARENESS AT WORKPLACE / LOGOUT TAGOUT (LOTO) IN ELECTRICAL SAFETY	12 JUN	JAZZ HOTEL, PENANG
C-TPAT AWARENESS AND IMPLEMENTATION TRAINING	13 & 14 JUN	REMOTE ONLINE TRAINING
ANALYSING DATA WITH MICROSOFT POWER BI	20 & 21 JUN	REMOTE ONLINE TRAINING
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	25 & 26 JUN	JAZZ HOTEL, PENANG
KURSUS PENYEGARAAN PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	28 JUN	REMOTE ONLINE TRAINING

JULY	DATE	VENUE
KEMAHIRAN PENTING UNTUK KETUA OPERATOR	2 JULY	JAZZ HOTEL, PENANG
UNDERSTANDING THE LABOUR LAWS & GRIEVANCE PROCEDURES	4 & 5 JULY	REMOTE ONLINE TRAINING
TIME & WORKLOAD MANAGEMENT SKILLS	9 & 10 JULY	JAZZ HOTEL, PENANG
EFFECTIVE PREVENTIVE MAINTENANCE IMPLEMENTATION: ROADMAP TO MAINTENANCE EXCELLENCE	12 JULY	REMOTE ONLINE TRAINING
ENVIRONMENTAL AWARENESS & LEGAL, ROHS & SCHEDULE WASTE MANAGEMENT	16 JULY	JAZZ HOTEL, PENANG
MANAGING WAREHOUSE AS AN EFFICIENT DISTRIBUTION CENTRE	18 & 19 JULY	REMOTE ONLINE TRAINING
MASTERING MICROSOFT EXCEL: ADVANCED FORMULAS AND FUNCTIONS	25 & 26 JULY	REMOTE ONLINE TRAINING
KURSUS KOMPREHENSIF PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	30 & 31 JULY	BUTTERWORTH, PENANG
AUGUST	DATE	VENUE
THE ART OF PERSUASION SKILLS FOR SALES PERSONNEL	1 & 2 AUG	JAZZ HOTEL, PENANG
PROGRAM PEMBANGUNAN POTENSI DIRI & MOTIVASI KERJA	6 AUG	JAZZ HOTEL, PENANG
MANAGING OF DISCIPLINE & MISCONDUCT AT THE WORKPLACE	8 & 9 AUG	REMOTE ONLINE TRAINING
CORPORATE ETIQUETTE AND PROFESSIONAL IMAGE DEVELOPMENT WORKSHOP	13 & 14 AUG	JAZZ HOTEL, PENANG
GEOMETRIC DIMENSION AND TOLERANCE (GD&T)	15 & 16 AUG	JAZZ HOTEL, PENANG
MASTERING INCOTERMS 2020	19 AUG	REMOTE ONLINE TRAINING
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	20 & 21 AUG	REMOTE ONLINE TRAINING
KURSUS PENYEGARAAN PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	23 AUG	BUTTERWORTH, PENANG
MICROSOFT EXCEL- INTERMEDIATE TO ADVANCED	28 & 29 AUG	JAZZ HOTEL, PENANG
SEPTEMBER	DATE	VENUE
KURSUS MOTIVASI & KEMAHIRAN KEPIMPINAN UNTUK PENYELIA	3 SEPT	JAZZ HOTEL, PENANG
PROGRAM KECEMERLANGAN PERKHIDMATAN PELANGGAN	4 SEPT	JAZZ HOTEL, PENANG
CLIMATE-RELATED FINANCIAL DISCLOSURES AWARENESS WORKSHOP	10 & 11 SEPT	REMOTE ONLINE TRAINING
HAZARD IDENTIFICATION, RISK ASSESSMENT & DETERMINING CONTROL (HIRADC)	12 SEPT	JAZZ HOTEL, PENANG
ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)	13 SEPT	JAZZ HOTEL, PENANG
SHARPEN YOUR BUSINESS WRITING SKILLS	19 & 20 SEPT	JAZZ HOTEL, PENANG
MICROSOFT EXCEL- INTERMEDIATE TO ADVANCED	24 & 25 SEPT	REMOTE ONLINE TRAINING
KURSUS KOMPREHENSIF PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	26 & 27 SEPT	BUTTERWORTH, PENANG

