



Talent Reform



Finance Made Simple: Financial Acumen for Department Leaders

Language : Eng & Chi / Eng & Malay

Learning Outcomes

1. Read and interpret income statements, balance sheets, and cash flow statements with confidence.
2. Analyze financial ratios to evaluate performance, profitability, and liquidity.
3. Connect operational actions to financial results and overall business performance.
4. Apply budgeting and forecasting techniques to support strategic planning.
5. Recognize early warning signs in financial performance to mitigate risk.
6. Engage effectively in financial discussions with senior management and board members.

Target Participant

- Senior Managers, Heads of Department, and Business Unit Leaders, Directors and General Managers responsible for business performance, Project Managers and Operational Leaders seeking to understand financial impact, Non-financial Executives involved in strategic planning and resource allocation.

**SCAN FOR
UPCOMING
COURSES**



Course Outline:



Module 1

The Strategic Importance of Financial Acumen in Leadership



Module 2

Demystifying Financial Statements



Module 3

Evaluating Business Health through Ratios and KPIs



Module 4

Integrating Strategy, Operations, and Finance



Module 5

Financial Planning, Budgeting, and Decision-Making Tools

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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Talent Reform



2-DAY MASTERCLASS: Advance PowerPoint, Copilot & AI Presentation Tools (Day 1)

Language : Eng & Chi / Eng & Malay

Learning Outcomes

1. Structure presentations using clear and proven frameworks.
2. Design clean, professional slides with strong visual hierarchy.
3. Apply design principles: alignment, spacing, colour and typography.
4. Turn basic data (charts, KPIs) into simple visuals.
5. Use templates, layouts, and slide master effectively.
6. Use AI tools to generate content, improve slides, and enhance clarity.

Target Participant

- All Department Staff, 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 (Day 1):



Module 1

PowerPoint Fundamentals & Interface Mastery



Module 2

Structuring Clear & Logical Presentations



Module 3

Slide Design Principles & Visual Fundamentals



Module 4

Data Visualisation Essentials



Module 5

Templates & Reusable Layout Systems

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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Talent Reform



2-DAY MASTERCLASS: Advance Powerpoint, Copilot & AI Presentation Tools (Day 2)

Language : Eng & Chi / Eng & Malay

Learning Outcomes

1. Create modern, advanced slide layouts for impact.
2. Build dashboard-style slides (KPIs, summaries, trends).
3. Use storytelling to present insights clearly.
4. Apply animation to emphasise key messages.
5. Build branded templates and slide systems.
6. Use AI to automate content creation and reporting

Course Outline (Day 2):



Module 1

Advanced Slide Layouts & Modern Design



Module 2

Dashboard Slide Design



Module 3

Data Storytelling Techniques



Module 4

Animation for Emphasis



Module 5

Branding & Template Systems

Target Participant

- All Department Staff, 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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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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HR MASTER: Employee Handbook Compliance & Best Practices

Language : Eng & Chi / Eng & Malay

Learning Outcomes

1. Understand the purpose, structure, and legal importance of an Employee Handbook.
2. Identify mandatory HR policies required by Malaysian labour laws and best practices.
3. Draft clear, enforceable policies that reduce disputes and strengthen company governance.
4. Review and update existing handbooks to ensure alignment with current regulations.
5. Implement effective communication strategies for handbook rollout and staff acknowledgment.
6. Apply consistent enforcement practices to avoid non-compliance and legal exposure.

Target Participant

- HR Managers & HR Executives, Business Owners & Directors, HR Admin & Compliance Personnel, Department Heads & Supervisors, Anyone involved in policy writing or HR documentation

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Course Outline:



Module 1

Introduction to Employee Handbooks



Module 2

Legal Framework & Compliance Requirements



Module 3

Core HR Policies & Procedures



Module 4

Drafting Techniques for Clear & Enforceable Policies



Module 5

Aligning Handbook with Company Culture & Operations



Module 6

Implementation, Acknowledgement & Enforcement

Bonus: Employee Handbook Review

Support & Add On

- Complimentary 1-Month Q&A Group Support
- Optional: 4-Hour Zoom Consultation
- Fees: RM500 per pax



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Talent Reform



PROACTIVE WORKFORCE MINDSET: Taking Ownership & Solving Problems Independently

Language : Eng & Chi / Eng & Malay

Learning Outcomes

1. Identify personal responsibility gaps that affect work performance
2. Use self-initiation methods to solve small issues independently
3. Improve task completion by taking ownership of results, not just actions
4. Strengthen dependability through proactive communication
5. Reduce manager workload by adopting a problem-solver mindset

Target Participant

- Rank-and-file employees, Frontline staff, Production & operation teams, Customer service & retail teams, Clerical & administrative staff, Junior executives who need stronger initiative

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Course Outline:



Module 1

The Ownership Mindset – From “Task Doer” to “Problem Solver”



Module 2

Identifying Personal Responsibility Gaps



Module 3

Practical Problem-Solving for Frontline Employees



Module 4

Taking Ownership of Outcomes (Not Just Tasks)



Module 5

Proactive Communication for Faster Workflow

Support & Add On

- Complimentary 1-Month Q&A Group Support
- Optional: 4-Hour Zoom Consultation
- Fees: RM500 per pax



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COMPLIANCE MASTER : PERSONAL DATA PROTECTION ACT (PDPA)

Language : Eng & Chi / Eng & Malay

Learning Outcomes

1. Understand the application of the Personal Data Protection Act 2010 and its related offences as a result of non-compliance.
2. Reorganize practices and processes at workplace areas to support data protection in line with the Personal Data Protection Act 2010.
3. Develop and execute a Risk Based Compliance Inspection Plan to protect personal data.
4. Obtain ideas to implement PDPA requirements successfully at the workplace.

