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UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

CiRNeT
Pusat Hubungan dan Jaringan Industri

2024

UNIVERSITI PUTRA MALAYSIA TRAINING COURSES 1ST EDITION



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EXECUTIVE SUMMARY

First and foremost, we express our gratitude for the opportunity to offer our corporate training services to your esteemed organization. In the ever-evolving landscape of business, we understand the critical importance of arming your employees with the knowledge and skills essential for success. This training book embodies a bespoke approach, leveraging our expertise to precisely address the unique needs of your organization. Introducing our proposed Training Master Plan 2024, this comprehensive program comprises six distinct components, covering Occupational, Safety and Health (OSH), Sustainable Development, Agriculture, Personal and Professional Development, Technology, and Food Safety & Compliance. Enclosed within this proposal is a framework meticulously designed to empower your workforce and drive meaningful outcomes. We eagerly anticipate the opportunity to discuss this proposal further, collaborating with you to fine-tune and customize it to align seamlessly with the specific requirements of your organization.

Thank you.

Yours Truly,

Prof. Dr. Shamsul Bahri Hj. Md. Tamrin

Director

Centre for Industrial Relations and Network (CiRNeT)

TRAINING PROGRAM

OCCUPATIONAL, SAFETY AND HEALTH (OSH)

SAFETY INDUCTION

1.0 Introduction

Training means helping people to learn how to do something, telling people what they should or should not do, or simply giving them information. Safety induction training is aimed at providing new employees with an overview of Occupational Health and Safety principles that will encourage them to work more safely. This introductory course can be built upon via on the job training from line management.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Aware about legal requirements in relation to safety and health.
- II. Increase awareness of workers on occupational health and safety policy, procedures and practices of workplace and an understanding of their safety responsibilities.
- III. Develop a positive health and safety culture.
- IV. Help to avoid the financial costs of accidents and occupational ill health, such as damaged products, lost production and demotivated staff.

3.0 Target Group

- I. Safety Management
- II. Management Level
- III. Safety Practitioner
- IV. Safety Committee
- V. Emergency Response Team

4.0 Delivery Format

I. Workshop Session

- Comprehensive Training Notes
- Seminar by Expert

5.0 Course Fee

RM 100.00 – RM 600.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0830 – 1000	Introduction to Hazard, Accident, Risk and Safety Workplace
0930 – 1030	Refreshment Break
1030 – 1045	Legal Requirement in Malaysia
1045 – 1130	Type of Existing Hazard on Workplace
1130 – 1300	Lunch Break
1300 – 1400	Hazard Identification and Control
1400 – 1445	Reporting Hazards, Incidents, and Injuries
1445 – 1530	Benefits to Improve Health and Safety in Workplace
1530 – 1630	Tea Break

*Remark: Tentative may vary based on client requests and the course level

SAFETY AWARENESS

1.0 Introduction

The Occupational Health and Safety Awareness regulation requires health and safety awareness training for every worker and supervisor under occupational safety and health (OSHA). This training introduces workers to the Occupational Health and Safety Act. It focuses on the health and safety rights and responsibilities of workers, supervisors and employers. It also serves as a general introduction to workplace health and safety.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Increase awareness on OSHA among workers.
- II. Increase the skills and ability of workers in identify asses and control the hazard in fields.
- III. Give the awareness to the workers on disease related to respective sectors.
- IV. Increase the skills and awareness among workers on the important of safe working methods.

3.0 Target Group

- I. Safety Management
- II. Management Level
- III. Safety Practitioner
- IV. Safety Committee
- V. Emergency Response Team

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar Expert

5.0 Course Fee

RM 200.00 – RM 500.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0800 – 0900	Introduction to OSHA 1994
0900 – 1000	Law and Requirement in Malaysia
1000 – 1020	Refreshment Break
1020 – 1130	OSH and Guidelines in Respective Sector
1130 – 1300	Hazard in Workplace
1300 – 1400	Lunch Break
1400 – 1600	Hazard Identification, Assesment & Control in Workplace
1600 – 1700	Occupational Disease and Safety in Work Field
1700 – 1715	Tea Break

*Remark: Tentative may vary based on client requests and the course level

EMERGENCY RESPONSE TEAM (ERT)

1.0 Introduction

Emergency Response Team (ERT) course is designed to provide the specialized knowledge and training required for a person to be able to carry out the duties as Emergency Response Team. It will raise awareness concerning the management and behavior of people in a range of emergency evacuation situations, and the necessary actions to be taken before, during and after an incident. It will detail specific duties such as designated areas, who to report to, evacuating people with limited mobility.

Emergency Response Teams are the onsite First Responders and assigning responsibilities is one of the crucial steps in emergency response. If your emergency response team members are not familiar with their responsibilities, important response actions may be missed.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Define the structures and role of the Emergency Response Team.
- II. Increase skills in emergency response plan and preparedness.
- III. Increase the awareness and confidence in emergency response plan and preparedness among Emergency Response Team.

3.0 Target Group

- I. Safety Management
- II. Management Level
- III. Safety Practitioner
- IV. Safety Committee
- V. Emergency Response Team

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar Expert
- II. Practical
 - Fire Drill
 - Building Evacuation
 - Incident Command System

5.0 Course Fee

RM 300.00 – RM 600.00 per person

RM 7500.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Day 1

Time	Topics
0830 – 1000	Introduction to Relevant Legislation <ul style="list-style-type: none"> • Uniform Building By-Law 1984 • Fire Services Act 1988 • Occupational Safety and Health Act 1994
1000 – 1015	Refreshment Break
1015 – 1100	Introduction to Emergency <ul style="list-style-type: none"> • Types of Emergency
1100 – 1300	Checklist and Practical <ul style="list-style-type: none"> • Building Safety and Emergency Facilities Unit
1300 – 1400	Lunch Break
1400 – 1500	Fire Safety
1500 – 1600	Fundamental of Fire and Fire Extinguisher <ul style="list-style-type: none"> • Fire Triangle Uniform Building By-Law 1984 • Source and Type of Fire • Fire Extinguisher and Media
1600 – 1730	Demonstration and Practical on Fire Extinguishing
1730 – 1800	Tea Break

Day 2

Time	Topics
0800 – 1000	Emergency Preparedness 1 – Incident Command System <ul style="list-style-type: none"> • Level of Emergencies • Emergency Response Policy • Principles of ERP – Containment, Isolation, Action
1000 – 1015	Refreshment Break
1015 – 1200	Emergency Preparedness 2 – Incident Command System <ul style="list-style-type: none"> • Emergency Response Team • Roles and Responsibilities
1200 – 1300	Developing Emergency Response Plan (ERP)
1300 – 1400	Lunch Break
1400 – 1500	Shutdown and Building Evacuation Procedure
1500 – 1700	Practical Session <ul style="list-style-type: none"> • Fire Drill • Building Evacuation
1700 – 1730	Tea Break

*Remark: Tentative may vary based on client requests and the course level

ERGONOMICS AWARENESS

1.0 Introduction

Ergonomics is the scientific discipline with designing according to the human needs, and the profession that applies theory, principles, data and methods to design in order to optimize human well-being and overall system performance. It is sometimes concurrently or synonymously used with different terms such as Repetitive Strain Injuries (RSI), Occupational Overuse Syndrome (OOS) or Cumulative Trauma Disorders (CTD).

Musculoskeletal Disorders (MSDs) is a common health effect of ergonomics problem which involved strains, sprains, muscle fatigue and eventually injury to the lower back, shoulders, and upper limbs. Potentially injurious tasks may involve bending and twisting, repetitive motions, forceful exertion, prolong sitting, prolong standing, carrying or lifting heavy loads, and maintaining fixed positions for a long time.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Learn the principles of ergonomics and their applications.
- II. Provide workers with awareness training and coaching to affect work practices and behaviors and to improve workplace conditions.
- III. Develop the skills, abilities and confidence of workers thus recognized early symptoms of MSDs.

3.0 Target Group

- I. Workers
- II. Safety Management
- III. Safety Practitioners
- IV. New Employed Worker

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 200.00 – RM 500.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Day 1

Time	Topics
0830 – 1000	Session 1: Introduction to Ergonomics
1000 – 1015	Session 2: Legal Requirement
1015 – 1100	Refreshment Break
1100 – 1200	Session 3: Effects on Health
1200 – 1300	Session 4: Risk Factors of Ergonomics
1300 – 1400	Session 5: Principles of Workspace Design
1400 – 1500	Lunch Break
1500 – 1630	Session 6: Introduction to Office Ergonomics
1630 – 1700	Session 7: Office Ergonomics Assessment <ul style="list-style-type: none"> • Case Study • Site Visit Discussion

Day 2

Time	Topics
0830 – 0930	Session 1: Introduction to Manual Handling
0930 – 1000	Session 2: Risk Factor and Impact of Manual Handling
1000 – 1020	Refreshment Break
1020 – 1100	Session 3: Principles of Ergonomics Intervention
1100 – 1200	Session 4: Brief Method of Ergonomics Assessment
1200 – 1245	Session 5: Impact of Poor Ergonomics to Organization
1245 – 1400	Lunch Break
1400 – 1500	Session 6: Recommendation and Ergonomics Improvement
1500 – 1600	Session 7: Case Study
1600 – 1645	Session 8: Group Presentation
1645 – 1700	Tea Break

*Remark: Tentative may vary based on client requests and the course level

SAFETY AND HEALTH COMMITTEE

1.0 Introduction

Often, the employers as well as employees representative of Safety and Health Committees are commonly found in the setup of various organizations. Nevertheless, most of the elected/appointed representatives are clueless towards their roles and responsibilities in the management of Safety and Health in the workplaces.

In order to maintain a safe and healthy workplace, the roles and boundary of the elected elected/appointed representatives should be clarified. Safety and health committee and representatives play a vital role in preventing work-related injuries and diseases, and are an important part of what is called the internal responsibility system. This system, based on cooperation between employers and employees, improves the overall understanding of occupational health and safety issues in the workplace.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Define the structures and composition of the Safety and Health Committee.
- II. Describe the basic function of the committees, including roles and responsibilities of elected/appointed representatives.
- III. Increase the awareness in Safety and Health among elected/appointed Safety and Health representatives.

