ACCOUNTING & FINANCE
- Cost Accounting Techniques For Cost Monitoring And Control
- Financial Statement Preparation & Analysis For Finance Personnel
- GST Treatment & Scheme Available Reaping The Cost Saving For Manufacturing Industry
- Strategic Cost Management For Business Decision And Application
- The Essential Of Budgeting Guide And Cash Flow Forecasting
- The Essential Of Budgeting Preparation And Cash Flow Forecasting
- Finance For Non Finance Managers (Level 1, 2 & 3)
- GST Procurement and Accounts Payable
- GST Accounts Payable And Accounts Receivable
- GST Essentials & Audit Preparation Process
- Strategic GST Planning
- Integrated Tax Planning
- GST Post Implementation Costly Issues & Challenges
- Integrated Tax planning For HR Managers

HR MANAGEMENT
- B.E.S.T - Managing People and Conflict
- B.E.S.T - Understanding People and Conflict
- Building Career Succession Plan
- Building Talent Management
- Building Talent Management & Career Succession Plan
- Employment Law - Managing Employees Discipline Skills & Understanding Termination Process
- How to attract & retain good employee

- Interview & Selection Skills
- Key Performance Indicators & Key Results Areas (KPI & KRA)
- Knowledge Management
- Managing People and Conflict Effectively
- Performance Appraisal
- Positive Workplace Attitude
- Problem Solving and Decision Making
- Strategic HR for Senior Management
- Succession Planning
- Talent Management
- Understanding and Managing People’s Personality

GENERAL MANAGEMENT
- Dealing With Different Personalities At Work
- Enabling Change and Transformation
- Handling Conflict Effectively To Create Harmonious Working Environment
- Handling Difficult People At Work
- Increasing Team Profitability By Managing People’s Attitude
- Managing Boss, Co-worker and Staff Effectively
- Managing Change During Merger and Acquisition
- Managing Meetings Productively
- Managing Team Dynamics Excellently
- Managing Work Productively
- Managing Your Time To Increase Productivity and Efficiency
- Project Management
- Self-Managing Team
- Tactical People Handling Skills
- Understanding and Managing People’s Personality

- Working Efficiently and Productively To Grow With Your Company
- Working With Others To Produce Optimum Results Through Professional Interpersonal Relationship
- Building People Management Skills
- Developing the Dynamic Employee
- How to Manage and Lead Subordinates to Higher Productivity

WRITING & LANGUAGE SKILLS
- Basic English Communication Skills At The Workplace
- Effective English Speaking & Email Writing Skills
- Speak & Write Better English Professionally
- Developing Professional Business Writing Skills
- Speaking English with CONFIDENCE at the Workplace
- Structuring and Writing Reports
- Preparing Management Reports
- Business Writing - Communicating and Writing in a Dynamic Style
- The Minute Takers Workshop

LEGAL
- Contracts - Understanding Drafting and Contents of Contract
- Data - Personal Data Protection Act
- Employment Law - Managing Employees Discipline Skills & Understanding Termination Process

SELF DEVELOPMENT & SOFT SKILLS
- Adapting and Success for Change

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COURSE LIST

- Be Creative and Solve Problems The Right Way
- Core Competencies To Advance In Career
- Creative Thinking
- Creative Thinking and Problem Solving
- Diversity
- Effective Multitasking And Time Management For Maximum Performance
- Effective Stress Management
- Emotional Intelligence For Success
- Enhancing Work Performance And Add Value To Your Task
- How To Become An Excellent Staff
- How To Continuously Improve Performance At Work
- How to handle Job Burnout and Stress Management
- How To Think Positively In Negative Situation
- Increasing Self-Esteem and Confidence To Become Excellent Performer
- Knowledge Management
- Learn How To Prioritize Productively
- Managing IQ & EQ
- Managing Task and Controlling Stress
- Managing Your “IQ” and “EQ” To Become an Excellent Staff
- Motivating Yourself For Peak Performance
- Motivation & Self-development
- Multi-tasking Effectively At Work
- Passion For Excellence
- Personal Development: Enhancing Productivity At Work
- Positive Self Development & Personality Improvement
- Positive Work-Culture
- Problem Solving and Decision Making
- Theory of Constraints
- Time Management Skills
- Transformasi Diri Cemerlang Diri
- Enhancing Your Emotional Intelligence at Work
- Changing Mindset and Building a Positive Attitude
- Conflict Management at Work
- Professional Business Etiquette
- Mind mapping, Note Taking and Idea Tree
- Mind Mapping and Other Thinking Tools
- Reframe for Success
- Dynamic Personal Development
- Time and Stress Management
- Motivation and Time Management
- EQ and Mind mapping

