

**MAPICS CONSULTANCY SDN. BHD. (Company No. : 542156-K)**

YMCA Building, 211 Jalan Macalister, 10450 Penang

Tel: 04-227 3489

Email: [mapics@mapics.com.my](mailto:mapics@mapics.com.my)

[www.mapicstraining.com](http://www.mapicstraining.com)

**Programme List**

| Code       | Topics                                                                    | Day/Hrs |
|------------|---------------------------------------------------------------------------|---------|
| <b>ITC</b> | <b>ITC's Modular Learning System in Supply Chain Management (MLS-SCM)</b> |         |
| ITC-M-001B | Understanding the Corporate Environment (M1)                              | 2       |
| ITC-M-002B | Specifying Requirements & Planning Supply (M2)                            | 2       |
| ITC-M-003C | Analysing Supply Markets (M3)                                             | 3       |
| ITC-M-004C | Developing Supply Strategies (M4)                                         | 3       |
| ITC-M-005C | Appraising & Shortlisting Suppliers (M5)                                  | 3       |
| ITC-M-006C | Obtaining & Selecting Offers (M6)                                         | 3       |
| ITC-M-007C | Negotiating (M7)                                                          | 3       |
| ITC-M-008B | Preparing the Contract (M8)                                               | 2       |
| ITC-M-009B | Managing the Contract & Supplier Relationships (M9)                       | 2       |
| ITC-M-010C | Managing Logistics in the Supply Chain (M10)                              | 3       |
| ITC-M-011C | Managing Inventory (M11)                                                  | 3       |
| ITC-M-012C | Measuring & Evaluating Performance (M12)                                  | 3       |
| ITC-M-013C | Environment Procurement (M13)                                             | 3       |
| ITC-M-014C | Group Purchasing (M14)                                                    | 3       |
| ITC-M-015C | E-Procurement (M15)                                                       | 3       |
| ITC-M-016C | Customer Relationship Management (M16)                                    | 3       |
| ITC-M-017C | Operations Management (M17)                                               | 3       |
| ITC-M-018C | Managing Finance along the Supply Chain (M18)                             | 3       |
| ITC-M-019B | Packaging in the Supply Chain (M19)                                       | 2       |
| ITC-M-020B | Quality in the Supply Chain Management (M20)                              | 2       |
| ITC-M-021E | SCM for SMEs                                                              | 5       |
| ITC-M-022B | Total Supply Chain                                                        | 2       |
| ITC-M-023B | Total Supply Chain II – Make, Deliver and Plan                            | 2       |
| ITC-M-024F | Fast Track Professional Certificate in Supply Chain Management            | 6       |
| ITC-M-025F | Fast Track Professional Advanced Certificate in Supply Chain Management   | 6       |
| ITC-M-026F | Supply Chain Management : Strategy and Planning                           | 6       |
| ITC-M-027F | Supply Chain Management: Sourcing                                         | 6       |
| ITC-M-028F | Supply Chain Management : Operations                                      | 6       |
| ITC-M-029F | Supply Chain Management : Logistics (M4)                                  | 6       |