3.0 Target Group

- I. Safety Management
- II. Management Level
- III. Safety Practitioners
- IV. Safety Committee
- V. Emergency Response Team

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 350.00 – RM 600.00 per person

RM 8750.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 1000	Introduction to Safety and Health Committee
1000 – 1015	Refreshment Break
1015 – 1200	Legislation – OSHA (1994) Section 30: Establishment of Safety and Health Committee at place of work
1200 – 1300	Legislation – OSH (Safety and Health Committee) Regulations 1996
1300 – 1400	Lunch Break
1400 – 1500	Appointment and Structure of the Safety and Health Committee
1500 – 1630	Function, Roles, and Responsibilities of Safety and Health Committee
1630 – 1700	Case Studies
1700 – 1730	Tea Break

*Remark: Tentative may vary based on client requests and the course level

FIRE SAFETY MANAGEMENT

1.0 Introduction

A fire safety management plan details arrangements to implement, control, monitor and review fire safety standards and to ensure those standards are maintained. The plan describes the arrangements for effectively managing fire safety to prevent fire occurring and, in the event of fire, to protect people and property. The plan should specify the planning, organization, control, monitoring and review of the fire safety measures and fire safety provisions in the premises.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Adopting a systematic approach for completing risk assessments to decide on priorities and to set objectives to eliminate or reduce risks.
- II. Identify the people at all levels who may have responsibility for carrying out the fire safety issues throughout the premises.
- III. Established control measure.
- IV. Identify how the responsible person will measure the success of the fire safety policy.
- V. Identify a regular review procedure to include any identified deficiencies and a process by which they can rectified.

3.0 Target Group

- I. Emergency Response Team
- II. Safety Management
- III. Safety Practitioners
- IV. Safety and Health Committee

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert
- II. Practical
 - Fire Drill
 - Building Evacuation
 - Incident Command System

5.0 Course Fee

RM 200.00 – RM 500.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0830 – 1000	Introduction to Fire Safety Management <ul style="list-style-type: none"> • Fire Safety • Emergency Management Step
1000 – 1015	Refreshment Break
1015 – 1200	Legal Requirement in Malaysia <ul style="list-style-type: none"> • Uniform Building by Law 1984 • Fire Services Act 1988 • Occupational Safety and Health Act 1994
1200 – 1300	Process for Fire Safety Planning and Management
1300 – 1400	Lunch Break
1400 – 1500	Protection System
1500 – 1630	International Disaster Action Plan
1630 – 1700	Step for Fire Management <ul style="list-style-type: none"> • Building Evacuation
1700 – 1730	Tea Break

*Remark: Tentative may vary based on client requests and the course level

HAZARD IDENTIFICATION, RISK ASSESSMENT, AND RISK CONTROL TRAINING (HIRARC)

1.0 Introduction

Hazard Identification, Risk Assessment and Risk Control (HIRARC) has become fundamental to the practice of planning, management and the operation of a business as a basic of risk management. The organizations that have carried out risk assessment at the work place have noted numerous changes in their working practice. Those who have already carried out risk assessment in their work, have reported positive changes in their working practice, they recognize substandard act and working condition as they develop and take necessary corrective action. Legislation requires that this process should be systematic and be recorded so that the results are reliable and the analysis complete. The risk assessment process should be continuous and should not be regarded as a one-off exercise. Preventive measures is a way of enforcing the law on Occupational Safety and Health (OSH), with HIRARC, one will be able to identify hazard, analyze and assess its associated risk and then apply the suitable control measures.

Risk is something that we as individuals live with on a day-to-day basis. People are constantly making decisions based on risk. Simple decision in daily life such as driving, crossing the road and money investment all imply an acceptance risk. Risk is the combination of the likelihood and severity of a specified hazardous event occurring. In mathematical term, risk can be calculated by the equation:

Risk = Likelihood x Severity Where,

Likelihood is an event likely to occur within the specific period or in specified circumstances and Severity is outcome from an event such as severity of injury

or health of people, or damage to property, or insult to environment, or any combination of those caused by the event.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Identify all the factors that may cause harm to employees and others.
- II. Consider the likelihood of harm occurring to anyone in the circumstances of a particular case and the potential severity that may result from associated risks.
- III. Plan, introduce and monitor preventive measures to ensure that the risks are adequately controlled at all times.

3.0 Target Group

- I. Safety Management
- II. Management Level
- III. Safety Practitioners
- IV. Safety Committee
- V. Emergency Response Team

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 350.00 – RM 900.00 per person

RM 8750.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Intermediate

7.0 Proposed Tentative Programme*

Time	Topics
0830 – 1000	Introduction to Hazard Identification, Risk Assessment and Risk Control (HIRARC)
1000 – 1015	Refreshment Break
1015 – 1200	Function and Importance of HIRARC
1200 – 1300	Planning and Conducting HIRARC
1300 – 1400	Lunch Break
1400 – 1500	Risk Assessment and Likelihood <ul style="list-style-type: none"> Real Case Scenario
1500 – 1630	International Disaster Action Plan
1630 – 1700	Step for Fire Management
1700 – 1730	Tea Break

*Remark: Tentative may vary based on client requests and the course level

BEHAVIORAL BASED SAFETY

1.0 Introduction

Behavior Based Safety programs have been shown to increase awareness of safety expectations, to contribute towards continuous improvement in safety performance and to lead to achieving the desired safety goals and targets. A Behavior Based Safety (BBS) is a process through which work groups can identify measure and change their behaviors. It is a process that applies the principles of the Antecedent Behavior Consequence (ABC) behavior model. This assumes that all behaviors have one or more antecedents or activators or prompts which initiate the behavior and one or more consequences that either encourage or discourage repetition of the behavior.

BBS will get a company beyond workplace audits and inspections, past the policing role and closer to really knowing how much your workforce understands their work practices, procedures, conditions and behaviors that cause people to make mistakes. BBS is a proactive process that helps to get changes in a work group's safe behavior levels before incidents happen. All incidents are preceded by some kind of behavior, e.g. a worker falls off a ladder because he was over-reaching or the ladder was not secured. Both of these are individual behaviors.

BBS seeks to change the person's mindset, habits and behaviors so that these "at risk" behaviors will no longer be performed. As a result the worker will no longer fall off the ladder. It is built on the fundamentals of the **Antecedent Behavior Consequence (ABC)** behavior model.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Aware about the important of knowledge in Behavioral Based Safety.
- II. Increasing the number of safe behaviors being performed.
- III. Reduce the hazard related to behavior in workplace because at 100% safe behavior levels do we eliminate the chance of an incident.
- IV. Identify the behaviors critical to obtaining required safety performance.
- V. Communicate the behaviors and how they are performed correctly to all employees.
- VI. Provide coaching/correction when unsafe behaviors are observed.

3.0 Target Group

- I. Safety Management
- II. Management Level
- III. Safety Practitioners
- IV. Safety Committee
- V. Emergency Response Team

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert
- II. Practical
 - Real Case Scenario

5.0 Course Fee

RM 1000.00 – RM 3500.00 per person

RM 37500.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Intermediate

7.0 Proposed Tentative Programme*

Day 1

Time	Topics
0830 – 1000	Introduction to Behavioral Based Safety (BBS)
1000 – 1015	Refreshment Break
1015 – 1200	Concepts and Principles of BBS
1200 – 1300	Safety Performance and Safety Culture
1300 – 1400	Lunch Break
1400 – 1500	Changes Towards BBS <ul style="list-style-type: none"> • ABC's of BBS
1500 – 1630	Steps and Approach of BBS
1630 – 1700	Practical: Real Case Scenario
1700 – 1730	Tea Break

Day 2

Time	Topics
0900 – 0915	BBS and Human Factor Analysis
0915 – 0930	Overview of BBS Programme
0930 – 1000	Measuring Safety Performance
1000 – 1020	Refreshment Break
1020 – 1120	Aspects of Safety Performance
1120 – 1245	Safety Culture Assessment
1245 – 1400	Lunch Break
1400 – 1430	Sustaining Performance Goals
1430 – 1530	Steps in Measuring Performance
1530 – 1600	BBS Coaching
1600 – 1630	Implementation of BBS
1630 – 1700	Practical <ul style="list-style-type: none"> • Real Case Scenario

*Remark: Tentative may vary based on client requests and the course level

TRAINING ON PREVENTING BACK PAIN COURSE

1.0 Introduction

The training module on preventing back pain is designed to empower participants with comprehensive knowledge and practical strategies for maintaining optimal back health. It commences with an in-depth exploration of the diverse causes and types of back pain, highlighting its prevalence and significant impact on individuals' quality of life. Participants will gain a profound understanding of spinal anatomy, mechanics, and the identification of common risk factors that contribute to back pain. We delve into the importance of ergonomic practices, instructing participants on proper workplace setup, posture correction, and the incorporation of regular breaks and stretches into their daily routines. By fostering body awareness, this module equips participants with the tools to proactively prevent back pain.

In addition to the theoretical foundation, this training module places a strong emphasis on practical application. Participants will engage in a tailored exercise regimen specifically designed to strengthen the core, enhance flexibility, and target problem areas associated with back pain. The module provides step-by-step guidance on core-strengthening exercises, flexibility routines, and targeted exercises to address specific pain points. Participants will leave with a holistic understanding of back health, equipped with actionable strategies to reduce injury risks, promote a healthier back, and enhance overall well-being. This module aims to empower individuals to take charge of their back health, not only for their professional lives but for their lifelong physical well-being.

2.0 Objectives

This program focused to:

- I. Educate participants about the common causes of back pain, including poor posture, improper lifting techniques and sedentary lifestyles.
- II. Educate participants on practical strategies for maintaining good posture and proper body mechanics during daily activities, such as sitting, standing and lifting.
- III. Provide participants with the knowledge and skills needed to make informed choices regarding ergonomics in their workstations and home environments.

