



Talent Reform



Cybersecurity Awareness for Employee

Language : Eng & Chi / Eng & Malay

LEARNING OUTCOME

- Understand fundamental cybersecurity concepts and the importance of employee awareness
- Identify common cybersecurity threats affecting individuals and organisations
- Recognise common cyber attack techniques used to exploit human behaviour
- Detect early warning signs of scams, phishing attempts, and malicious activities
- Apply preventive cybersecurity practices to protect company and personal data
- Respond appropriately and report suspected cybersecurity incidents

SUPPORT & ADD-ON

- Complimentary 1-Month Q&A Group Support (Whatsapp)
- Optional: 4-Hour Zoom Consultation Fees: RM 500 per pax

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COURSE OUTLINE



MODULE 1: CYBERSECURITY AWARENESS & DIGITAL RISK



MODULE 2: CYBERSECURITY THREATS



MODULE 3: CYBER ATTACK TECHNIQUES & METHODS



MODULE 4: THREAT IDENTIFICATION & PREVENTIVE MEASURES



MODULE 5: CYBERSECURITY BEST PRACTICES & EMPLOYEE RESPONSIBILITIES



MODULE 6: INCIDENT RESPONSE, REPORTING & CYBER HYGIENE



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MASTER POWER BI (PART 1): BEGINNER TO INTERMEDIATE & COPILOT POWERED SUPPORT

Language : Eng & Chi / Eng & Malay

LEARNING OUTCOME

1. Understand the Power BI interface and its core components (Report View, Data View, Model View).
2. Connect, import, and consolidate data from multiple sources.
3. Clean and transform raw data into structured tables using Power Query.
4. Build beginner dashboards using charts, slicers, cards, and tables.
5. Publish and share Power BI reports within the organisation.
6. Use Copilot to assist in insights, narrative summaries, and visual recommendations.

TARGET PARTICIPANTS

- Business Owners & Entrepreneurs
- Managers & Team Leaders
- Marketing & Sales Professionals
- HR & Administrative Personnel
- Data Analysts & IT Staff
- Anyone Interested in AI for Workplace Productivity

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COURSE OUTLINE



MODULE 1

Introduction to Power BI



MODULE 2

Power Query Fundamentals (Data Cleaning & Preparation)



MODULE 3

Basic Visualisation & Dashboard Building



MODULE 4

Intro to Data Modelling



MODULE 5

Publishing & Sharing Reports

SUPPORT & ADD-ON

- Complimentary 1-Month Q&A Group Support (Whatsapp)
- Optional: 4-Hour Zoom Consultation Fees: RM 500 per pax



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MASTER POWER BI (PART 2): INTERMEDIATE TO ADVANCED & COPILOT POWERED SUPPORT

Language : Eng & Chi / Eng & Malay

LEARNING OUTCOME

1. Build robust data models using relationships and best design practices.
2. Apply intermediate-level DAX formulas for KPIs and calculations.
3. Create advanced, interactive dashboards with AI visuals and drill-throughs.
4. Use Power BI Service automation (scheduled refresh, gateways, workspaces).
5. Optimise dashboards for performance and user experience.
6. Use Copilot to generate DAX, explain calculations, summarise dashboards, and highlight key insights.

TARGET PARTICIPANTS

- Business Owners & Entrepreneurs
- Managers & Team Leaders
- Marketing & Sales Professionals
- HR & Administrative Personnel
- Data Analysts & IT Staff
- Anyone Interested in AI for Workplace Productivity

COURSE OUTLINE



MODULE 1

Advanced Power Query Techniques



MODULE 2

Data Modelling & Dax Essentials



MODULE 3

Advanced Visualisation & Dashboard



MODULE 4

Power BI Services & Automation



MODULE 5

Report Optimisation & Best Practices

SUPPORT & ADD-ON

- Complimentary 1-Month Q&A Group Support (Whatsapp)
- Optional: 4-Hour Zoom Consultation Fees: RM 500 per pax

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Cash Flow & Working Capital Optimization

Language : Eng & Malay

LEARNING OUTCOME

1. Analyze and interpret cash flow statements and forecasts.
2. Apply cash management strategies to maintain financial stability.
3. Optimize working capital to improve liquidity and reduce financing costs.
4. Develop action plans to shorten the cash conversion cycle.
5. Integrate cash flow insights into strategic and operational planning.

TARGET PARTICIPANTS

- Financial Controllers and Accountants
- Treasury and Finance Managers
- Business Owners and Entrepreneurs
- Operations and Supply Chain Managers
- Department Heads responsible for cash management

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COURSE OUTLINE



MODULE 1

Strategic Role of Cash Flow in Business Sustainability



MODULE 2

Understanding and Interpreting Cash Flow Statements



MODULE 3

Fundamentals of Working Capital Management



MODULE 4

Optimizing Receivables, Inventory, and Payables



MODULE 5

Cash Flow Forecasting and Planning Techniques

SUPPORT & ADD-ON

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- Optional: 4-Hour Zoom Consultation Fees: RM 500 per pax



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COMPLIANCE MASTER: ACT 446

Obligations for Employers Housing Workers

Language : Eng & Chi / Eng & Malay

LEARNING OUTCOME

1. Understand the full scope and purpose of Act 446 and how it applies to various employment scenarios.
2. Identify the minimum legal requirements for workers' accommodation, including safety, hygiene and facility standards.
3. Recognise the roles and responsibilities of employers, supervisors, and accommodation providers under Act 446.
4. Evaluate existing accommodation for compliance gaps and take corrective actions.
5. Prepare for audits and inspections by JTK/JIM and avoid common non-compliances.
6. Develop a practical compliance action plan using the provided Self-Audit Checklist.