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| SCM      | Supply Chain Management Programme                                              |       |
|----------|--------------------------------------------------------------------------------|-------|
| SCM-001B | Effective Negotiation Skills                                                   | 2     |
| SCM-002B | Best Practice in Procurement Sourcing Strategies                               | 2     |
| SCM-003B | Best Practices in Supply Chain Management focusing on 7 Wastes                 | 2     |
| SCM-004B | Best Practice in Inventory Management                                          | 2     |
| SCM-005B | Dangerous Goods & Cargo Security                                               | 2     |
| SCM-006B | Import & Export Trade                                                          | 2     |
| SCM-007B | Measuring Logistics Performance                                                | 2     |
| SCM-008B | Negotiation for Win-Win Strategy                                               | 2     |
| SCM-009B | Negotiation & Mediation Best Practices Impacting the Supply Chain              | 2     |
| SCM-010A | Supply Chain Management Teambuilding                                           | 1     |
| SCM-011B | 7 Strategies of Purchasing & Material Planning Management                      | 2     |
| SCM-012B | Contract Management                                                            | 2     |
| SCM-013B | Total Supply Chain : Bullwhip Effect on Operations                             | 2     |
| SCM-014A | SWOT Matrix – Its correct use                                                  | 1     |
| SCM-015A | Evaluation of Supplier Performance                                             | 2     |
| SCM-016B | Effective Inventory Management                                                 | 2     |
| SCM-017B | Warehousing Planning System and Inventory Operations                           | 2     |
| SCM-018B | Customer Relationship Management                                               | 2     |
| SCM-019B | Toyota Production System and 7 wastes                                          | 2     |
| SCM-020B | JIT Purchasing, Production and Lean                                            | 2     |
| SCM-021B | Competencies in Incoterms Nego & Contracting of int Trade                      | 2     |
| SCM-022B | Strategic Negotiation Skills                                                   | 2     |
| SCM-023B | Global Airfreight Operations                                                   | 2     |
| SCM-024  | Supply Chain Leadership                                                        | 16hrs |
| SCM-025  | Driving Supply Chain Excellence                                                | 16hrs |
| SCM-026  | Strategic Procurement: Applying Total Cost of Ownership (TCO) for Better Value | 16hrs |
| SCM-027  | Inventory and Asset Management                                                 | 14hrs |
| SCM-028  | Import & Export Procedures, Documentation & Trade Risk Mitigation              | 8hrs  |
| SCM-029  | Mastering Incoterms@ 2020                                                      | 8hrs  |
| SCM-030  | AI Powered Logistics and Supply Chain Management                               | 2     |
| SCM-031  | AI-Powered Procurement A Guide to the Future                                   | 2     |
| SCM-032  | Negotiations Skills for Results (SCM)                                          | 2     |
| SCM-033  | Supply Chain Security: Risk Management, Compliance, and Best Practices         | 2     |
| SCM-034  | ISO 28000 - Supply Chain Security Management System Training                   | 3     |
| SCM-035  | Supplier Management                                                            | 2     |
| SCM-036  | Strategic Negotiation Skills For Supply Chain & Operational Excellence         | 2     |

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| <b>TQM</b> | <b>QUALITY MANAGEMENT / OPERATIONS</b>                             |       |
|------------|--------------------------------------------------------------------|-------|
| TQM-Q-001B | 5S – The Practice of Good Housekeeping                             | 2     |
| TQM-Q-002B | 8D Problem Solving                                                 | 2     |
| TQM-Q-003B | Advanced Toolbox for RCA                                           | 2     |
| TQM-Q-004B | Best Practice of FMEA & Poka Yoke                                  | 2     |
| TQM-Q-005B | Cost of Poor Quality                                               | 2     |
| TQM-Q-006B | Cost Reduction Strategies in Manufacturing Environment             | 2     |
| TQM-Q-007A | Establishment and Maintenance of Control Plan                      | 1     |
| TQM-Q-008B | Effective Supervisory Skills                                       | 2     |
| TQM-Q-009B | Failure Mode and Effects Analysis (FMEA)*                          | 2     |
| TQM-Q-010B | Hayagawari Quick Change Over Techniques for Lean Six Sigma         | 2     |
| TQM-Q-011B | Lean Manufacturing Fundamentals                                    | 2     |
| TQM-Q-012B | Lean Six Sigma Greenbelt: Module 1 (Value Stream Mapping)          | 2     |
| TQM-Q-013B | Lean Six Sigma Greenbelt: Module 2 (Lean Tool 1)                   | 2     |
| TQM-Q-014B | Problem Solving Using 7 QC Tools                                   | 2     |
| TQM-Q-015B | Poka Yoke Error-Proofing Techniques The ZQC Approach               | 2     |
| TQM-Q-016B | Supervisory Skills Development, Roles & Responsibilities           | 2     |
| TQM-Q-017B | The 10 Rules of Why Why Failure Analysis                           | 2     |
| TQM-Q-018B | Understanding the Environmental Aspect & Impact Assessment         | 2     |
| TQM-Q-019B | Total Quality Management                                           | 2     |
| TQM-Q-020B | Lean Manufacturing and Management                                  | 2     |
| TQM-Q-021C | ISO 9001 and ISO 13485 Interpretation and Practical Internal Audit | 3     |
| TQM-Q-022B | Root Cause Analysis (RCA) Methodologies                            | 2     |
| TQM-Q-023B | 5S Training, Audit and Implementation                              | 2     |
| TQM-Q-024  | QC 080000 - Internal Auditor Training                              | 7hrs  |
| TQM-Q-025  | Work Engineering for Smooth Flow Manufacturing                     | 16hrs |
| TQM-Q-026  | Prevention of Counterfeit Parts Training (AS5553 / AS6174)         | 2     |
| TQM-Q-027  | ISO 9001 Assessment and Internal Auditor Training                  | 2     |
| TQM-Q-028  | ISO 9001:2015 Assessment and Internal Audit                        | 2     |
| TQM-Q-029  | Lean Manufacturing & GMP for Safe and Compliant Operations         | 2     |
| TQM-Q-030  | Operational Excellence in Manufacturing                            | 2     |