3.0 Target Group

- I. Office Workers
- II. Workers involved in Transportation
- III. Student

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert



Figure 1: Activities Conducted During the Training

5.0 Course Fee

RM 300.00 – RM 1000.00 per person

RM 7500.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme

Time	Topics
0930 – 1030	Introduction to Ergonomic and Identification to risk factors
1030 – 1045	Refreshment Break
1045 – 1300	<ul style="list-style-type: none"> • Common MSDs • MSD Risk Factors and Disease Mechanism • Simple Effective Self-Mitigation & Correct Posture • Early Symptoms & How to Differentiate Between Work Injury or Other Causes
1300 – 1400	Lunch Break
1400 – 1430	Self-reporting MSD Form
1430 – 1530	Office Assessment Simple Overview and Risk Factors <ul style="list-style-type: none"> • Assessment-display Rosa Form Office Setup and Simple Modifications / VDU Setup <ul style="list-style-type: none"> • Foot Rest, Platforms for Monitor, Monitor Distance Angles, Adjust Lighting Control Glare Comfortable
1530 – 1600	Simple Effective Exercise

INTRODUCTION TO FIRST AID, CPR and AED TRAINING

1.0 Introduction

Suitable for beginner who work in hazardous environments or where Health and Safety Executive (HSE) indicate the necessity for the staff to hold a certificate in emergency first aid at work to support the emergency response team. This course is designed to provide opportunities to explore the first aid skills necessary to response during emergencies at work, including adult CPR, choking, and others.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Deliver emergency first aid in cases of accident occurrence at the workplace.
- II. Increase confidence level to ensure the first aid treatment is provided safely and effectively.

3.0 Target Group

- I. Safety Management
- II. Management Level
- III. Safety Practitioner
- IV. Safety Committee
- V. Emergency Response Team

4.0 Delivery Format

I. Work Shop Session

- Comprehensive Training Notes
- Seminar by Expert

II. Work Shop Session



Figure 2: Activities Conducted During the Training

5.0 Course Fee

RM 400.00 – RM 600.00 per person

RM 10,000.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 1000	Introduction to Workplace First Aid <ul style="list-style-type: none"> • Principle of Primary and Secondary Survey
1000 – 1100	Bleeding and Burns <ul style="list-style-type: none"> • Understanding and Recognize Types of Bleeding (Closed and Open Bleeding – Artery, Vein) • Understand and Recognize (Burns and Scalds) • Identify Symptoms and Conditions to Render First Aid Treatment
1100 – 1200	Bone and Soft Tissues Injuries <ul style="list-style-type: none"> • Understand and Recognize The Type Of Bone Fractures and Soft Tissues Injuries (Strains, Cramps, Sprain, and Dislocation) • Identify Symptoms and Conditions To Render First Aid Treatment
1200 – 1300	First aid guide for dressings and bandages <ul style="list-style-type: none"> • Usage of the triangular bandage, crepe bandage, and gauze in handling different types of injuries
1300 – 1400	Lunch Break
1400 – 1530	Emergency Transportation Technique, hands-on practices of using different emergency transportation tools based on different injuries <ul style="list-style-type: none"> • Spinal board and head immobilizer
1530 – 1700	Cardiopulmonary Resuscitation (CPR) theory and practical <ul style="list-style-type: none"> • Chain of survival (CPR and AED)

*Remark: Tentative may vary based on client requests and the course level

BASIC OCCUPATIONAL FIRST AID, CPR and AED TRAINING

1.0 Introduction

Suitable for people who work in hazardous environments or where Health and Safety Executive (HSE) indicate the necessity for the staff to hold a certificate in emergency first aid at work to support the emergency response team. This course is designed to provide opportunities to learn and practice the basic first aid skills necessary to become a first aid responder for emergencies at work, including adult CPR, choking, shock, and others.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Deliver emergency first aid in cases of accident occurrence at the workplace.
- II. Increase confidence level to ensure the first aid treatment is provided safely and effectively.

3.0 Target Group

- I. Safety Management
- II. Management Level
- III. Safety Practitioner
- IV. Safety Committee
- V. Emergency Response Team

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

- II. Work Shop Session
 - Outdoor Practices Space for Scenario-based Simulation

5.0 Course Fee

RM 500.00 – RM 1000.00 per person

RM 13,000.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Intermediate

7.0 Tentative Programme*

Day 1

Time	Topics
0900 – 1000	<p>Introduction to Workplace First Aid</p> <ul style="list-style-type: none"> • Principle of Primary Survey (D.R.A.B.C.) • Principle of Secondary Survey (Head to toe examination, S.A.M.P.L.E. assessment) • Principle of emergency triage system
1000 – 1130	<p>Bleeding, Shock & Burns</p> <ul style="list-style-type: none"> • Understand and Recognize Types of Shock Conditions • Understand and Recognize Types of Bleeding (Closed and Open Bleeding – Artery, Vein, And Capillary) • Understand and Recognize (Burns And Scalds)
1130 – 1300	<p>Bone and Soft-Tissues Injuries</p> <ul style="list-style-type: none"> • Understand and Recognize the Type of Bone Fractures and Soft Tissues Injuries (Strains, Cramps, Sprain, and Dislocation) • Spinal Injury
1300 – 1400	Lunch Break
1400 – 1600	<p>First Aid Guide for Dressings and Bandages</p> <ul style="list-style-type: none"> • Usage of the Triangular Bandage, Crepe Bandage, Gauze and Dressing Kit in Handling Different Types of Injuries
1600 – 1700	<p>Medical Emergency Management</p> <ul style="list-style-type: none"> • Recognize The Symptoms Of Asthma, Epilepsy, and Stroke Condition

Day 2

Time	Topics
0900 – 1000	<p>Emergency Transportation Technique, Hands-On Practices of Using Different Emergency Transportation Tools Based on Different Types Of Injuries</p> <ul style="list-style-type: none"> • Emergency Blanket • Spinal Board and Head Immobilizer • Ambulance Stretcher • Foldable Stretcher
1000 – 1100	<p>Cardiopulmonary Resuscitation (CPR) Theory and Practical</p> <ul style="list-style-type: none"> • Chain of Survival (CPR and AED) (Include adult, children and infant) • Recovery Position Choking Theory and Practical • Conscious Choking and Unconscious Choking
1100 – 1200	Lunch Break
1200 – 1300	<ul style="list-style-type: none"> • First Aid Kit and First Aid Items for Workplace Used • Introduction Emergency Equipment In The Ambulance
1300 – 1400	Competency Assessment (Theory) – 1 hour
1400 – 1530	<p>Competency Assessment (Simulation Practical and Exercises) – 1 hour</p> <ul style="list-style-type: none"> • Scenario-Based Learning (to include emergency cases (first aid) response to Transporting a Casualty to Emergency Assembly to Handover Cases to the Ambulance

*Remark: Tentative may vary based on client requests and the course level

CHEMICAL MANAGEMENT

1.0 Introduction

Chemical management under Occupational Safety and Health (OSH) regulations is a critical aspect of ensuring a safe and healthy work environment. OSH standards aim to protect workers from the potential hazards associated with the handling, storage, and use of chemicals in various industries. Effective chemical management involves the implementation of comprehensive measures to identify, assess, and control the risks associated with chemical substances in the workplace.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Identify common chemical hazards in the workplace.
- II. Conduct basic risk assessments for chemical substances.
- III. Understand and apply proper chemical handling and storage practices.
- IV. Select and use personal protective equipment (PPE) correctly.
- V. Demonstrate knowledge of effective labelling and emergency response procedures.

3.0 Target Group

- I. Laboratory Technicians
- II. Maintenance Staff
- III. Safety Management
- IV. Management Level
- V. Safety Practitioner

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert
- II. Work Shop Session
 - Outdoor Practices Space for Scenario-based Simulation

5.0 Course Fee

RM 400.00 – RM 1000.00 per person

RM 10,000.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Intermediate

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 1030	Identifying Common Chemical Hazards
1030 – 1045	Refreshment Break
1045 – 1200	Conducting Basic Risk Assessments <ul style="list-style-type: none"> • Case Study In Conducting Assessment
1200 – 1300	Proper Chemical Handling and Storage Practices
1300 – 1400	Lunch Break
1400 – 1500	Selecting and Using PPE
1500 – 1600	Effective Labeling and Emergency Response Procedure
1600 – 1630	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

SUSTAINABLE DEVELOPMENT

SUSTAINABLE DEVELOPMENT GOALS (SDGs)

1.0 Introduction

The Sustainable Development Goals (SDGs) define global sustainable development priorities and aspirations for 2030 and seek to mobilize global efforts around a common set of goals and targets. The SDGs call for worldwide action among governments, business and civil society to end poverty and create a life of dignity and opportunity for all, within the boundaries of the planet.

Unlike their predecessor, the Millennium Development Goals, the SDGs explicitly call on all businesses to apply their creativity and innovation to solve sustainable development challenges. As the SDGs form the global agenda for the development of our societies, they will allow leading companies to demonstrate how their business helps to advance sustainable development, both by minimizing negative impacts and maximizing positive impacts on people and the planet.

Covering a wide spectrum of sustainable development topics relevant to companies such as poverty, health, education, climate change and environmental degradation, the SDGs can help to connect business strategies with global priorities. Companies can as such use the SDGs as an overarching framework to shape, steer, communicate and report their strategies, goals and activities.

However, lack of understanding on the SDGs among the community and this problem needs to be solved to ensure the SDGs can be achieved in 2030.

2.0 Objectives

This program focused to:

- I. Improve the ability to identify and understand all 17 Sustainable Development Goals (SDGs).
- II. Identify the current implementation and future direction of SDGs in Malaysia.
- III. Acquire SDGs focused knowledge and skills described in the Industrial Sustainable Framework.