SALES, MARKETING & CUSTOMER MANAGEMENT

- Best Practices In Customer Service
- B.E.S.T. Customer Service
- Customer Service Ambassador Program
- Customer Service Beyond Expectation
- Customer Service Program
- Dealing With Difficult and Unhappy Customers
- Developing Sales And Customer Service Skills To Meet Market Challenges
- Effective Marketing Management
- Excel In Customer Satisfaction In Challenging Times
- Sales Development Program

QUALITY MANAGEMENT

(suitable for service AND manufacturing industries)

- SS
- 6 Sigma
- 7 New QC Tools
- Cost of Quality
- FMEA
- Kaizen
- Poka Yoke (fool proofing system)
- QCC & 7 QC Tools
- Total Quality Management
- Value Stream Mapping

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LEADERSHIP
• Boss Vs. Leadership In The 21st Century
• Change Management
• Crisis Management
• Essential Managerial Skills
• High EQ Leaders
• Influencing Skills
• Leadership Development
• Leadership For A More Effective People Management
• Leadership For Managing Performance
• Strategic Management
• Stress Management
• Succession Planning
• Transformational Leadership
• Motivating for Peak Performance
• How to Manage and Lead Subordinates to Higher Productivity

SECRETARY, OFFICE PROFESSIONAL
• Developing Excellent Secretaries and Office Professionals
• Excellent Office Professionals
• Secretary Of The New Millennium
• Clerical Development Programme
• Developing Personal Assistants & Secretaries In A Competitive Economy
• The Minute Takers Workshop
• Professional Development for Support Staff
• Greater Productivity Through Improved Work Processes
• Clerical Development Program
• From Admin Assistants to Knowledge Assistants
• Dynamic Secretary Program
• Seriusaha yang Dinamik dan Proaktif

COMMUNICATION SKILLS
• Assertive Communication Skills
• B.E.S.T - Understanding People and Conflict
• Coaching and Counselling
• Communicate Confidently And Effectively With Impact
• Communication Excellence using NLP - An Introduction
• Effective Communications
• Excellent Telephone Etiquette
• High Impact Presentation Skills
• How To Communicate Professionally at Work
• Managing Conflict Using MBTI as a Tool
• Negotiating Effectively For Better Outcome
• Power of NLP in Communications

• Professional Telephone Etiquette At Work
• Strategic Negotiation Skills
• The Secrets of Powerful Professional Communication
• Interpersonal Communication
• Business Communication
• Communication and Interpersonal Skills for Technical Professionals
• Communication and Interpersonal Skills for Managers
• Communication and Interpersonal Skills for Executives
• Mastering the Art of Effective Communication
• Participating and Leading Effective Meetings at the Workplace
• Excellence in Communication and EQ Using NLP Techniques
• Effective Telephone Skills
• Getting Beyond Hello
• Effective Telephone Skills
• Powerful Presentation Skills - Captivate and Capture your Audience

TRAINING & DEVELOPMENT
• TNA - Training Needs Analysis
• Clerical Development Program
• Executive Development Program
• Kirkpatrick 4 Levels of Training Evaluation
• Managerial Development Program
• Train The Trainer

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PERFORMANCE & PRODUCTIVITY MANAGEMENT
- 8D Problem Solving / Root Cause Analysis
- Balanced Scorecard
- Business Process Re-Engineering
- Cost Reduction Program
- Critical & Creative Thinking
- Diversity
- Kaizen
- Key Performance Indicator (KPI)
- Key Performance Indicators & Key Results Areas (KPI & KRA)
- Managing Change During Merger and Acquisition
- Performance Appraisal
- Productivity Improvement Techniques
- Time Management

MANUFACTURING
- Cycle Time Reduction
- HACCP / Good Manufacturing Practices
- Lean Manufacturing
- Line Balancing Techniques
- Manufacturing Productivity & Cost Improvement
- Procurement & Inventory Management
- Production Planning / Scheduling & Control
- Supply Chain Management
- Total Productive Maintenance
- Toyota Production System
- Value Stream Mapping
- Work Measurement System