| <b>DOE</b>  | <b>Statistical Competency Development Program</b>       |   |
|-------------|---------------------------------------------------------|---|
| DOE-SD-001B | Vital & Practical Statistics – Descriptive Analysis I   | 2 |
| DOE-SD-002B | Vital & Practical Statistics – Descriptive Analysis II  | 2 |
| DOE-SD-003B | Process Stability and Process Capability (SPC)          | 2 |
| DOE-SD-004B | Design of Experiment – Statistical Inference (DOE I)    | 2 |
| DOE-SD-005B | Design of Experiment II – Factorial Experiment (DOE II) | 2 |
| DOE-SD-006B | Measurement System Analysis (MSA)                       | 2 |
| DOE-SD-007B | Statistical Inferences & Sample Size Determination      | 2 |
| DOE-SD-008  | Hypothesis Testing and Comparative Analysis             | 2 |
| DOE-SD-009  | Statistical Process Control (Minitab)                   | 2 |

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| <b>OSH</b> | <b>Safety &amp; Health</b>                        |   |
|------------|---------------------------------------------------|---|
| OSH-S-001B | Safety & Competency Training On Forklift Handling | 2 |
| OSH-S-002A | 1 Day Forklift Safety                             | 1 |
| OSH-S-003B | Risk Assessment - HIRARC implementation           | 2 |
| OSH-S-004B | Electrical Safety & Loto                          | 2 |
| OSH-S-005B | First Aid & CPR                                   | 2 |

| <b>MGT</b> | <b>Management</b>                                                           |   |
|------------|-----------------------------------------------------------------------------|---|
| MGT-001B   | Colored Brain Communication to Build Successful Employees and Teams at Work | 2 |
| MGT-002B   | Colored Brain Communication to enhance Service Quality with Patients        | 2 |
| MGT-003B   | Customer (Patient) Service in Healthcare                                    | 2 |
| MGT-004B   | Creative Thinking and Innovation                                            | 2 |
| MGT-005B   | Develop Your Confidence and Powerful Voice                                  | 2 |
| MGT-006B   | Develop Your Personal Resilience                                            | 2 |
| MGT-007B   | Effective Workplace Communication: Proper Emailing                          | 2 |
| MGT-008B   | Effective Communication & Interpersonal Skills                              | 2 |
| MGT-009A   | Effective Time Management                                                   | 1 |
| MGT-010B   | Impactful Presentation Skills                                               | 2 |
| MGT-011B   | Interview Techniques                                                        | 2 |
| MGT-012B   | Line Leader Skills & Teambuilding                                           | 2 |
| MGT-013B   | Managing with Emotional Intelligence                                        | 2 |
| MGT-014B   | Motivations and Positive Work Attitudes                                     | 2 |
| MGT-015B   | Negotiation & Influencing Skills                                            | 2 |
| MGT-016B   | Overcoming Negativity and Conflict in the Workplace                         | 2 |
| MGT-017C   | Strategic Thinking & Re-Positioning                                         | 2 |
| MGT-018A   | Teambuilding                                                                | 1 |
| MGT-019B   | Teambuilding                                                                | 2 |
| MGT-020B   | Mind Mapping                                                                | 2 |
| MGT-021B   | The Art of Dealing with Difficult People                                    | 2 |
| MGT-022B   | Think Out of the Box                                                        | 2 |
| MGT-023B   | Train the Trainer                                                           | 2 |
| MGT-024B   | The Art of Influence in Building a Good Relationship                        | 2 |
| MGT-025A   | Fostering Teamwork & Communication                                          | 1 |
| MGT-026A   | Inspiring Team to be the BEST                                               | 1 |
| MGT-027A   | Building Team Victory Program                                               | 1 |
| MGT-028B   | Managing Employee Discipline Skills                                         | 2 |
| MGT-029A   | Managing Conflict @ Workplace                                               | 1 |
| MGT-030B   | Stress Management                                                           | 2 |
| MGT-031B   | Mentor Development Program                                                  | 2 |
| MGT-032B   | Understanding & Managing Generation Y                                       | 2 |
| MGT-033E   | Strategic Thinking and Execution                                            | 5 |
| MGT-034B   | Excellent Habits for SUPER Leaders of Today                                 | 2 |
| MGT-035B   | Negotiation & Managing Conflict Skills                                      | 2 |
| MGT-036B   | Time and Priority Management                                                | 2 |
| MGT-037B   | Effective Time Management                                                   | 2 |
| MGT-038B   | Impactful communication skills                                              | 2 |