3.0 Target Group

- I. Industry Team Player Related to ESG and SDGs.
- II. Student

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 350.00 – RM 1000.00 per person

RM 8750.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0930	Overview of Sustainable Development Goals (SDGs) <ul style="list-style-type: none"> Importance and relevance of SDGs in global and local
0930 – 1030	Understanding the 17 SDGs <ul style="list-style-type: none"> Interactive presentation to assist participant to identify and comprehend each SDGs
1030 – 1045	Refreshment Break
1045 – 1300	SDGs in Malaysia <ul style="list-style-type: none"> Overview of the current implementation in Malaysia Future Direction and Initiatives related to SDGs
1300 – 1400	Lunch Break
1400 – 1530	Industrial Sustainable Framework <ul style="list-style-type: none"> Introduction to the Industrial Sustainable Framework Acquiring knowledge and skills aligned with SDGs in an industrial context
1530 – 1700	Practical <ul style="list-style-type: none"> Application of SDGs principles to real-world Scenario
1700 – 1730	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

ECONOMIC GROWTH AND SDGs

1.0 Introduction

Understanding the intricate ties between economic growth and Sustainable Development Goals (SDGs) is pivotal in the global context. Economic growth, often measured as a nation's prosperity, is undergoing a transformation to align with the United Nations' SDGs a comprehensive plan to eradicate poverty, protect the environment, and ensure widespread prosperity. This shift emphasizes that economic progress should benefit everyone and be in harmony with environmental health.

This integration of economic growth involves a three-way connection ensuring inclusive benefits from economic advancement (No Poverty and Decent Work), treating the environment responsibly (Climate Action, Life Below Water, and Life on Land), and enhancing people's well-being (Quality Education, Good Health and Well-being, and Reduced Inequalities). Challenges arise in striking this balance, but within these challenges lie opportunities for innovation, responsible governance, and leveraging technology for growth that is both planet-friendly and socially equitable.

2.0 Objectives

By the end of the course, participant will:

- I. Understand the link between economic growth and SDGs.
- II. Analyze key principles of sustainable growth in alignment with specific SDGs.
- III. Apply practical strategies for integrating sustainable practices into economic initiatives, addressing challenges and leveraging opportunities for prosperity and SDG alignment.

3.0 Target Group

- I. Industry Player
- II. Non-Governmental Organizations (NGO) Personnel
- III. Business Leaders and Managers
- IV. Student

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 350.00 – RM 1200.00 per person

RM 8750.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Intermediate

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0930	Introduction to Economic Growth
0930 – 1030	Understanding the Nexus <ul style="list-style-type: none"> Detailed exploration of the relationship between economic growth and SDGs
1030 – 1045	Refreshment Break
1045 – 1300	Analyzing Principles <ul style="list-style-type: none"> In-depth analysis of key principles driving sustainable economic growth Group Activity to Assess Alignment with Specific SDGs
1300 – 1400	Lunch Break
1400 – 1500	Practical Application <ul style="list-style-type: none"> Strategies for Integrating Sustainable Practices into Economic Initiatives Case Studies Addressing Challenges
1500 – 1600	Workshop Activity: Scenario Analysis <ul style="list-style-type: none"> Scenario Analysis Exercise Applying Principles Group Discussion and Presentation
1600 – 1630	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

SUSTAINABLE AGRICULTURE AND FOOD SECURITY

1.0 Introduction

In an era marked by increasing global population, climate variability, and environmental concerns, the intersection of sustainable agriculture and food security has become a critical focal point. Sustainable agriculture is a holistic approach to farming that seeks to address the challenges of providing abundant, nutritious food while safeguarding the health of ecosystems and preserving natural resources for future generations.

At its core, sustainable agriculture embraces practices that minimize environmental impact, promote biodiversity, and enhance soil health. It seeks to strike a delicate balance between meeting current food needs and ensuring the resilience of agricultural systems to endure long-term challenges. Due to complexities of the 21st Century, the commitment to sustainable agriculture emerges as a beacon of hope, ensuring that our agricultural systems remain resilient, environmentally sound, and capable of nourishing a growing global population.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Understand the critical relationship between sustainable farming practices and global food security.
- II. Explore the principles of sustainable agriculture, including environmentally friendly cultivation methods.
- III. Provide practical insights and knowledge for creating a more sustainable and secure food future.

3.0 Target Group

- I. Industry Player
- II. Non-Governmental Organizations (NGO) Personnel
- III. Business Leaders and Managers
- IV. Student

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert
- II. Work Shop Session
 - Hands-on Simulation

5.0 Course Fee

RM 350.00 – RM 1200.00 per person

RM 8750.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 1030	Overview of Sustainable Agriculture and Food Security <ul style="list-style-type: none"> • Connection between Sustainable Farming Practices and Global Food Security
1030 – 1045	Refreshment Break
1045 – 1200	Principles of Sustainable Agriculture <ul style="list-style-type: none"> • In-depth exploration of Sustainable Farming Practices • Discussion of Environmentally Friendly Cultivation Method and Responsible Recourse Management
1200 – 1300	Sustainable Practices Simulation <ul style="list-style-type: none"> • Practical Aspects of Sustainable Agriculture
1300 – 1400	Lunch Break
1400 – 1530	Food Security and the SDGs <ul style="list-style-type: none"> • Food Security in the context of United Nations Sustainable Development Goals • Exploring how Sustainable Agriculture contributes to achieving SDGs
1530 – 1700	Equitable Access to Nutritious Food <ul style="list-style-type: none"> • Practical Insights on Promoting Food Security at the Local and Global Levels
1700 – 1730	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

ENVIRONMENTAL SUSTAINABILITY

1.0 Introduction

Environmental sustainability is our commitment to using Earth's resources wisely without harming future generations. It's about finding a balance today's needs without jeopardizing what's available for tomorrow. This concept focuses on being considerate to nature, using resources efficiently, and protecting the diversity of plants and animals.

Think of it as a lifestyle that not only looks at how we live but also how our actions impact the world around us. It involves using resources without unnecessary waste, maintaining a healthy environment, and addressing significant challenges like climate change. Environmental sustainability guides us towards a future where the Earth remains robust, and we coexist in harmony with nature.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Understand the importance of environmental sustainability.
- II. Explore the role of the SDGs in addressing environmental challenges.
- III. Analyze key environmental issues and their impacts.
- IV. Examine strategies for sustainable resource management.
- V. Promote personal and collective actions for SDG achievement.

3.0 Target Group

- I. Industry Player
- II. Non-Governmental Organizations (NGO) Personnel
- III. Business Leaders and Managers
- IV. Student

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 350.00 – RM 1000.00 per person

RM 8750.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0930	Introduction to Environmental Sustainability SDGs
0930 – 1030	SDGs and Environmental Challenges <ul style="list-style-type: none"> Understanding SDGs and their role in addressing environmental challenges
1030 – 1045	Refreshment Break
1045 – 1200	Environmental Issues Analysis <ul style="list-style-type: none"> Discussion on issues and its impacts
1200 – 1300	Sustainable Resource Management Strategies
1300 – 1400	Lunch Break
1400 – 1530	Strategies on Promoting Environmental Sustainability
1530 – 1700	Interactive Session : Action Planning <ul style="list-style-type: none"> Develop Action Plans for Implementing Sustainable Practices
1700 – 1730	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

SOLID WASTE AND EFFLUENT TREATMENT

1.0 Introduction

Solid waste refers to discarded materials that include household waste, industrial waste, and commercial waste in solid form. Effluent treatment involves the process of treating and managing liquid waste, often generated by industrial processes or wastewater from various sources. Both solid waste and effluent treatment are crucial for environmental sustainability and human health. Inadequate management of solid waste can lead to pollution, soil degradation, and health hazards, while untreated effluents can contaminate water bodies, affecting aquatic ecosystems and posing risks to human populations. Proper solid waste and effluent treatment are essential to minimize environmental pollution, protect ecosystems, and ensure the well-being of communities by promoting a cleaner and healthier living environment.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Understand the key principles of solid waste management, including proper collection, segregation and disposal methods.
- II. Implement integrated approaches for sustainable solid waste and effluent management, ensuring regulatory compliance.
- III. Evaluate the environmental impacts of waste management decisions and implement strategies to minimize ecological footprints.

3.0 Target Group

- I. Industry Manager
- II. Environmental Executive
- III. Business Owner
- IV. Academic Community (Lecturer and Student)
- V. Environmental Conservation NGO

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert
- II. Work Shop Session
 - Demonstrations and Simulations for Solid Waste and Effluent Treatment.

5.0 Course Fee

RM 1600.00 – RM 2400.00 per person

RM 40,000.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Intermediate

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0945	Introduction to Solid Waste Management.
0945 – 1030	Hands-On Practice: Sorting and Segregation Technique
1030 – 1045	Refreshment Break
1045 – 1145	Approaches for Sustainable Waste Management
1145 – 1300	Navigating Legal and Regulatory Frameworks
1300 – 1400	Lunch Break.
1400 – 1500	Environmental Impact Assessment (EIA)
1500 – 1600	Understanding Effluent Treatment
1600 – 1700	Effluent Treatment Simulation
1700 – 1800	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

BIOMASS TECHNOLOGY

1.0 Introduction

Biomass technology refers to the use of biological materials, such as plants, organic waste, and agricultural residues, to generate energy or produce various products. Biomass is a renewable and sustainable energy source that can be converted into different forms of energy, including heat, electricity, and biofuels. Biomass technologies encompass a range of processes, such as combustion, gasification, and fermentation, to harness the energy stored in organic materials. Common applications of biomass technology include biomass power plants, bioenergy production, and the development of bio-based products. Utilizing biomass helps reduce reliance on fossil fuels, mitigates greenhouse gas emissions, and contributes to a more sustainable and environmentally friendly energy landscape.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Understand the principles and applications of biomass technology.
- II. Apply biomass technology concepts to contribute to sustainable energy solutions.
- III. Evaluate the environmental impact of biomass utilization.
- IV. Demonstrate knowledge of various biomass conversion processes.