SHIPPING AND FREIGHT MANAGEMENT
- Global Shipping Management (3P’s of Procedure, Practice, Performance)
- International Freight Management - Principles and Practices
- Management of INCOTERMS and TRADE PAYMENT TERMS in shipping
- Managing Global Freight Forwarding - Import Export Process
- Managing the Airway Bill in Air Cargo Operation
- Managing the Bill of Lading in Global Shipping
- Shipping Best Practices - Cargo Safety & Conveyance Integrity
- Shipping Risks and Costs Reduction Practices
- The Forwarder’s STC and Carrier’s COGSA

INTERNATIONAL TRADE
- Global Import & Export Management - Practices & Procedures
- Import Export Documentation and Shipping Elements
- Managing INCOTERMS - Implications & Applications factors
- Managing International Trade and Customs Formalities
- Risks Management in International Trade
- Understanding Letter of Credits Operations in Export

SUPPLY CHAIN MANAGEMENT
- Competencies in Purchasing and Supply Management
- Developing Proficiencies in Procurement Management
- Efficient Order Management - Order receive to Order fulfil
- Fundamentals of Supply Chain Management in Manufacturing
- Integration of Supply Chain Management - Inventory Velocity
- Inventory Management in Supply Chains
- Leveraging Supply Chain Management - Value Creation Processes
- Managing Supply and Purchasing Contracts
- Materials Management in Supply Chains
- Purchasing and Negotiating Effectiveness in Supply Chains
- Strategizing Formulation of Business Plans
- Strategizing Supply Chain Performance Enablers & Drivers
- Supply Management & Supplier Development

LOGISTICS OPERATIONS
- Developing Effective Logistics and Supply Chain Strategies
- Lean Logistics Management in Manufacturing
- Logistics Strategies in Global Shipping
- Managing Customer Fulfillment with Logistics Proficiency
- Managing Hidden Logistics Risks in International Trade
- Principles and Practices of Global Transportation
- Storekeeping Functions and Storekeeper Roles
- Strategic Elements of Transportation Management

MAINTENANCE PRACTICES
- Industrial Maintenance Practices of Mechanical and Electrical Systems
- New Methods in Effective Maintenance Practices
- Industrial Maintenance Practices in Building Services

PURCHASING/ PRODUCTION/ MATERIALS/ INVENTORY/ STORE
- Material Management and Handling Systems

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COURSE LIST

- Production Planning Control
- Store / Warehouse Management
- Purchasing Procurement Practices
- Inventory Management
- Effective Store Operations
- Effective Purchasing Practices
- Suppliers Selection Practices
- MRP II Practices
- ERP Practices
- Vendor Managed Inventory

EHS/ SHE/ TOTAL FIRE PREVENTION & PROTECTION SYSTEM

- Health & Safety Awareness Practices
- Chemical Handling Safety Practices
- Fire Protection Systems & Practices
- Fire Safety Engineering Practices
- Emergency Response Practices

LEAN SYSTEMS

- Enhancing RCA (Root Cause Analysis) Practices
- Awareness on Six Sigma Practices
- Practical Lean Manufacturing Application
- Implementation of (FMEA) Failure Mode & Effect Analysis
- Effective 8D-CAPA Practices
- Practical 7 QC Tools Training

BUILDING/ FACILITY MANAGEMENT/ M&E PRACTICES

- Industrial Maintenance Practices of Refrigeration & Air Conditioning
- Air Conditioning Design Practices
- Water Piping Design Practices
- Effective Maintenance for Air Compressors Systems
- Effective Maintenance for Centralized Air Conditioning Systems
- Improved Practices In Maintenance Management Systems
- Effective Facility Management Practices

IMPROVING CREATIVE TECHNICAL SKILLS

- Technical Report and Writing Skills
- Enhancing Productivity Practices
- Developing Effective Training and Evaluation based on TNA / LNA Practices
- Technical Presentation Skills
- Train the Trainer in On - Job - Training (OJT) Practices
- Upgrading Your Project Management Skills
- Excellence in Leadership Skills for Technical Personnel
- Decision Making and Problem Solving Skills
- Trouble Shooting & Problem Solving Skills
- Creativity And Mind-Set Development
- Implementing an Effective (TQM)Total Quality Management Practice

- Developments in (TPM)Total Productive Maintenance Practices
- Cost Reduction & Improvement Activities for Sales & Marketing Personnel
- Integrating Poka-Yoke Methods for Cost Reduction
- Project Management with Tops
- Understanding Effective KAIZEN Practices
- Motivating Technicians & Technical Assistants
- Enhancing Technical Supervisory Skills
- Balance Scorecard for Maintenance Practices
- Implementing Effective SS Practices

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