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|----------|---------------------------------------------------------------------------------------|-------|
| MGT-039B | Remote Management Personal Development Program                                        | 2     |
| MGT-040B | Leadership Skills Development For Line Leader                                         | 2     |
| MGT-041B | Presentation Skills                                                                   | 2     |
| MGT-042B | Emotional Intelligence                                                                | 2     |
| MGT-043B | Communication and Influencing without Authority                                       | 2     |
| MGT-044B | Leading Customer Service with Emotional Intelligence                                  | 2     |
| MGT-045B | Effective Communication & Presentation Skills                                         | 2     |
| MGT-046B | Adapting Leadership Styles for Effective Engagement                                   | 2     |
| MGT-047B | Evolving Leadership for Effective Engagement                                          | 2     |
| MGT-048A | Evolving leadership for Effective Engagement                                          | 1     |
| MGT-049B | Adaptive Leadership Approach                                                          | 2     |
| MGT-050B | Problem Solving and Decision Making                                                   | 2     |
| MGT-051B | Time and Stress Management                                                            | 2     |
| MGT-052A | Effective Customer Service                                                            | 2     |
| MGT-053B | Coaching for High Performance Post Program                                            | 1     |
| MGT-054B | Coaching for High Performance                                                         | 2     |
| MGT-055B | Stress Management For Senior Managers                                                 | 2     |
| MGT-056A | Organizing and Controlling for Results                                                | 1     |
| MGT-057B | Managing Time & Preventing Procrastination                                            | 2     |
| MGT-058A | SWOT Analysis                                                                         | 1     |
| MGT-059B | Coaching Masterclass                                                                  | 2     |
| MGT-060B | Negotiating, Influencing and Conflict Management Skills                               | 2     |
| MGT-061B | Evolving leadership for Effective Engagement                                          | 2     |
| MGT-062B | Coaching Masterclass                                                                  | 2     |
| MGT-063A | Speakpeak                                                                             | 1     |
| MGT-064A | Managing Discipline                                                                   | 1     |
| MGT-065A | Managing and Handling Employees Disciplinary Issues                                   | 1     |
| MGT-066A | EQ (Regulating Emotions and Building Interpersonal Skills Managers)                   | 1     |
| MGT-067B | Strategic Thinking Skills                                                             | 2     |
| MGT-068B | Interview Skills for Recruiters                                                       | 2     |
| MGT-069B | First Aid & CPR                                                                       | 2     |
| MGT-070A | Working with a Multi Generation Workforce                                             | 1     |
| MGT-071A | Understanding and Working with Multi Generation at Workplace (Individual Contributor) | 1     |
| MGT-072B | Presentation Skills 1                                                                 | 2     |
| MGT-073A | Effective Problem Solving, Decision Making & Time Management                          | 1     |
| MGT-074  | Mastering Assertive Communication                                                     | 7hrs  |
| MGT-075  | Excellence Customer Excellence                                                        | 16hrs |
| MGT-076  | Komunikasi antara Penyelia, Pemimpin dan Pekerja                                      | 16hrs |
| MGT-077  | Speak to Connect                                                                      | 14hrs |
| MGT-078  | Beyond Compliance: Making Audits Work for You                                         | 14hrs |
| MGT-079  | Effective Time Management & Productivity                                              | 2     |
| MGT-080  | Strategic Hiring & Brand Activation                                                   | 8hrs  |
| MGT-081  | Communication and Collaboration for a Multi-Generational Workplace                    | 7hrs  |
| MGT-082  | Discover & Sharpen Your Leadership Style                                              | 7hrs  |
| MGT-083  | The Talent Ambassador Lab                                                             | 2     |