3.0 Target Group

- I. Environmental Scientist
- II. Entrepreneur
- III. Government Agencies
- IV. Sustainability Officer
- V. Academic Community (Lecturer and Student)
- VI. Operation Manager

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert
- II. Work Shop Session
 - Demonstrations and Simulations

5.0 Course Fee

RM 400.00 – RM 1200.00 per person

RM 10,000.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Intermediate

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 1015	Introduction to Biomass Technology <ul style="list-style-type: none"> Principles and Applications Importance in Sustainable Energy Solution
1015 – 1030	Refreshment Break
1030 – 1300	Biomass Conversion Processes <ul style="list-style-type: none"> Demonstration: Biomass Conversion Technique
1300 – 1400	Lunch Break
1400 – 1500	Environmental Impact Assessment <ul style="list-style-type: none"> Case Studies
1500 – 1630	Advanced Biomass Technology Concepts <ul style="list-style-type: none"> Emerging Trend and Innovation Interactive Session on Advanced Application
1630 – 1700	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

AGRICULTURE

AGRICULTURE OVERVIEW

1.0 Introduction

The Agriculture Overview Training program is a comprehensive and immersive educational experience designed to empower participants with in-depth knowledge and practical skills across three key pillars of the agricultural industry: agribusiness supply chain, agriculture product management, and market research. Throughout this comprehensive training, participants will gain a holistic understanding of the intricate workings of agribusiness supply chains, the nuances of effective agriculture product management, and the strategic insights gleaned from market research, ensuring they are well-prepared to navigate and succeed in the dynamic and ever-evolving world of agriculture.

2.0 Objectives

This course focused to:

- I. To provide participants with a comprehensive understanding of the entire agribusiness supply chain, covering all stages from production to distribution.
- II. To equip participants with the knowledge and skills necessary to effectively manage agricultural products from planting to post-harvest handling.
- III. To enable participants to conduct market research, analyze data, and interpret market dynamics to make informed decisions regarding crop selection, pricing and market entry.
- IV. Examine real-world cases of successful sustainable development.

3.0 Target Group

- I. Agribusiness Entrepreneur
- II. Farm Manager
- III. Government Agencies in Agriculture
- IV. Academic Community (Lecturer and Student)

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert



Figure 2: Activities Conducted During the Training

5.0 Course Fee

RM 250.00 – RM 500.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 1000	<ul style="list-style-type: none"> • Overview of the Agriculture Sector • Macroeconomic Indicators • Production, Consumption and Trade • Industry Analysis
1000 – 1030	<ul style="list-style-type: none"> • Agribusiness Supply Chain • Agribusiness Framework • Issues and Challenges
1030 – 1045	Refreshment Break
1045 – 1130	Agricultural Product Management <ul style="list-style-type: none"> • Procurement • Marketing Management
1130 – 1300	<ul style="list-style-type: none"> • Market Research • Research Process • Examples of Market Research
1300 – 1330	Question and Answer

*Remark: Tentative may vary based on client requests and the course level

SOIL FERTILITY

1.0 Introduction

In the complex world of farming, soil fertility is a crucial foundation. Soil fertility encapsulates the soil's inherent ability to provide essential nutrients to plants, fostering robust growth and yielding healthy harvest. A fertile soil not only serves as the foundation for good crops but also plays a pivotal role in ecosystem health. Participants will embark on a journey to understand the critical factors influencing soil fertility, from the physical and chemical properties of the soil to the microbial communities that contribute to nutrient availability. From nutrient testing to the implementation of precision agriculture, this training program is designed to empower individuals with practical insight and actionable strategies to optimize soil fertility and contribute to the global pursuit of food security and environmental conservation.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Acquire the basic skills needed to identify the fertilizer that suits their specific requirements.
- II. Learn fundamental skills for evaluating soil fertility in the field.
- III. Gain insights into the important parameters and characteristics that influence and control soil fertility.
- IV. Develop the ability to distinguish between good and bad soil by being exposed to basic knowledge in soil characterization.

3.0 Target Group

- I. All level Professional or Non – Professional

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 200.00 – RM 500.00 per person

RM 5000.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 1000	Introduction about Soil
1000 – 1030	Introduction about the selected Physical Properties and its Importance
1030 – 1045	Refreshment Break
1045 – 1130	Introduction about the selected Chemical Properties and its Importance
1130 – 1300	Introduction about the selected Biological Properties and its Importance
1300 – 1330	Refreshment Break
1300 – 1330	Introduction about Fertilizer and its Category
1300 – 1330	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

PASSION FRUIT FARMING

1.0 Introduction

Step into the enchanting world of Passion Fruit Farming, where every vine tells a story of flavorful harvests and agricultural triumphs. Passion fruit, scientifically known as *Passiflora edulis*, is not just a delicious addition to your fruit basket but also a promising venture for agricultural enthusiasts and aspiring farmers. Passion fruit is renowned for its unique aroma, distinctive taste, and numerous health benefits, making it a sought-after commodity in both local and international markets. With its hardy nature and adaptability to various climates, passion fruit farming is an accessible and lucrative option for individuals looking to enter the agricultural industry or expand their existing ventures. This training program is designed to equip individuals with the knowledge and skills necessary to thrive in passion fruit farming.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Acquire the basic skills needed to identify the fertilizer that suits their specific requirements.
- II. Demonstrate fundamental skills in the field to effectively evaluate soil fertility, enabling informed decision-making in agricultural practices.

3.0 Target Group

- I. Smallholder Passion Fruit or Orchard Farmers
- II. Agricultural Agencies

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 300.00 – RM 500.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Day 1

Time	Topics
0830 – 1000	Module 1: Introduction to Passion Fruit
1000 – 1030	Discussion - SWOT Analysis
1030 – 1100	Module 2: Dream It (Strategic Planning)
1100 – 1115	Refreshment Break
1115 – 1245	Module 3: Grow It (Preliminary Requirements and Site Selection)
1245 – 1300	Discussion
1300 – 1400	Module 3: Grow it (Production Technique)

Day 2

Time	Topics
0830 – 1000	Module 4: Do It (Farm/Orchard Operation)
1000 – 1015	Refreshment Break
1015 – 1130	Module 5: Sell It (Maturity and Harvesting)
1130 – 1230	Module 5: Sell It (Packaging and Storage)
1230 – 1300	Discussion

*Remark: Tentative may vary based on client requests and the course level

FRUIT POWDER PROCESSING TECHNOLOGY

1.0 Introduction

In a world where convenience and nutrition go hand in hand, fruit powders have emerged as a game-changer, offering a myriad of possibilities for both consumers and entrepreneurs in the food industry. The importance of fruit powder processing technology lies in its ability to capture and preserve the natural goodness of fruits while extending their shelf life. This innovative method involves carefully dehydrating fruits and reducing them to a fine powder retaining essential nutrients, flavors, and aromas. As a result, consumers can enjoy the taste and nutritional benefits of fruits year-round, regardless of seasonality.

For entrepreneurs and farmers alike, venturing into fruit powder processing presents a unique opportunity to generate revenue. The market demand for convenient, natural and health-conscious products is on the rise, making fruit powders an attractive option for various industries, including food and beverage, cosmetics, and nutraceuticals. With the right knowledge and technology, turning fresh fruits into powders can be a profitable venture, tapping into the growing consumer preference for quality, convenience and sustainability.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Understand fruit powder processing technology.
- II. Acquire basic skills in producing powder from different crops.

3.0 Target Group

- I. Farmers
- II. Smallholder Entrepreneur
- III. Academic Community (Lecturer and Student)

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 1100.00 – 1500.00 per person

RM 25000.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Day 1: Introduction to the Theory of Fruit Powder Processing Technology

Time	Topics
0900 – 0930	Module 1: Introduction
0930 – 1015	Module 2: Post – Harvest Handling
1015 – 1100	Module 3: Preparation and Pre Treatment
1100 – 1230	Module 4: Drying Process
1230 – 1400	Lunch Break
1400 – 1445	Module 5: Grinding and Detailing
1445 – 1530	Module 6: Quality Control
1530 – 1600	Module 7: Packaging

Day 2: Practical of Fruit Powder Processing Technology

Time	Topics
0930 – 1015	Preparation of Ingredients for Oven Drying
1015 – 1230	Foam Mat Drying Process
1230 – 1400	Lunch Break
1400 – 1500	Grinding and Sieving
1500 – 1600	Characterization and Quality Control

*Remark: Tentative may vary based on client requests and the course level

THE APPLICATION AND SAFETY PRACTICES OF PESTICIDES

1.0 Introduction

Pesticides are chemical substances designed to control, repel, or kill pests. Pests can include insects, weeds, fungi, rodents, and other organisms that pose a threat to crops, livestock, human health, or the environment. Pesticides play a crucial role in modern agriculture by protecting crops from pests, ensuring food security, and preventing the spread of diseases.

Failing to practice safety measures when dealing with pesticides can have serious consequences for both individuals and the environment. Inhalation of pesticide fumes or particles can cause dizziness, nausea, and long-term health effects. Improper application and storage can result in environmental contamination, affecting soil, water, and air, and disrupting ecosystems. Furthermore, legal consequences, including fines and penalties, may arise from regulatory violations. This comprehensive training aims to provide participants with the knowledge and skills necessary to navigate the complexities of pesticide management, placing emphasis on safety protocols, environmental consciousness, and the integration of sustainable practices. The goal is to equip participants with the tools needed for effective and responsible pesticide handling.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Enhance precision in calculating and applying pesticide dosage for effective treatment in various agricultural settings.
- II. Acquire skills for safe pesticide handling, including proper protective gear use.

- III. Develop skills to handle emergencies related to pesticide use with a proactive approach.