Target Participant

- HR Managers & HR Executives, Compliance Officers, Admin & Data Management Personnel, IT Managers, System Security Personnel, Business Owners & Department Heads, Anyone handling, storing, or processing personal data

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Course Outline:

Module 1



Personal Data Protection Challenges at the Workplace



Module 2

Transparency of Data Handling and the Right To Be Forgotten



Module 3

Issues and Implications of the Principles



Module 4

Security Guidance and Privacy Impact Assessment



Module 5

Compliance for The Personal Data Protection Standards

Support & Add On

- Complimentary 1-Month Q&A Group Support
- Optional: 4-Hour Zoom Consultation
- Fees: RM500 per pax



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Talent Reform



Pengendalian Bahan Kimia Secara Selamat (OSHA 1994, USECHH 2000, CLASS 2013)

Language : Eng & Malay

Learning Outcomes

1. Menerangkan kepentingan keselamatan bahan kimia dan undang-undang berkaitan (OSHA 1994, USECHH 2000, CLASS 2013).
2. Mengenal pasti jenis bahaya kimia dan menilai risiko dalam pengendalian bahan kimia.
3. Mentafsir maklumat penting daripada Safety Data Sheets (SDS) dan label GHS.
4. Mengaplikasikan amalan kerja selamat dalam mengendalikan, menyimpan dan melupuskan bahan kimia.
5. Menunjukkan pemilihan, penggunaan dan penyelenggaraan PPE dengan betul.
6. Bertindak balas secara berkesan terhadap tumpahan kimia dan kecemasan.

Sasaran Peserta

- Pengurus & Penyelia, Ahli Keselamatan & Kesihatan / SHC, Staf Pengeluaran & Perkilangan, Personel Makmal & Juruteknik, Pasukan Gudang, Logistik & Inventori, Personel Penyelenggaraan, Kejuruteraan & Kemudahan, Personel EHS / SHE / HSE

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Course Outline:



Module 1

Pengenalan kepada Keselamatan Bahan Kimia



Module 2

Perundangan & Peranan Majikan / Pekerja



Module 3

Bahaya Kimia & Pengenalpastian Risiko



Module 4

Safety Data Sheets (SDS) & Pelabelan GHS



Module 5

Pengendalian & Penyimpanan Bahan Kimia Secara Selamat



Module 6

Langkah Kawalan & Peralatan Perlindungan Diri (PPE)



Module 7

Tumpahan Kimia & Tindak Balas Kecemasan

Bonus: Template Pengenalpastian Bahaya Kimia

Support & Add On

- Complimentary 1-Month Q&A Group Support
- Optional: 4-Hour Zoom Consultation
- Fees: RM500 per pax



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Talent Reform



Master Excel (PART 1) : Beginner To Intermediate (ChatGPT-Powered Support)

Language : Eng & Chi / Eng & Malay

Learning Outcomes

1. Navigate the Excel interface confidently and perform basic worksheet operations.
2. Enter, edit, clean, and manage data using efficient techniques and shortcuts.
3. Apply core formulas (SUM, AVERAGE, COUNT, IF) for daily work tasks.
4. Format worksheets professionally to improve readability and presentation.
5. Create simple charts to visualise trends and performance.
6. Use ChatGPT to assist in generating formulas, explanations, and step-by-step guidance.

Target Participant

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

**SCAN FOR
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Course Outline:



Module 1

Introduction to Excel



Module 2

Data Entry & Editing Techniques



Module 3

Essential Excel Formulas



Module 4

Worksheet Management



Module 5

Basic Charts & Reporting

Support & Add On

- Complimentary 1-Month Q&A Group Support
- Optional: 4-Hour Zoom Consultation
- Fees: RM500 per pax



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Master Excel (PART 2) : Intermediate To Advanced (ChatGPT-Powered Support)

Language : Eng & Chi / Eng & Malay

Learning Outcomes

1. Apply intermediate and advanced functions for analysis and decision-making.
2. Structure and clean data using Tables, slicers, validation, and Flash Fill.
3. Build dashboards using charts, conditional formatting, and sparklines.
4. Use lookup functions (XLOOKUP, VLOOKUP) for relational data analysis.
5. Optimise report formatting, layout, and printing for professional output.
6. Use ChatGPT to assist with complex formulas, model creation, and summarising insights.

Target Participant

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

**SCAN FOR
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Course Outline:



Module 1

Advanced Data Structuring



Module 2

Intermediate to Advanced Formulas



Module 3

Advanced Visualisation & Dashboards



Module 4

Productivity & Automation Tools



Module 5

Professional Reporting

Support & Add On

- Complimentary 1-Month Q&A Group Support
- Optional: 4-Hour Zoom Consultation
- Fees: RM500 per pax



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