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|  |                                         |   |
|--|-----------------------------------------|---|
|  | Effective Crisis Management for Success | 2 |
|  | A Journey to Team Adventure             | 1 |

| <b>MKT</b>  | <b>Sales &amp; Marketing</b>                                                        |   |
|-------------|-------------------------------------------------------------------------------------|---|
| MKT-SM-001B | Developing Effective Marketing Strategies & Strategic Marketing Plan                | 2 |
| MKT-SM-002B | Digital High Impact Sales Training                                                  | 2 |
| MKT-SM-003B | How To Win in Today's Challenging Market by Thinking, Planning & Acting on Digital? | 2 |

| <b>IT</b> | <b>IT Course</b>                                                                         |   |
|-----------|------------------------------------------------------------------------------------------|---|
| IT-001B   | Mastering Pivot Table (V2010 & V2013)                                                    | 2 |
| IT-002B   | Microsoft Excel 2016 (Basic-Intermediate)                                                | 2 |
| IT-003B   | Microsoft Excel 2016 (Intermediate-Advanced)                                             | 2 |
| IT-004B   | Excel Formulas and Functions 2016<br>(Pre-requisite MS Excel (Intermediate-Advance)2016) | 2 |
| IT-005B   | MS Excel Macro Level 1 (Pre-requisite MS Excel (Intermediate-Advance)2016)               | 2 |
| IT-006B   | Microsoft Powerpoint 2016 (Intermediate-Advanced)                                        | 2 |
| IT-007B   | MS Project 2013 (Basic-Intermediate)                                                     | 2 |
| IT-008B   | MS Word (Intermediate-Advance)                                                           | 2 |
| IT-009B   | Microsoft Excel 2007 (BASIC)                                                             | 2 |
| IT-010B   | Microsoft Excel 2007 (Intermediate)                                                      | 2 |
| IT-011B   | Microsoft Excel 2007 (Advance)                                                           | 2 |
| IT-012B   | Mastering Pivot Table                                                                    | 2 |
| IT-013B   | Microsoft Excel 2016 (int-adv)                                                           | 2 |

| <b>IR4</b> | <b>Industry 4.0</b>                                                                       |   |
|------------|-------------------------------------------------------------------------------------------|---|
| IR4-001B   | Align to Industry 4.0 Digital Transformation                                              | 2 |
| IR4-002B   | Streamline and Automate in Industry 4.0 Digital Transformation                            | 2 |
| IR4-003C   | Sense and Analyze in Industry 4.0 Digital Transformation                                  | 3 |
| IR4-004B   | Enhance and Perform in Industry 4.0 Digital Transformation                                | 2 |
| IR4-005B   | Intelligence and Growth in Industry 4.0 Digital Transformation                            | 2 |
| IR4-006B   | Discover and Innovate in Industry 4.0 Digital Transformation                              | 2 |
| IR4-007A   | Senior Managers' Industry 4.0 Transformation: Blockchain for Digital Supply Chain Network | 1 |
| IR4-008B   | Executives' Industry 4.0 Transformation: Blockchain for Digital SC Network                | 2 |
| IR4-009B   | Digitalisation and overview of Supply Chain                                               | 2 |
| IR4-010C   | Advanced Python Scripting                                                                 | 3 |
| IR4-011C   | Data Analytics Practitioner 4 - Advanced Python Scripting                                 | 3 |

| <b>FIN</b> | <b>FINANCE</b>                                            |      |
|------------|-----------------------------------------------------------|------|
| FIN-001    | Operational Excellence "Optimizing Business Process Flow" | 4hrs |
| FIN-002    | Negotiations Skills for Results (SCM)                     | 2    |
| FIN-003    | Negotiating from Strength Under Constraints               | 2    |