3.0 Target Group

- I. Farmer
- II. Pesticide Operator
- III. Environmental and Health Safety Personnel
- IV. Academic Community (Lecturer and Student)
- V. Government Agricultural Agencies
- VI. Agribusiness Professionals

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert
- II. Work Shop Session
 - Demonstrations on Maintenance and ect

5.0 Course Fee

RM 200.00 – RM 500.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Intermediate

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0930	Introduction to Pesticide
0930 – 1030	Pesticide Basics <ul style="list-style-type: none"> • Types of Pesticides and their Uses • Understanding Pesticide Labels
1030 – 1045	Refreshment Break
1045 – 1300	Safety Protocols <ul style="list-style-type: none"> • Personal Protective Equipment (PPE) • Handling and Storage Guidelines • Emergency Response: “Pesticide Spill Simulation”
1300 – 1400	Lunch Break
1400 – 1500	Application Technique <ul style="list-style-type: none"> • Equipment Calibration and Maintenance • Practical Demonstration: “Calibrating Sprayers” • Group Exercise: “Spot the Mistake”
1500 – 1600	Environmental Impact and Sustainability <ul style="list-style-type: none"> • Minimizing Environmental Effects • Integrated Pest Management (IPM) Principles • Sustainable Pesticide Practices
1600 – 1630	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

BIOENTREPRENEURSHIP FOR BIO-BASED VENTURE

1.0 Introduction

BioEntrepreneurship is a multifaceted discipline that encompasses the application of biological sciences and technological advancements to create commercially viable solutions. In the context of Bio-Based Ventures, entrepreneurs leverage the power of living organisms, biological systems, and bio-derived materials to develop products and services that address critical challenges in fields such as healthcare, agriculture, energy, and more. Bio-Based Ventures play a pivotal role in shaping a sustainable future. As the world grapples with environmental concerns and the need for resource efficiency, entrepreneurs in the bioeconomy are at the forefront of developing innovative, eco-friendly solutions. From biopharmaceuticals and biofuels to biodegradable materials and precision agriculture, these ventures hold the key to addressing global challenges while creating new economic opportunities. Throughout this training, participants will delve into the key principles, strategies, and best practices that underpin successful Bio-Based Ventures. From identifying market opportunities to overcoming regulatory challenges, we aim to equip you with the knowledge and tools needed to thrive in the exciting and complex world of BioEntrepreneurship.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Conduct a market research.
- II. Create a comprehensive business model canva for a bio-based venture.
- III. Understand the importance of IP and technology transfer.
- IV. Pitch business idea.

3.0 Target Group

- I. All level Professional or Non-Professional

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 1500.00 – 4000.00 per person

RM 32500.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Day 1

Time	Topics
0900 – 1030	Module 1: Updates on Biotech Industries
1030 – 1100	Refreshment Break
1100 – 1300	Module 2: Creative Thinking and Innovation
1300 – 1400	Lunch Break
1400 – 1600	Get Together 1: Brainstorming Business Ideas through Value Proposition
1600 – 1630	Discussion, Question and Answer Session

Day 2

Time	Topics
0900 – 1030	Module 4: Business Model Part 1
1030 – 1100	Refreshment Break
1100 – 1300	Module 4: Business Model Part 2
1300 – 1400	Lunch Break
1400 – 1600	Get Together 2: Develop PVC and BMC
1600 – 1630	Discussion, Question and Answer Session

Day 3

Time	Topics
0900 – 1030	Module 5: Market Research
1030 – 1100	Refreshment Break
1100 – 1300	Module 6: Questionnaires Development
1300 – 1400	Lunch Break
1400 – 1600	Get Together 3: Draft Market Research & Market Validation
1600 – 1630	Discussion, Question and Answer Session

Day 4

Time	Topics
0900 – 1030	Module 7: Marketing and Branding
1030 – 1100	Refreshment Break
1100 – 1300	Module 8: IP & Regulatory Framework
1300 – 1400	Lunch Break
1400 – 1600	Get Together 4: Pitching Class
1600 – 1630	Discussion, Question and Answer Session

Day 5

Time	Topics
0900 – 1030	Module 9: Financing Business
1030 – 1100	Refreshment Break
1100 – 1300	Module 10: Company Registration
1300 – 1400	Lunch Break
1400 – 1600	Get Together 5: Pitch Your Idea!
1600 – 1630	Concluding Remarks

*Remark: Tentative may vary based on client requests and the course level

AGRICULTURE AND FOOD SECURITY

1.0 Introduction

Agriculture, the backbone of our sustenance, plays a vital role in providing the food we eat daily. It encompasses the cultivation of crops, the raising of livestock, and the overall management of natural resources to meet the ever-growing global demand for food. Food security, an inseparable companion of agriculture, refers to the availability, accessibility, and affordability of nutritious food for everyone. In simple terms, it's about ensuring that people have enough safe and healthy food to lead active lives. As our world population continues to burgeon, the challenges of feeding everyone in a sustainable and equitable manner become increasingly paramount. Sustainable agricultural practices, technological innovations, and community-based initiatives are pivotal in addressing these challenges and safeguarding our collective well-being by securing a future where no one goes hungry.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Understand the fundamental principles of sustainable agriculture and its impact on food security.
- II. Demonstrate proficiency in applying modern farming technique, including precision agriculture.
- III. Evaluate the role of technology in enhancing agricultural productivity and its implications for global food security.
- IV. Develop strategies for mitigating the impact of climate change on agricultural systems and ensuring resilient food production.

3.0 Target Group

- I. Farmer
- II. Government Agencies
- III. Academic Community (Lecturer and Student)
- IV. Environmental and Climate Change

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert
- II. Hands-On Workshop
 - Hands-On Demonstration of modern farming techniques
 - Field Visit

5.0 Course Fee

RM 400.00 – RM 1200.00 per person

RM 9500.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Intermediate

7.0 Proposed Tentative Programme*

Day 1

Time	Topics
0900 – 1030	Introduction to Sustainable Agriculture and Food Security
1030 – 1045	Refreshment Break
1045 – 1145	Group Discussion: Sustainable Agriculture Case Studies
1145 – 1300	Practical Session: Precision Agriculture Technique
1300 – 1400	Lunch Break
1400 – 1530	Group Activity: Precision Agriculture Simulation
1530 – 1700	Farm Visit

Day 2

Time	Topics
0900 – 1030	Role of Technology in Agriculture
1030 – 1045	Refreshment Break
1045 – 1300	Technology Showcase: Innovations in Agriculture
1300 – 1400	Lunch Break
1400 – 1530	Climate Change and Resilient Food production
1530 – 1700	Group Exercise: Developing Climate-Resilient Strategies
1700 – 1730	Question and Answer

*Remark: Tentative may vary based on client requests and the course level

PERSONAL AND PROFESSIONAL DEVELOPMENT

LISTENING SKILL

1.0 Introduction

In a world saturated with information and constant chatter, the ability to truly hear and understand others is a skill that can elevate your personal and professional relationships to new heights. Effective communication is a two-way street, and at its core lies the art of active listening. This training is designed to refine your listening skills, turning them into a powerful tool for building connections, encouraging collaboration, and resolving conflicts. Whether in the workplace, social settings, or personal relationships, the ability to listen actively not only strengthens your connections but also boosts your overall effectiveness as a communicator.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Utilize active listening as a tool to build positive relationship and resolving conflicts.
- II. Identify and overcome common barriers to active listening, such as distraction and assumptions.
- III. Understand how active listening enhances leadership capabilities, leading to better decision-making.

3.0 Target Group

- I. All level Professional or Non-Professional

4.0 Delivery Format

- I. Work Shop Session
- Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 300.00 – RM 600.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0930	Introduction to Active Listening
0930 – 1015	Understanding the Importance of Active Listening
1015 – 1030	Refreshment Break
1030 – 1130	Overcoming Listening Barriers
1130 – 1300	Conflict Resolution through Active Listening
1300 – 1400	Lunch Break
1400 – 1500	Building Positive Connections
1500 – 1630	Applying Listening Skills in Leadership
1630 – 1700	Qustion and Answer Session

*Remark: Tentative may vary based on client requests and the course level

PUBLIC SPEAKING

1.0 Introduction

Public speaking is not merely a task, it is an invaluable tool for individuals to amplify their voices, convey messages with influence, and foster meaningful connections with diverse audiences. Whether addressing a small group, presenting to colleagues, or speaking before a large audience, the ability to articulate thoughts persuasively can shape perceptions, inspire change, and drive engagement. In essence, public speaking is a dynamic skill set that transcends various aspects of life, contributing to personal development, career advancement, and the ability to contribute meaningfully to community and society. In this workshop, participant will embark on a journey to refine the art of public speaking. From overcoming stage fright to crafting compelling narratives, participants will gain practical insights and tools to become confident, impactful speakers.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Utilize effective communication skill to express ideas clearly, concisely and persuasively.
- II. Overcome common challenges such as public speaking anxiety and offer practical solutions.
- III. Handle questions and answers confidently and articulately.

3.0 Target Group

- I. All level Professional or Non-Professional

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 300.00 – RM 600.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0930	Introduction to Public Speaking
0930 – 1030	Building Confidence in Public Speaking <ul style="list-style-type: none"> • Overcoming Stage Fright • Confidence Boosting Exercises
1030 – 1045	Refreshment Break
1045 – 1200	Effective Communication Essential <ul style="list-style-type: none"> • Clear and Concise Expression
1200 – 1300	Body Language and Non-Verbal Communication <ul style="list-style-type: none"> • Understanding Non-Verbal Cues • Interactive Body Language Exercises
1300 – 1400	Lunch Break
1400 – 1500	Audience Engagement Strategies
1500 – 1630	Applying Public Speaking in Professional Life <ul style="list-style-type: none"> • Career Advancement through Effective Communication • Real-life Applications
1630 – 1700	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

MASTERING PRESENTATION TECHNIQUE

1.0 Introduction

In our connected and fast-paced world, presentations have become common whether in business meetings, academic settings, or community engagements. The importance of mastering presentation techniques lies in the unmatched ability to turn ideas into interesting stories, promoting understanding, and motivating action. This comprehensive workshop serves as your guide to unraveling the details of presentation techniques, providing you with a toolkit to not only convey information but to captivate and leave a lasting imprint on your audience.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Acquire skills to use visual strategically, enhancing the visual appeal and impact of presentations.
- II. Craft focused content that effectively conveys their messages, ensuring clarity and engagement.
- III. Engage diverse audiences confidently and using effective speaking technique.

