



# 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.

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## 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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# 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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# 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

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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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# 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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# 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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# 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

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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

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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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