TARGET PARTICIPANTS

HR Managers & HR Executives, Compliance Officers & Admin Personnel, Business Owners, Directors & Managing Partners, Accommodation Providers & Hostel Operators, Safety & Facility Managers, Supervisors handling local or foreign worker housing, Any organisation employing workers who require provided accommodation

COURSE OUTLINE



MODULE 1

Introduction to Act 446



MODULE 2

Legal Framework & Compliance Requirements



MODULE 3

Standards & Guidelines for Worker Accommodation



MODULE 4

Ensuring Safe & Suitable Accommodation



MODULE 5

Roles & Responsibilities of Stakeholders



MODULE 6

Enforcement, Inspections & Penalties

SUPPORT & ADD-ON

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- Optional: 4-Hour Zoom Consultation Fees: RM 500 per pax



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KESELAMATAN DI TEMPAT KERJA: LATIHAN PERATURAN & PEMATUHAN OSHA 2022

Language : Eng & Malay

OBJEKTIF KURSUS

1. Membekalkan peserta dengan pengetahuan asas dan kemahiran praktikal untuk mengenal pasti, menilai dan mengawal bahaya di tempat kerja selaras dengan Akta Keselamatan dan Kesihatan Pekerjaan (Pindaan) 2022. Program ini menyokong organisasi dalam mengekalkan persekitaran kerja yang selamat, patuh undang-undang dan sihat sambil membentuk budaya keselamatan yang positif.

SASARAN PESERTA

- Pekerja di semua peringkat
- Penyelia & Ketua Barisan
- Pengurus & Ketua Jabatan
- Pegawai / Penyelaras Keselamatan & Kesihatan
- Personel HR & Pentadbiran
- Individu yang terlibat dalam pematuhan keselamatan tempat kerja

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KANDUNGAN KURSUS



MODUL 1

Pengenalan kepada Keselamatan Tempat Kerja & OSHA 2022



MODUL 2

Pengenalpastian Bahaya di Tempat Kerja



MODUL 3

Penilaian Risiko & Pengurusan Risiko



MODUL 4

Tindak Balas Kecemasan & Kesiapsiagaan (ERP)



MODUL 5

Membina Budaya Keselamatan Tempat Kerja yang Kukuh

SOKONGAN & TAMBAHAN

- Complimentary 1-Month Q&A Group Support (Whatsapp)
- Optional: 4-Hour Zoom Consultation Fees: RM 500 per pax



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Root Cause Mastery: Eliminating Recurring Problems Systematically

Language : Eng & Chi / Eng & Malay

LEARNING OUTCOME

To equip participants with advanced analytical tools and diagnostic thinking models that allow them to trace operational issues back to their true underlying causes. Strengthens organisational capability to eliminate recurring problems, reduce waste, stabilise operations, and improve decision-making quality through structured problem analysis.

TARGET PARTICIPANTS

- Supervisors, Team Leaders & Executives
- Managers & Department Heads
- QA/QC, Operations & Continuous Improvement Teams
- Engineering & Maintenance Personnel
- Process Owners & Problem-Solving Committees
- Anyone responsible for operational improvement and incident prevention

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COURSE OUTLINE



MODULE 1

Foundations of Analytical Problem-Solving



MODULE 2

Problem Definition & Scoping Techniques



MODULE 3

Diagnostic Tools & Root Cause Models



MODULE 4

Data Collection & Evidence Validation



MODULE 5

Corrective & Preventive Action (CAPA) Frameworks



MODULE 6

Sustaining Improvements & Preventing Recurrence

SUPPORT & ADD-ON

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DIGITAL MARKETING

(2-DAYS) AI-DRIVEN: DIGITAL MARKETING ON TIKTOK & FACEBOOK

Language : Eng & Chi / Eng & Malay

LEARNING OUTCOME

- Understand how TikTok and Facebook algorithms, audience behaviour, and content formats drive reach and engagement
- Develop effective short-form content strategies for TikTok and Facebook using AI-powered tools
- Create, enhance, and optimise videos, visuals, captions, and scripts efficiently with AI
- Improve content discoverability through platform-specific SEO, keywords, and hashtag strategies
- Automate content planning, creation, and engagement workflows using AI solutions
- Analyse performance metrics and apply insights to continuously improve digital marketing campaigns

SUPPORT & ADD-ON

- Complimentary 1-Month Q&A Group Support (Whatsapp)
- Optional: 4-Hour Zoom Consultation Fees: RM 500 per pax

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COURSE OUTLINE



MODULE 1

Understanding the TikTok & Facebook Ecosystem



MODULE 2

Platform-Specific Content Strategy & Branding



MODULE 3

AI-Powered Scriptwriting & Copywriting



MODULE 4

AI Visual Creation for TikTok & Facebook



MODULE 5

Short-Form Video Creation with AI Tools



MODULE 6

Video Enhancement & AI Music Creation



MODULE 7

SEO, Hashtags & Discoverability



MODULE 8

AI Agents & Content Workflow Automation



MODULE 9

Analytics, Campaigns & Performance Optimisation



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