3.0 Target Group

- I. All level Professional or Non-Professional

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 300.00 – RM 600.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0930	Introduction to Presentation Technique
0930 – 1030	Crafting Impactful Content <ul style="list-style-type: none"> • Structuring Clear and Compelling Messages • Hands-on Exercise: Creating Your Presentation Outline
1030 – 1045	Refreshment Break
1045 – 1130	Visual Communication Essentials <ul style="list-style-type: none"> • Effective Use of Visuals and Slides
1130 – 1300	Confidence in Delivery <ul style="list-style-type: none"> • Technique for Confident Public Speaking • Interactive Session: Quick Public Speaking Practice
1300 – 1400	Lunch Break
1400 – 1445	Audience Engagement Strategies
1445 – 1530	Utilizing Technology <ul style="list-style-type: none"> • Tips for Using Presentation Tools
1530 – 1630	Building Professional Credibility <ul style="list-style-type: none"> • Role of Presentation Skills in Professional Development • Personal Branding through Presentation
1630 – 1700	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

THE ART OF SPEECH WRITING

1.0 Introduction

Speech writing is a powerful way of communicating ideas, turning them into strong spoken words. Whether talking to a big group, speaking at a special occasion, or trying to persuade someone, writing a speech is about choosing words that connect, inspire, and make a lasting impact. It's more than just sharing facts; it's about getting the audience to feel something, think deeply, and maybe even relate personally. A good speech not only grabs attention but also shapes how people see things, influences what they think, and encourages them to do something. Throughout the training, participants will master the art of speech writing through interactive sessions, practical skills acquisition, personalized feedback, and insights from industry experts.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Acquire skills to construct messages that clear and persuasive with their intended audience.
- II. Adapt speech writing styles to different occasions whether formal or informal.
- III. Build confidence in presenting speech, incorporating effective delivery techniques and managing stage presence.

3.0 Target Group

- I. All level Professional or Non-Professional

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 300.00 – RM 600.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0930	Introduction to Speech Writing
0930 – 1030	The Power of Words <ul style="list-style-type: none"> Understanding the Impact of Speeches
1030 – 1045	Refreshment Break
1045 – 1130	Crafting Clear and Persuasive Messages <ul style="list-style-type: none"> Principles of Effective Communication
1130 – 1300	Structuring Speech <ul style="list-style-type: none"> Basic of Speech Structure
1300 – 1400	Lunch Break
1400 – 1445	Adapting to Audience <ul style="list-style-type: none"> Audience's Needs and Different Occasions
1445 – 1530	Confidence in Public Speaking <ul style="list-style-type: none"> Building Confidence on the Stage Quick Public Speaking Practice
1530 – 1600	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

ENGLISH WRITING AND SPEAKING

1.0 Introduction

English is a global lingua franca that serves as a primary means of communication for millions of people worldwide and is recognized as an official or national language in numerous countries. Proficiency in English empowers individuals to communicate effectively on a global scale, unlocking doors to diverse cultures, academic excellence and international career prospects. English stands as an indispensable tool for success in our interconnected and diverse world. Through this training, the participants will be able to sharpening their abilities in both speaking and writing which equips them with the essential tools to navigate the complexities of personal and professional communication, fostering a pathway to success in an interconnected world.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Master effective writing techniques, including structure, grammar, and vocabulary.
- II. Enhance dynamic speaking skills, focusing on pronunciation, intonation and fluency.
- III. Apply learned skills in real-world scenarios for both written and spoken communication.

3.0 Target Group

- I. All level Professional or Non-Professional

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 300.00 – RM 600.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 1030	Module 1: Writing Mastery <ul style="list-style-type: none"> Fundamentals of Effective Writing Practical Exercise of Structure, Grammar & Vocabulary
1030 – 1045	Refreshment Break
1045 – 1300	Module 2: Dynamic Speaking Skills <ul style="list-style-type: none"> Pronunciation, Intonation and Fluency Speaking Exercise
1300 – 1400	Lunch Break
1400 – 1530	Module 3: Applying Skills in Real-World Scenario <ul style="list-style-type: none"> Role-playing Exercise
1530 – 1630	Module 4: Group Activities and Collaboration <ul style="list-style-type: none"> Group Presentation and Discussion Collaborative Writing and Speaking Exercises
1630 – 1700	<ul style="list-style-type: none"> Question and Answer Session Sharing Insights Feedback and Tips for Improvement

*Remark: Tentative may vary based on client requests and the course level

ENTREPRENEURSHIP

1.0 Introduction

Entrepreneurship is the dynamic process of identifying opportunities, gather resources and creating innovative solutions to address challenges or meet demands. It involves the initiation and management of a new business venture, often with an emphasis on innovation, risk taking and the pursuit of aiming for growth. Successful entrepreneurship serves a platform for economic development, job creation and making society better. Participant embark in this journey will involve unraveling the art and science of entrepreneurship, discovering the keys to success, and arming themselves with the tools to transform visionary ideas into thriving ventures.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Acquire a solid understanding of core business principles.
- II. Foster creative thinking and innovation skills to generate and implement unique business.
- III. Implement effective marketing strategies to promote products or services.
- IV. Gain proficiency in financial management including budgeting, financial forecasting and resource allocation.

3.0 Target Group

- I. Small Business Owner
- II. Start-Up Enthusiast
- III. University Student

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 500.00 – RM 2000.00 per person

RM 11250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0930	Introduction to Entrepreneurship
0930 – 1030	Entrepreneurial Mindset Workshop
1030 – 1045	Refreshment Break
1045 – 1145	Business Ideation Sprint <ul style="list-style-type: none"> • Generate Business Concept
1145 – 1300	Crafting a Business Plan
1300 – 1400	Lunch Break
1400 – 1500	Financial Management Crash Course <ul style="list-style-type: none"> • Quick Insights into Financial Management for Start-up
1500 – 1600	Marketing Blitz Workshop <ul style="list-style-type: none"> • Creating Impactful Marketing Strategies
1600 – 1630	Legal Essentials for Entrepreneurs
1630 – 1700	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

EMPOWERME: UNLEASH YOUR POTENTIAL

1.0 Introduction

In a world filled with endless possibilities, the key to unlocking your true potential lies within you. This training is crafted to be your compass on this empowering expedition, guiding you to unveil the layers of your capabilities, understand the profound purpose of self-empowerment, and nurture vital relationships that feed the soul. The quest for self-empowerment is not just a journey, it's a profound awakening to the immense reservoirs of strength, resilience, and creativity that reside within you. In the upcoming sessions, we will delve into the tools and strategies that empower individuals to break free from limitations, embrace their uniqueness, and chart a course toward a fulfilling and purpose-driven life.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Understanding the meaning, purpose, and value of Self-Empowerment.
- II. Knowing how to empower oneself
- III. Recognizing the value and importance of maintaining relationships with oneself, the Supreme Power (God), others and nature as ways to feed the soul.
- IV. Addressing mental health through the restoration of fundamental human relationships.

3.0 Target Group

- I. All level Professional or Non-Professional

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 350.00 – RM 600.00 per person

RM 8750.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0830 – 0900	“Begin with the End in Mind and be a Big Picture Thinker”!
0900 – 1000	Establishing relationship with God: Significance and Ways
1000 – 1015	Summary and Conclusion
1015 – 1030	Refreshment Break
1030 – 1230	Forming a Relationship with Fellow Human Being: Significance and Ways
1230 – 1245	Dialogue and Community Service
1245 – 1300	Summary and Conclusion
1300 – 1400	Lunch Break
1400 – 1515	Developing Relationship with Nature and Environment: Significance and Ways
1515 – 1530	Summary and Conclusion
1530 – 1545	Refreshment Break
1545 – 1745	Group Presentation
1745 – 1800	Wrap Up Session and Certificate Presentation Ceremony

*Remark: Tentative may vary based on client requests and the course level

PERSONAL BRANDING AND CORPORATE COMMUNICATION

1.0 Introduction

In today's fast-paced work world, how companies talk about themselves and how individuals present themselves are closely linked. Organizations share their values and goals through corporate communication, and at the same time, employees are shaping their own personal brands. These two things work together, with individual and company messages supporting each other to create a strong and trustworthy image. This connection is crucial, as the genuine and consistent alignment of personal brands with company messages adds credibility. When people's personal brands align with the values and messages of their organization, it builds trust and credibility. This alignment reinforces the overall image of the company, making it more authentic and relatable. In a competitive professional landscape, this cohesive storytelling enhances visibility, strengthens relationships with stakeholders, and ultimately contributes to the success of both individuals and organizations.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Develop a compelling personal brand that authentically represent their skills, values and professional identity.
- II. Understand the principles of effective corporate communication, including messaging, internal communication and stakeholder engagement.
- III. Implement practical strategies for enhancing visibility and credibility through the integration of personal branding and corporate communication.

3.0 Target Group

- I. All level Professional or Non-Professional

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 400.00 – RM 800.00 per person

RM 8750.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 1030	Crafting a Compelling Personal <ul style="list-style-type: none"> • Understanding Personal Branding • Identifying Individual Skills and Professional Identity
1030 – 1045	Refreshment Break
1045 – 1300	Principles of Effective Corporate <ul style="list-style-type: none"> • Introduction to Corporate Communication • Exploring Internal Communication and Stakeholder Engagement
1300 – 1400	Lunch Break
1400 – 1500	Aligning Personal Brand with Organizational Values
1500 – 1630	Practical Strategies for Visibility and Credibility <ul style="list-style-type: none"> • Implementing Strategies For Enhanced Visibility • Building Credibility Through Personal Branding and Corporate Communication • Real-World Examples and Application Exercises
1630 – 1700	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

STRESS MANAGEMENT

1.0 Introduction

Throughout one's professional journey, everyone has encountered the weight of stress stemming from their work responsibilities. Irrespective of the nature of the job, each role carries its unique stressors, varying in intensity. When the burden of work-related stress intensifies significantly, it has the potential to become overpowering, detrimentally impacting both the physical and emotional well-being of individuals. Furthermore, this stress can also compromise the overall effectiveness of organizations, creating adverse consequences.