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| BC        | English Course                                     |       |
|-----------|----------------------------------------------------|-------|
| BC-E-001B | Better Emails                                      | 2     |
| BC-E-002B | Grammar Foundations                                | 2     |
| BC-E-003B | Fine Tuning Writing Skills                         | 2     |
| BC-E-004B | Taking Your Grammar to the Next Level              | 2     |
| BC-E-005D | Progressive Business Communication Skills          | 4     |
| BC-E-006A | Say It Clearly                                     | 1     |
| BC-E-007D | Business Communication Skills 1                    | 4.5   |
| BC-E-008D | Business Communication Skills 2                    | 4.5   |
| BC-E-009D | Effective Business Communication Essentials        | 4.5   |
| BC-E-010B | Success With Presentations                         | 2     |
| BC-E-011B | Interpersonal Communication Skills                 | 2     |
| BC-E-012A | Meeting Skills and Minute Taking                   | 1     |
| BC-E-013B | Writing Challenging Emails                         | 2     |
| BC-E-014A | Polishing Your Presentation Skills                 | 1     |
| BC-E-015A | Quick Tips for Professional English                | 1     |
| BC-E-016F | Better Business Communication for Professionals    | 6     |
| BC-E-017B | Better reports, proposals, and management papers   | 2     |
| BC-E-018B | Interpersonal Communication Skills 1               | 2     |
| BC-E-019B | Presentation skills for bankers                    | 2     |
| BC-E-020B | Better business writing for bankers                | 2     |
| BC-E-021B | Handling conflict at work                          | 2     |
| BC-E-022B | Creating Executive Presence                        | 2     |
| BC-E-023A | Fine Tuning Writing Skills 1                       | 1     |
| BC-E-024B | Grammar Skills for Business Writing 1              | 2     |
| BC-E-025A | The Assertiveness                                  | 1     |
| BC-E-026  | English for Life & Work - Level 2 (Module 4)       | 18hrs |
| BC-E-027  | Pitch Perfect Presentations                        | 2     |
| BC-E-028  | Handling conflict at work                          | 1.5   |
| BC-E-029  | Handling Difficult Situations                      | 1.5   |
| BC-E-030  | Corporate Business English Solutions               | 2     |
| BC-E-031  | Business Writing Essentials                        | 2     |
| BC-E-032  | Customer Centric Writing                           | 4     |
| BC-E-033  | Customer Service Syllabus CEFR A2 Pre-Intermediate | 21hrs |
| BC-E-034  | Customer Service Syllabus B1                       | 35hrs |
| BC-E-035  | Customer Service Syllabus B2                       | 35hrs |
| BC-E-036  | Customised Professional Skills Course              | 14hrs |
| BC-E-037  | English as a Medium of Education                   | 32hrs |
| BC-E-038  | Language in Business                               | 8hrs  |
| BC-E-039  | Delivering Service Excellence                      | 14hrs |
| BC-E-040  | Interacting with People at Work                    | 8hrs  |
| BC-E-041  | Better Presentations                               | 8hrs  |
| BC-E-042  | Writing Programme for Graduates                    | 8hrs  |
| BC-E-043  | Consultative Selling                               | 7hrs  |
| BC-E-044  | Insightful Report Writing                          | 7hrs  |