OCTOBER	DATE	VENUE
ESSENTIAL NEGOTIATION SKILLS IN PROCUREMENT	1 & 2 OCT	REMOTE ONLINE TRAINING
KURSUS PEMIKIRAN ANALITIKAL DAN KREATIF	3 & 4 OCT	JAZZ HOTEL, PENANG
ENVIRONMENTAL, SOCIAL AND GOVERNANCE MANAGEMENT TRAINING (ESG)	8 & 9 OCT	JAZZ HOTEL, PENANG
TECHNICAL TROUBLESHOOTING & DECISION-MAKING FOR EFFECTIVE MAINTENANCE TOWARDS ZERO LOSS	10 & 11 OCT	JAZZ HOTEL, PENANG
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	15 & 16 OCT	JAZZ HOTEL, PENANG
MANAGING AND OPTIMISING SPARE PARTS INVENTORY	22 & 23 OCT	JAZZ HOTEL, PENANG
KURSUS PENYEGARAAN PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	25 OCT	BUTTERWORTH, PENANG
MICROSOFT EXCEL - BASIC TO INTERMEDIATE	28 & 29 OCT	REMOTE ONLINE TRAINING
NOVEMBER	DATE	VENUE
KEMAHIRAN BERKOMUNIKASI & PENYAMPAIAN BERKESAN	1 NOV	JAZZ HOTEL, PENANG
PROGRAM KECEMERLANGAN PERKHIDMATAN PELANGGAN	5 NOV	REMOTE ONLINE TRAINING
CORPORATE ETIQUETTE AND PROFESSIONAL IMAGE DEVELOPMENT WORKSHOP	7 & 8 NOV	JAZZ HOTEL, PENANG
GEOMETRIC DIMENSION AND TOLERANCE (GD&T)	12 & 13 NOV	REMOTE ONLINE TRAINING
INTRODUCTION TO LEAN SIX SIGMA TRAINING	14 & 15 NOV	JAZZ HOTEL, PENANG
CYBERSECURITY AWARENESS TRAINING	20 & 21 NOV	REMOTE ONLINE TRAINING
MICROSOFT PROJECT BEGINNER TO INTERMEDIATE	26 & 27 NOV	REMOTE ONLINE TRAINING
KURSUS KOMPREHENSIF PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	28 & 29 NOV	BUTTERWORTH, PENANG
DECEMBER	DATE	VENUE
MASTERING THE ART OF POWERFUL NEGOTIATION	3 DEC	JAZZ HOTEL, PENANG
PRINSIP & PERLAKSANAAN 6S (5S + SAFETY)	5 DEC	JAZZ HOTEL, PENANG
7 QUALITY CONTROL TOOLS (7QC TOOLS)	10 & 11 DEC	JAZZ HOTEL, PENANG
FAILURE MODE AND EFFECT ANALYSIS (FMEA)	12 & 13 DEC	JAZZ HOTEL, PENANG
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	17 & 18 DEC	REMOTE ONLINE TRAINING
MICROSOFT EXCEL- INTERMEDIATE TO ADVANCED	19 & 20 DEC	REMOTE ONLINE TRAINING
DATA ANALYSIS AND DASHBOARDING WITH MICROSOFT EXCEL	26 & 27 DEC	REMOTE ONLINE TRAINING
KURSUS PENYEGARAAN PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	31 DEC	BUTTERWORTH, PENANG

Note: Progress Link Training & Consultancy Sdn Bhd reserves the right to cancel any program, make amendments and/or changes to the programs.

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