

CORPORATE TRAINING COURSES

IN-HOUSE TRAINING | TAILOR MADE PROGRAMMES

PLEASE TICK (/) YOUR PREFERRED COURSE(S):

ORGANIZATION AND ADMINISTRATION

- ANTI-MONEY LAUNDERING/COUNTER FINANCING OF : TERRORISM & REGULATORY COMPLIANCE OFFICER
- TIME, PERFORMANCE & PEOPLE MANAGEMENT
- INVENTORY, STORE CONTROL MANAGEMENT & INTERNAL AUDIT
- BEST PRACTICE PROPERTY MANAGEMENT
- NURTURING CREATIVITY AND INNOVATION AT THE WORKPLACE
- STRESS MANAGEMENT
- SUPERVISING & LEADING DIFFICULT PEOPLE

NEURO LINGUISTIC PROGRAMMING (NLP)

- NLP FOR HUMAN RESOURCE PROFILING
- NLP FOR COMMUNICATION
- NLP FOR MARKETING
- NLP FOR DECISION MAKERS
- NLP & ACCELERATED LEARNING
- NLP & EMOTIONAL INTELLIGENCE
- NLP PRACTITIONER TRAINING (6 DAYS)
- NLP MASTER PRACTITIONER (8 DAYS)

PROFESSIONAL DEVELOPMENT

- CRITICAL, ANALYTICAL & CREATIVE THINKING
- PROFESSIONAL IMAGE MANAGEMENT & ETIQUETTE
- PERSUASIVE BUSINESS PRESENTATION SKILLS
- ONLINE BUSINESS FOR STARTERS
- PHOTOGRAPHY (BASIC AND PRO)
- FINANCE FOR NON-FINANCE
- CREATIVE CRITICAL AND ANALYTICAL THINKING
- PUBLIC SPEAKING
- KURSUS PENGACARAAN MAJLIS
- KURSUS PERSEDIAAN PERSARAAN

RESEARCH AND WRITING

- EFFECTIVE RESEARCH WRITING
- PREPARATION OF REPORT WRITING
- HOW TO KEY IN DATA AND GENERATE USING SPSS
- DEVELOPMENT OF BUSINESS PLAN & EFFECTIVE
- MARKETING STRATEGY
- QUANTITATIVE RISK ANALYSIS
- BUSINESS PROPOSAL & PITCHING

TAX

- SALES TAX 2018: MANAGEMENT OF EXEMPTION FACILITIES & SCRAP / WASTE DISPOSAL
- SERVICES TAX 2018: COMPLIANCE, EXEMPTION & FACILITIES MANAGEMENT

MOTIVATION

- FUNDAMENTAL OF LEADERSHIP & MOTIVATION
- MENTAL READINESS IN CREATIVE PROBLEM SOLVING
- LEADERSHIP TRANSFORMATION
- UCPD SUMMER CAMP

INFORMATION TECHNOLOGY

- ADOBE INDESIGN
- MICROSOFT EXCEL (BASIC, INTERMEDIATE, ADVANCE LEVEL)

SERVICE

- "I WANT SERVICE NOW. I AM YOUR CUSTOMER!"
- CUSTOMER SERVICE AND COMMUNICATION
- ENHANCING DELIVERY SERVICES - COMMUNICATION SKILLS

COMPETENCY PROGRAM

- RESPONSIBLE PERSON (OB)
- GAS FITTER CLASS I
- GAS FITTER CLASS II
- GAS FITTER CLASS III
- GAS COMPETENCY FOR GAS ENGINEERS AND GAS ENGINEERING SUPERVISORS

TEAM BUILDING

- 1 DAY
- 2 DAYS 1 NIGHT

PLEASE SEND ME / US MORE INFORMATION

Company Name : _____

Address : _____

Contact Person : _____

Tel (Office) : _____

Fax : _____

Email : _____

H/P : _____

WE ARE INTERESTED IN A PROGRAMME TAILOR MADE TO OUR NEEDS

TAILOR MADE PROGRAMME

Title (please state below)

No. of Pax

TERMS & CONDITION

1. Participant must complete the registration process to secure a spot.
2. The registration fee must be paid in full before the training program commencement date.
4. Groups of three (3) participants or more from the same organization are eligible for a group discount. Please contact our support team for details. (for PUBLIC TRAINING).
5. Successful registration will be notified via email or WhatsApp.
6. If a duly registered participant is unable to attend, a substitute participant is welcomed at no additional cost. Please provide the name and the designation of substitute participant at least 3 days prior to the course
7. Any request for a training date or program replacement must be made at least 7 days before the program start date (for PUBLIC TRAINING).
8. Cancellation of registration must be made in writing (letter, fax or e-mail) to UMS Investment Centre for Professional Development (UCPD) at least seven (7) working days prior to the event.

PAYMENT METHOD

Payment should be made to UMS Investment Holdings Sdn. Bhd., via Crossed cheque / Bank Draft / Online Transfer.

REFUND POLICY

Cancellation within 7 days prior to the event will incur 50% cancellation fee. Cancellation made lesser than 7 days prior to the event will not received any refunds and will incur on full event fee. Non attendance participants are NOT considered cancellations.

UCPD reserves the right to make any amendments, cancel and/or change the programme, speaker/trainer/facilitator, date or venue should circumstances beyond the organizer's control arises. In such cases, participants will be notified promptly, and a full refund will be issued.