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| BC-E-045 | Time & Stress Management                      | 1     |
| BC-E-046 | English for Life & Work 1 (Module 1)          | 15hrs |
| BC-E-047 | English for Life & Work 2 (Module 1)          | 15hrs |
| BC-E-048 | English for Life & Work 3 (Module 1)          | 15hrs |
| BC-E-049 | English for Life & Work Level 3 (Module 3)    | 15hrs |
| BC-E-050 | English for Life & Work 1 (Module 3)          | 15hrs |
| BC-E-051 | English for Life & Work Level 2 (Module 2)    | 15hrs |
| BC-E-052 | English for Life & Work Level 2 (Module 3)    | 15hrs |
| BC-E-053 | Essential Business Communication Skills       | 32hrs |
| BC-E-054 | Essential Business Communication Skills       | 14hrs |
| BC-E-055 | Essential Business English Communication      | 7hrs  |
| BC-E-056 | English for Life & Work Level 3 (Module 4)    | 18hrs |
| BC-E-057 | English for Life & Work 1 (Module 4)          | 18hrs |
| BC-E-058 | Essential Business Communication Skills       | 15hrs |
| BC-E-059 | English Essentials for the Workplace          | 7hrs  |
| BC-E-060 | Business Writing Masterclass                  | 28hrs |
| BC-E-061 | Business Writing Masterclass                  | 32hrs |
| BC-E-062 | Advanced Business Writing                     | 14hrs |
| BC-E-063 | Report Writing Skills 1                       | 1     |
| BC-E-064 | Teaching Skills for Facilitators              | 4     |
| BC-E-065 | IELTS Train the Trainer                       | 5     |
| BC-E-066 | Positive Influencing Skills                   | 1     |
| BC-E-067 | Positive Influencing Skills                   | 2     |
| BC-E-068 | Creating Executive Presence                   | 2     |
| BC-E-069 | Copywriting Essentials                        | 2     |
| BC-E-070 | Business English Essentials for the Workplace | 14hrs |
| BC-E-071 | Business Communication Skills                 | 40hrs |
| BC-E-072 | Customised Professional Skills Course         | 14hrs |
| BC-E-073 | English as a Medium of Education              | 32hrs |
| BC-E-074 | Language in Business                          | 8hrs  |
| BC-E-075 | Delivering Service Excellence                 | 14hrs |
| BC-E-076 | Interacting with People at Work               | 8hrs  |
| BC-E-077 | Better Presentations                          | 8hrs  |
| BC-E-078 | Writing Programme for Graduates               | 8hrs  |
| BC-E-079 | Consultative Selling                          | 7hrs  |
| BC-E-080 | Insightful Report Writing                     | 7hrs  |
| BC-E-081 | Business Communication Skills                 | 35hrs |
|          |                                               |       |

**MAPICS CONSULTANCY SDN. BHD. (Company No. : 542156-K)**

YMCA Building, 211 Jalan Macalister, 10450 Penang

Tel: 04-227 3489

Email: [mapics@mapics.com.my](mailto:mapics@mapics.com.my)

[www.mapicstraining.com](http://www.mapicstraining.com)

| AI     | Artificial Intelligence & CYBER SCAM                                                                               |       |
|--------|--------------------------------------------------------------------------------------------------------------------|-------|
| AI-001 | Digital Workforce Architect: Designing and Deploying AI Automation Systems                                         | 16hrs |
| AI-002 | Build Your AI Intern: Automate Your Daily Work - 1 Day program                                                     | 8hrs  |
| AI-003 | CYBER SCAM & AWARENESS PREVENTION TRAINING                                                                         | 8hrs  |
| AI-004 | Practical Google AI for Manufacturing                                                                              | 16hrs |
| AI-005 | AI-Powered Supply Chain Excellence                                                                                 | 16hrs |
| AI-006 | Smart Finance with Generative AI                                                                                   | 14hrs |
| AI-007 | Microsoft 365 Copilot for Business Impact                                                                          | 1     |
| AI-008 | Microsoft 365 Copilot for Business Impact                                                                          | 2     |
| AI-009 | Customer (Patient) Service in Healthcare                                                                           | 2     |
| AI-010 | Responsible Surveillance & Security Ethical CCTV Monitoring for Compliance, Risk Prevention & Organisational Trust | 14hrs |
| AI-011 | AI-Powered Supply Chain Excellence: Harnessing Generative AI for Operational                                       | 16hrs |
| AI-012 | AI-Powered Design Thinking: Transforming Ideas into Impact                                                         | 35hrs |
| AI-013 | Design Thinking Essentials: From Insights to Innovation                                                            | 14hrs |
| AI-014 | GenAI Essentials: Work Smarter, Innovate Faster, Achieve More                                                      |       |

**Approved under HRD Claimable Course**

We do provide programme customization to meet clients' training needs.