

<b>FEB</b>	<b>DATE</b>	<b>VENUE</b>
EFFECTIVE AND OBJECTIVELY DRIVEN KEY PERFORMANCE INDICATORS (KPIs)	6 & 7 FEB	JAZZ HOTEL, PENANG
TRAINING NEEDS ANALYSIS AND EVALUATE TRAINING EFFECTIVENESS WORKSHOP	13 & 14 FEB	JAZZ HOTEL, PENANG
E-INVOICING STREAMLINING ACCOUNTS AND COMPLIANCE	17 & 18 FEB	REMOTE ONLINE TRAINING
8D PROBLEM-SOLVING PROCESS TOOL	20 & 21 FEB	JAZZ HOTEL, PENANG
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	24 & 25 FEB	JAZZ HOTEL, PENANG
KURSUS PENYEGARAAN PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	27-Feb	BUTTERWORTH, PENANG
<b>MAR</b>	<b>DATE</b>	<b>VENUE</b>
POWERFUL MARKETING MINDSET AND STRATEGIES FOR GREATER SALES SUCCESS	4 & 5 MAR	JAZZ HOTEL, PENANG
CUSTOMER SERVICE EXCELLENCE WORKSHOP	6 & 7 MAR	JAZZ HOTEL, PENANG
EFFECTIVE AND OBJECTIVELY DRIVEN KEY PERFORMANCE INDICATORS (KPIs)	11 & 12 MAR	REMOTE ONLINE TRAINING
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	18 & 19 MAR	REMOTE ONLINE TRAINING
MICROSOFT EXCEL- INTERMEDIATE TO ADVANCED	20 & 21 MAR	REMOTE ONLINE TRAINING
KURSUS KOMPREHENSIF PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	27 & 28 MAR	BUTTERWORTH, PENANG
<b>APRIL</b>	<b>DATE</b>	<b>VENUE</b>
BEHAVIOURAL INTERVIEW AND SELECTION TECHNIQUES	7 & 8 APR	REMOTE ONLINE TRAINING
SAFE HANDLING OF HAZARDOUS CHEMICALS AT THE WORKPLACE	9 & 10 APR	REMOTE ONLINE TRAINING
ENHANCING COMMUNICATION & INTERPERSONAL SKILLS	14 & 15 APR	JAZZ HOTEL, PENANG
CORPORATE ETIQUETTE AND PROFESSIONAL IMAGE DEVELOPMENT WORKSHOP	16 & 17 APR	JAZZ HOTEL, PENANG
E-INVOICING STREAMLINING ACCOUNTS AND COMPLIANCE	18 APR	REMOTE ONLINE TRAINING
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	22 & 23 APR	REMOTE ONLINE TRAINING
KURSUS PENYEGARAAN PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	24 APR	BUTTERWORTH, PENANG
MICROSOFT EXCEL - BASIC TO INTERMEDIATE	28 & 29 APR	REMOTE ONLINE TRAINING
KURSUS PEMIKIRAN ANALITIKAL DAN KREATIF	29 & 30 OCT	JAZZ HOTEL, PENANG
<b>MAY</b>	<b>DATE</b>	<b>VENUE</b>
EFFECTIVE SUPERVISORY LEADERSHIP SKILLS	5 & 6 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
FAILURE MODE AND EFFECT ANALYSIS (FMEA)	14 & 15 MAY	JAZZ HOTEL, PENANG
DATA ANALYSIS AND DASHBOARDING WITH MICROSOFT EXCEL	19 & 20 MAY	REMOTE ONLINE TRAINING
MICROSOFT EXCEL- INTERMEDIATE TO ADVANCED	21 & 22 MAY	REMOTE ONLINE TRAINING
KURSUS KOMPREHENSIF PENGENDALIAN DAN KESELAMATAN FORKLIFT	26 & 27 MAY	BUTTERWORTH, PENANG

