



HRD CORP CLAIMABLE COURSES

**School Of Pre-U And
Continuing Education**

TRAININGS WE OFFER

SOFT SKILLS TRAINING			
	HRD CORP NO.	DURATION	MODE
Focus on Human Communicating Effectively in the Workplace	10001179453	2 Days	F2F
Communication for Business Purposes (Pre-Intermediate)	1000118514	2 Days	F2F
Communication for Business Purposes (Intermediate)	10001181648	2 Days	F2F
Safeguarding Mental Health in Workplace	10001106982	1 Day	F2F
Personality Types in Organization	10001107462	1 Day	F2F
Counselling Skills for The Workplace	10001108672	2 Days	F2F/Online
Building a Customer Service Mindset	10001145273	2 Days	F2F
Post Pandemic Customer Focused Strategic Leadership	10001156217	4 Hours	Online
People Oriented Services	10001137364	1 Day	F2F/Online
Written Business English for Professionals	10001233449	2 Days	F2F
Effective Communication Skills	1000198736	3 Days	F2F
Business English for Professional Communication	10001316365	3 Days	F2F
English Writing Skills	1000198559	2 Days	F2F
High Impact Business Writing and Presentation	10001288673	3 Days	F2F
Managing Change	10001386803	2 Days	F2F

TRAININGS WE OFFER

TECHNICAL SKILLS TRAINING			
	HRD CORP NO.	DURATION	MODE
Management Accounting for Non-Finance Professionals	10001267035	2 Days	F2F
CCNA 1 - Introduction to Networks (ITN)	10001113801	6 Days	F2F
CCNA 2 - Switching, Routing and Wireless Essentials (SRWE)	10001113340	6 Days	F2F
CCNA 3 - Enterprise Networking, Security and Automation (ENSA)	10001113797	6 Days	F2F
BIM Fundamentals: Learn the Basics of BIM and Revit For Construction	10001332663	1 Day	F2F
Revit MEP : Optimize Building Systems and Prevent Conflicts with BIM	10001355531	1 Day	F2F
Revit Architecture: Create Stunning Building Designs with BIM	10001358584	1 Day	F2F
Essential Training for Digital Construction	10001355682	1 Day	F2F
Remote Sensing Application	10001104382	2 Days	F2F/Online
Geo-information (GIS) Data Analytics	10001104381	2 Days	F2F/Online
Bioactive from Agri-Food Wastes: From Waste to Wealth	10001137075	4 Hours	Online
Basic Chemical Engineering For Non-Chemical Engineers	10001326331	2 Days	F2F



Basic Fish Feed Formulation	10001251502	TBA	F2F
Streamline Your Workflow : Learn Google Productivity tools	10001288236	1 Day	F2F
Excel Beyond Basics (Intermediate Training for Better Business Insights)	10001289006	2 Days	F2F
Get Creative with Adobe Photoshop: Learn the Basics and Beyond	10001288687	3 Days	F2F
Vectorize Your Imagination: Learn Adobe Illustrator Today	10001288728	3 Days	F2F
Power Up Your Workday: Learn Microsoft Productivity Tools	10001289400	2 Days	F2F
Cyber Security Awareness Crash Course	10001375474	1 Day	F2F
Introduction to Hazard Identification, Risk Assessment, and Risk Control (HIRARC)	10001331757	1 Day	F2F
Quality Management System	10001377171	2 Days	F2F
Energy Efficiency and Resource Optimisation	10001377321	2 Days	F2F