HRD CORP TRAINING LIST

COMMUNICATION TRAINING

NO.	COURSES	HRD CORP NO.	DURATION
1.	Effective Workplace Communication (2)	10001419394	2 Days
2.	Effective Workplace Communication (Advanced)	10001417661	3 Days
3.	Business English for Professional Communication	10001316365	3 Days
4.	Business English for Professional Communication (2 - day)	10001439323	2 Days
5.	Written Business English for Professionals	10001233449	2 Days
6.	High Impact Business Writing and Presentation	10001288673	3 Days

LEADERSHIP AND MANAGEMENT TRAINING

NO.	COURSES	HRD CORP NO.	DURATION
1.	Leadership and Management Styles	10001392013	2 Days
2.	Management System Empowerment	10001390565	2 Days
3.	Strategic Academic Leadership for Educational Change	10001409099	2 Days
4.	People Oriented Services	10001137364	1 Day
5.	Building a Customer Service Mindset	10001145273	2 Days
6.	Managing Change	10001386803	2 Days

FINANCE/COMMERCE TRAINING

NO.	COURSES	HRD CORP NO.	DURATION
1.	Management Accounting for Non-Finance Professionals	10001267035	2 Days
2.	Financial Management and Fundamental of Accounting for Non-finance Professionals	10001417256	6 Days
3.	Marketing Essentials for Engineers	10001416813	6 Days

MICROSOFT/ADOBE TRAINING

NO.	COURSES	HRD CORP NO.	DURATION
1.	Power Up Your Workday: Learn Microsoft Productivity Tools	10001289400	2 Days
2.	Excel Beyond Basics (Intermediate Training for Better Business Insights)	10001289006	2 Days
3.	Excel Mastery: Advanced Techniques with Power Query, Power Pivot, Macros and VBA	10001417820	3 Days
4.	Get Creative with Adobe Photoshop: Learn the Basics and Beyond	10001288687	3 Days
5.	Vectorize your Imagination: Learn Adobe Illustrator Today	10001288728	3 Days
6.	Streamline Your Workflow: Learn Google Productivity Tools	10001288236	1 Day

TECHNICAL SKILLS TRAINING

NO.	COURSES	HRD CORP NO.	DURATION
1.	Essential Training for Digital Construction	10001355682	1 Day
2.	BIM Fundamentals: Learn the Basics of BIM And Revit for Construction	10001332663	1 Day
3.	Revit Architecture: Create Stunning Building Designs with BIM	10001358584	1 Day
4.	Revit MEP: Optimize Building Systems and Prevent Conflicts with BIM	10001355531	1 Day
5.	Remote Sensing Application	10001104382	2 Days
6.	Geo-information (GIS) Data Analytics	10001104381	2 Days
7.	Cyber Security Awareness Crash Course	10001375474	1 Day
8.	CCNA 1 - Introduction to Networks (ITN)	10001113801	6 Days
9.	CCNA 2 - Switching, Routing and Wireless Essentials (SRWE)	10001113340	6 Days
10.	CCNA 3 - Enterprise Networking, Security and Automation (ENSA)	10001113797	6 Days
11.	Engineering Materials (Bauxite, Alumina & Aluminium)	10001389656	2 Days
12.	Fundamentals and Sustainability in Metal Forming	10001392014	2 Days

13.	Product Inspections	10001389719	2 Days
14.	Plant Maintenance Management	10001390132	2 Days
15.	Quality Management System	10001377171	2 Days
16.	Basic Chemical Engineering for Non-Chemical Engineers	10001326331	2 Days
17.	Energy Efficiency and Resource Optimisation	10001377321	2 Days

HEALTH, SAFETY & SCIENCES TRAINING

NO.	COURSES	HRD CORP NO.	DURATION
1.	Risk Assessment Course	10001533785	1 Day
2.	Hazard Awareness Course	10001529811	0.5 Day
3.	Hazard Awareness Course	10001531317	1 Day
4.	Hearing Conservation Course	10001532510	0.5 Day
5.	Bioactive from Agri-Food Wastes: From Waste to Wealth	10001137075	4 Hours
6.	Basic Fish Feed Formulation	10001417353	2 Days
7.	Breeding Strategies for Malaysian Giant Freshwater Prawn (Macrobrachium rosenbergii)	10001389852	2 Days
8.	Holistic Healthcare: An Interdisciplinary Approach to Compassionate Care	10001422630	2 Days