JUNE	DATE	VENUE
MASTERING HIGH IMPACT COMMUNICATION & PRESENTATION SKILLS AT THE WORKPLACE	4 & 5 JUN	JAZZ HOTEL, PENANG
FINANCE FOR NON-FINANCE MANAGERS & EXECUTIVES	9 & 10 JUN	JAZZ HOTEL, PENANG
PROGRAM KECEMERLANGAN PERKHIDMATAN PELANGGAN	13 JUN	REMOTE ONLINE TRAINING
CORPORATE LIABILITY PROVISION UNDER SECTION 17A MACC ACT 2009	17 JUN	REMOTE ONLINE TRAINING
C-TPAT AWARENESS AND IMPLEMENTATION TRAINING	18-Jun	REMOTE ONLINE TRAINING
ANALYSING DATA WITH MICROSOFT POWER BI	23 & 24 JUN	REMOTE ONLINE TRAINING
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	25 & 26 JUN	JAZZ HOTEL, PENANG
KURSUS PENYEGARAAN PENGENDALIAN DAN KESELAMATAN FORKLIFT	30 JUN	BUTTERWORTH, PENANG
JULY	DATE	VENUE
KEMAHIRAN PENTING UNTUK KETUA OPERATOR	1 JULY	JAZZ HOTEL, PENANG
UNDERSTANDING THE LABOUR LAWS & GRIEVANCE PROCEDURES	3 & 4 JULY	REMOTE ONLINE TRAINING
TIME & WORKLOAD MANAGEMENT SKILLS	8 & 9 JULY	JAZZ HOTEL, PENANG
EFFECTIVE PREVENTIVE MAINTENANCE IMPLEMENTATION: ROADMAP TO MAINTENANCE EXCELLENCE	15 JULY	REMOTE ONLINE TRAINING
ENVIRONMENTAL AWARENESS & LEGAL, ROHS & SCHEDULE WASTE MANAGEMENT	16 JULY	JAZZ HOTEL, PENANG
MANAGING WAREHOUSE AS AN EFFICIENT DISTRIBUTION CENTRE	17 & 18 JULY	REMOTE ONLINE TRAINING
MASTERING MICROSOFT EXCEL: ADVANCED FORMULAS AND FUNCTIONS	24 & 25 JULY	REMOTE ONLINE TRAINING
KURSUS KOMPREHENSIF PENGENDALIAN DAN KESELAMATAN FORKLIFT	28 & 29 JULY	BUTTERWORTH, PENANG
AUGUST	DATE	VENUE
THE ART OF PERSUASION SKILLS FOR SALES PERSONNEL	4 & 5 AUG	JAZZ HOTEL, PENANG
PROGRAM PEMBANGUNAN POTENSI DIRI & MOTIVASI KERJA	6 AUG	JAZZ HOTEL, PENANG
MANAGING OF DISCIPLINE & MISCONDUCT AT THE WORKPLACE	7 & 8 AUG	REMOTE ONLINE TRAINING
MASTERING INCOTERMS 2020	12 AUG	REMOTE ONLINE TRAINING
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	19 & 20 AUG	REMOTE ONLINE TRAINING
KURSUS PENYEGARAAN PENGENDALIAN DAN KESELAMATAN FORKLIFT	21 AUG	BUTTERWORTH, PENANG
MICROSOFT EXCEL- INTERMEDIATE TO ADVANCED	26 & 27 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)	18 SEPT	JAZZ HOTEL, PENANG
MICROSOFT EXCEL- INTERMEDIATE TO ADVANCED	23 & 24 SEPT	REMOTE ONLINE TRAINING
KURSUS KOMPREHENSIF PENGENDALIAN DAN KESELAMATAN FORKLIFT	25 & 26 SEPT	BUTTERWORTH, PENANG

OCTOBER	DATE	VENUE
KURSUS PEMIKIRAN ANALITIKAL DAN KREATIF	2 & 3 OCT	JAZZ HOTEL, PENANG
ENVIRONMENTAL, SOCIAL AND GOVERNANCE MANAGEMENT TRAINING (ESG)	7 & 8 OCT	JAZZ HOTEL, PENANG
TECHNICAL TROUBLESHOOTING & DECISION-MAKING FOR EFFECTIVE MAINTENANCE TOWARDS ZERO LOSSES	14 & 15 OCT	JAZZ HOTEL, PENANG
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	16 & 17 OCT	JAZZ HOTEL, PENANG
MANAGING AND OPTIMISING SPARE PARTS INVENTORY	21 & 22 OCT	JAZZ HOTEL, PENANG
KURSUS PENYEGARAAN PENGENDALIAN DAN KESELAMATAN FORKLIFT/ REACH TRUCK	23 OCT	BUTTERWORTH, PENANG
MICROSOFT EXCEL - BASIC TO INTERMEDIATE	28 & 29 OCT	REMOTE ONLINE TRAINING
NOVEMBER	DATE	VENUE
KEMAHIRAN BERKOMUNIKASI & PENYAMPAIAN BERKESAN	4 NOV	JAZZ HOTEL, PENANG
PROGRAM KECEMERLANGAN PERKHIDMATAN PELANGGAN	5 NOV	REMOTE ONLINE TRAINING
CORPORATE ETIQUETTE AND PROFESSIONAL IMAGE DEVELOPMENT WORKSHOP	6 & 7 NOV	JAZZ HOTEL, PENANG
GEOMETRIC DIMENSION AND TOLERANCE (GD&T)	12 & 13 NOV	REMOTE ONLINE TRAINING
8D PROBLEM-SOLVING PROCESS TOOLS	14 & 15 NOV	JAZZ HOTEL, PENANG
CYBERSECURITY AWARENESS TRAINING	20 & 21 NOV	REMOTE ONLINE TRAINING
MICROSOFT PROJECT BEGINNER TO INTERMEDIATE	25 & 26 NOV	REMOTE ONLINE TRAINING
KURSUS KOMPREHENSIF PENGENDALIAN DAN KESELAMATAN FORKLIFT	27 & 28 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
FAILURE MODE AND EFFECT ANALYSIS (FMEA)	9 & 10 DEC	JAZZ HOTEL, PENANG
IMPORT/EXPORT DOCUMENTATION & SHIPPING PROCEDURES	17 & 18 DEC	REMOTE ONLINE TRAINING
MICROSOFT EXCEL- INTERMEDIATE TO ADVANCED	22 & 23 DEC	REMOTE ONLINE TRAINING
DATA ANALYSIS AND DASHBOARDING WITH MICROSOFT EXCEL	29 & 30 DEC	REMOTE ONLINE TRAINING
KURSUS PENYEGARAAN PENGENDALIAN DAN KESELAMATAN FORKLIF	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.*

Revision: 7th February 2025

Email us : [sales@progresslink.com.my](mailto:sales@progresslink.com.my)

Website: [www.progresslink.com.my](http://www.progresslink.com.my)