



CORPORATE TRAINING LIST

PeopleLab Training

hello@peoplelab.my



Personal Development

- ☐ Presentation/Communications Skills
- ☐ Speaking With Confidence
- ☐ Communication Skills
- ☐ Managing Changes
- ☐ Developing For Excellence
- ☐ Developing Positive Mindset
- ☐ Effective Supervisory/Leadership Skills
- ☐ Personal Power For Success
- ☐ Character Building & Self Development
- ☐ Business English for Front Liners & Management
- ☐ Personal Image Grooming
- ☐ Professional Beauty & Personality Image
- ☐ Body Language

Leadership Development

- ☐ Dynamic Supervisory Skills
- ☐ Highly Effective Supervisory skills
- ☐ Dynamic Leadership
- ☐ Executive Development
- ☐ Highly Effective Managerial Skills
- ☐ People Skills For Managers
- ☐ Teambuilding
- ☐ Team power
- ☐ Handling Conflict At Work
- ☐ Transformation Management
- ☐ Project Leadership
- ☐ Transformational Leadership

Marketing

- ☐ Offensive Marketing
- ☐ Highly Effective Sales Performance
- ☐ Dynamics Selling Skills
- ☐ Closing Deals
- ☐ Customer Service Excellence
- ☐ Handling Difficult People
- ☐ Public Relation Skill
- ☐ Internet Marketing
- ☐ Digital Marketing
- ☐ Artificial Intelligent
- ☐ Marketing Psychology

Administration/ Human Resource

- ☐ Clerical Skills
- ☐ Receptionist At Work
- ☐ Telephone Courtesies
- ☐ Secretarial Dynamics
- ☐ Finance for Non-Finance Professionals
- ☐ Time Management
- ☐ Inco term 2010
- ☐ Team Building & Creative Thinking
- ☐ Understanding Labor Law
- ☐ Industrial Relations Act 1967
- ☐ Misconduct, Domestic Inquiry & Disciplinary Procedure
- ☐ Training Needs Analysis
- ☐ Interview Skills
- ☐ Human Touch Performance Appraisal
- ☐ Risk Management



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Soft Skills and Technical Skills

- | | |
|---|--|
| ☐ Supervisory Skills | ☐ System Advisory Services (Consultancy, Advisory, Auditing and Training) |
| ☐ Basic Understanding on the RoHS | ☐ QSHE-MR - Public Course |
| ☐ Risk Management | ☐ Developing and Managing Key Performance Indicator (KPI) |
| ☐ Understanding of ESD | ☐ PMP (Project Management) |
| ☐ GDT (Geometric Dimensioning and Tolerance) | ☐ NLP (Neuro Linguistic Programme) |
| ☐ Total Productive Maintenance (TPM) | ☐ QSHE Management Representative |
| ☐ Time Management | ☐ IRCA Courses |
| ☐ Kaizen (Continuous Improvement) | ☐ Lean Management |
| ☐ Lean Manufacturing and TPS | ☐ Office Management |
| ☐ Customer Relationship Management and Service Excellence | ☐ Supplier Development (Quality Supplier Risk) |
| ☐ Effective Supervisory and Leadership Skills | ☐ Student Motivation & Inspiration |
| ☐ Conflict Management Workshop and Resolution | ☐ Smart & Effective Learning Techniques |
| ☐ Planning, Scheduling and Production Control | ☐ Professional LDP Training for Teachers |
| ☐ Planning, Organizing and Making Decision Successfully | ☐ Smart Parenting Program |
| ☐ RCCA with 8D Solutions (Team Oriented Problem Solving Techniques) | ☐ Be a Super Secretary & Office Management |
| ☐ Inspection Methodology | ☐ Laboratory Biosafety & Hazard Management |
| ☐ Basic English Class, Intermediate and Advance (3 different training) | ☐ Mindset Practices for KPI |
| ☐ Effective PDCA Management and Deployment Techniques | ☐ Competency Performance |
| ☐ RoHS and REACH Awareness and its Implementation | ☐ Personal & Entrepreneurial Attribution Skills |
| ☐ 7 QC Tools thru Process Improvement | ☐ Life Coaching |
| ☐ PDCA on Problem Solving | ☐ Mindfulness (Emotional Eloquent for Better Work Performance) |
| ☐ Adobe Acrobat XI/Microsoft Project 2010 | ☐ Sales & Customer Service for Retail Industry |
| ☐ Big Data Analysis in Excel | ☐ Sales & Agency Force for Financial Industry |
| ☐ Microsoft Courses | ☐ Corporate Social Responsibility |
| ☐ Adobe & Python | ☐ Security & Loss Prevention |
| ☐ Expert Customer Service, Procurement, Purchasing. Supply Chain | ☐ Managing stress & Other Mental Health Issue |
| | ☐ Ergonomics |



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Account/Banking/Tax/Insurance

Others

- ☐ Accounting & Bookkeeping
- ☐ Accrual Accounting & MPSAS
- ☐ Finance From Zero to Hero
- ☐ Finance for Non-Finance Professionals
- ☐ Tax Planning
- ☐ Insurance / Takaful for Entrepreneurs
- ☐ Risk & Credit Management
- ☐ Banking/Credit Underwriting & Branch Operations
- ☐ Capital Market (Islamic & Conventional)
- ☐ Cash & Non Cash Financing
- ☐ Trade Finance
- ☐ Costing & Budgeting
- ☐ Customer Service & Customer Experience
- ☐ Project Management (PMP/CAPM Certifications)
- ☐ Performance Coaching (ICP)
- ☐ Public Ruling No. 2/2003: "Key-Man" Insurance & Public Ruling No.11/2019: Benefit in Kind to reduce company taxation
- ☐ Health & Wealth Seminar for Employees & Employers
- ☐ Medical Group Insurance

- ☐ 5S (Towards Continuous Improvement), Principles and Implementation
- ☐ Electrical Energy Manager Qualification Course (ST Approved)
- ☐ Electrical Energy Manager Qualification Course Endorsed by ST
- ☐ Inventory Control
- ☐ Effective Operations
- ☐ Deadline Management
- ☐ Cyber Security
- ☐ Entrepreneur Development
- ☐ Work & Business
- ☐ Coaching/Etiquette/Protocol
- ☐ AI for workplace
- ☐ E-Invoice
- ☐ Art of Prompting



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Training Checklist



SEGMENT YOUR LISTS



QUARTER 1

QUARTER 2

QUARTER 3

QUARTER 4



SEND TARGETED TRAINING



COMMUNICATE WITH MANAGEMENT & HR TEAM



DETERMINE THE "BENEFIT OF TRAINING TOWARDS COMPANY"



CREATE A FOLLOW UP WITH OUR TRAINING CONSULTANT & CUSTAMISE TRAINING PROGRAM