Various factors in the workplace, such as inadequate pay, excessive workloads, and limited opportunities for career growth, can contribute to work-related stress. Additionally, conflicts with coworkers, a lack of support, and unclear job expectations add to the challenges. This stress management workshop is tailored to assist both employees and students in recognizing and effectively handling stress. By doing so, they can enhance the quality and quantity of their work, improve performance, and contribute positively to the success of the organization and academic pursuits.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Learn to identify stress, understand where it comes from, and grasp its impact on them.
- II. Learn to manage negative stress responses and replace them with positive reactions.
- III. Learn to build healthy ways of dealing with challenges through education on positive coping methods and self-therapy techniques.

3.0 Target Group

- I. All level Professional or Non-Professional

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 300.00 – RM 600.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0930	Icebreaker and Introduction to Stress
0930 – 1030	Understanding Stress: Sources and Impact
1030 – 1100	Refreshment Break
1100 – 1130	Recognizing Stress Sign
1130 – 1300	Positive Coping Techniques
1300 – 1400	Lunch Break
1400 – 1500	Practical Exercises for Personal Coping
1500 – 1630	Practices for Stress Reduction
1630 – 1700	Creating Personal Stress Kit
1700 – 1730	Question and Answer Session

Remark: Tentative may vary based on client requests and the course level*

WELLNESS AND PRODUCTIVITY

1.0 Introduction

Wellness and productivity are integral components of a holistic approach to employee well-being, profoundly impacting the workforce's overall health and organizational success. Wellness encompasses physical, mental, and emotional health, fostering a state of balance and vitality. When individuals prioritize wellness, they are more likely to experience increased energy, resilience, and a heightened ability to manage stress. Productivity, on the other hand, relates to the efficiency and effectiveness with which tasks are accomplished. It involves optimizing one's output while maintaining a high standard of work. The interconnection between wellness and productivity is symbiotic; a healthy employee is often a more productive one. Investing in employee well-being is crucial for organizations as it not only contributes to a positive workplace culture but also reduces absenteeism and healthcare costs. A Come embark on a transformative journey with our tailored training program, where we amplify wellness and productivity to empower your workforce, propelling your organization to new heights in the dynamic and competitive business landscape.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Implement wellness practices to enhance physical and mental health, fostering a resilient and balanced lifestyle.
- II. Apply proven productivity strategies and time management techniques to optimize task efficiency and achieve professional goals.
- III. Cultivate positive workplace culture by integrating wellness principles, leading to increased employee satisfaction and overall team effectiveness.

3.0 Target Group

- I. All level Professional or Non-Professional

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 300.00 – RM 600.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 1030	Wellness Foundations <ul style="list-style-type: none"> • Stress Management • Nutrition • Physical Activity
1030 – 1045	Refreshment Break
1045 – 1300	Boosting Productivity <ul style="list-style-type: none"> • Time Management Technique • Effective Productivity Strategies • Tools to Enhance Task Efficiency
1300 – 1400	Lunch Break
1400 – 1530	Workshop: Mastering Your Time <ul style="list-style-type: none"> • Practical Time Management Technique
1530 – 1630	Creating Wellness Culture <ul style="list-style-type: none"> • Cultivate a Positive Workplace Culture • Group Discussion
1630 – 1700	Group Reflection and Action Planning
1700 – 1730	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

HOW SLEEP GETS YOU SMARTER

1.0 Introduction

Consider sleep as a magical workshop where the brain transforms everyday stuff into smart ideas or in other words is enhancing cognitive abilities. It is not just about snoozing, it is like a brain makeover. During Rapid Eye Movement (REM) and Slow-Wave Sleep (SWS), the brain neatly organizes the day's mess into a tidy mental library. Growth hormones, active during sleep contribute to neural development and repair, fostering improved problem-solving and decision making skills. The balanced hormonal environment also support sustained attention and concentration. Elevate your industry's collective intelligence and performance by enrolling in our groundbreaking 'How Sleep Gets You Smarter' training, unlocking the science-backed secrets to optimizing cognitive function and fostering a sharper, more innovative workforce.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Understand the Fundamental Mechanisms of Sleep and its Impact on Cognitive Function.
- II. Implement practical strategies to enhance sleep quality and optimize the sleep environment for improved cognitive performance, fostering a healthier work-life balance.
- III. Identify Common Sleep Disorders and Implement Preventive Measures to Mitigate their Impact on Cognitive Abilities and Overall Health.

3.0 Target Group

- I. All level Professional or Non-Professional

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 300.00 – RM 600.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0945	Understanding Sleep and Cognitive Processes
0945 – 1045	Practical Strategies for Optimal Sleep <ul style="list-style-type: none"> • Creating a Conducive Sleep Environment • Tips for Quality Sleep
1045 – 1100	Refreshment Break
1100 – 1200	Managing Sleep Disorders <ul style="list-style-type: none"> • Identify Common Sleep Disorders • Preventive Measures for Cognitive Well-Being
1200 – 1300	Personalized Sleep Schedules <ul style="list-style-type: none"> • Understanding Circadian Rhythms • Tailoring Sleep Patterns for Maximum Effectiveness
1300 – 1400	Lunch Break
1400 – 1500	Mindfulness and Stress Management <ul style="list-style-type: none"> • Technique for Stress Reduction
1500 – 1600	Cultivating a Sleep-Friendly Workplace <ul style="list-style-type: none"> • Creating a Culture that Prioritizes Sleep
1600 – 1630	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

LEADERSHIP

1.0 Introduction

Leadership is all about showing the way and helping people work together for common goals. It involves guiding, inspiring, and making smart decisions. Leaders make sure everyone knows where they're headed and why it matters. Being a good leader means encouraging others to do their best and creating a positive environment where everyone can contribute. Leaders also play a big role in making decisions, solving problems, and helping the team succeed. In simple terms, leadership is like the key to making things work well in a group, whether it's at work, in a community, or anywhere else. It's about making sure everyone is on the same page and moving in the right direction. Embark on a learning journey with us to discover the essential principles of leadership, fostering success in every endeavor.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Demonstrate effective communication skills to foster collaboration and understanding within their teams.
- II. Apply strategic decision-making techniques to address challenges and guide their teams toward successful outcomes.
- III. Exhibit strong interpersonal skills and emotional intelligence, enhancing their ability to motivate and inspire team members.
- IV. Utilize conflict resolution strategies to maintain a positive and productive team dynamic.
- V. Implement effective time management and organizational skills to enhance productivity and goal attainment.

3.0 Target Group

- I. All level Professional or Non-Professional

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 400.00 – 1000.00 per person

RM 10000.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 1030	Effective Communication Skills <ul style="list-style-type: none"> • Active Listening Technique • Non – Verbal Communication
1030 – 1045	Refreshment Break
1045 – 1145	Strategic Decision-Making Technique <ul style="list-style-type: none"> • Decision-Making Models • Case Studies and Group Exercises
1145 – 1300	Interpersonal Skills and Emotional Intelligence <ul style="list-style-type: none"> • Emotional Intelligence in Leadership • Building Strong Interpersonal Connections
1300 – 1400	Lunch Break
1400 – 1530	Conflict Resolution Strategies <ul style="list-style-type: none"> • Understanding Conflict in Teams
1530 – 1630	Time Management and Organization Skills <ul style="list-style-type: none"> • Tools and Technique for Time Management • Goal Setting and Prioritization
1630 – 1700	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

ACADEMIC WRITING

1.0 Introduction

Academic writing is a special way of expressing ideas in a structured and formal way, designed for scholarly communication. It is the foundation of smart conversations in education, helping to share ideas, spread knowledge, and improve academic subjects. This special way of talking follows certain rules, like being clear, precise, and using evidence to support arguments. It creates a common language for scholars in different fields.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Understand the fundamental principles of academic writing, including its structured and formal style.
- II. Develop skills in organizing ideas logically and coherently in written form.
- III. Demonstrate proficiency in using evidence-based reasoning to support academic claims.
- IV. Enhance critical thinking skills and the ability to analyze and synthesize information for academic purposes.
- V. Acquire effective strategies for revising and editing their written work to meet rigorous academic standards.

3.0 Target Group

- I. Corporate Professional
- II. Academic Community (Lecturer and Student)
- III. Researcher

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 300.00 – RM 600.00 per person

RM 6250.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Intermediate

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 1030	Introduction to Academic Writing <ul style="list-style-type: none"> • Characteristics of Academic Style • Importance of Structure and Form
1030 – 1045	Refreshment Break
1045 – 1145	Technique for Organizing Ideas <ul style="list-style-type: none"> • Creating Logical Flow in Writing
1145 – 1300	Evidence-Based Reasoning <ul style="list-style-type: none"> • Understanding the Role of Evidence • Incorporating Evidence Effectively
1300 – 1400	Lunch Break
1400 – 1530	Critical Thinking in Academic Writing <ul style="list-style-type: none"> • Analyzing and Synthesizing Information • Case Studies
1530 – 1630	<ul style="list-style-type: none"> • Revision and Editing • Strategies for Self-Editing
1630 – 1700	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

TECHNOLOGY

DATA SCIENCE

1.0 Introduction

Data Science is a multidisciplinary field that involves extracting actionable insights and knowledge from vast sets of structured and unstructured data. It combines expertise from statistics, mathematics, computer science, and domain-specific areas to analyze and interpret complex data patterns. The importance of Data Science lies in its ability to uncover hidden trends, inform decision-making processes, and solve intricate problems across various industries. By leveraging advanced analytical techniques, machine learning algorithms, and statistical models, Data Science empowers organizations to make data-driven decisions, optimize operations, and gain a competitive edge in an increasingly data-centric world.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Understand and apply core concepts in statistics, mathematics and programming relevant to data science.
- II. Analyze and visualize data using tools like Python or R.
- III. Develop a practical understanding of machine learning algorithms.

3.0 Target Group

- I. Business Analyst
- II. Marketing Executives
- III. Academic Community (Lecturer and Student)
- IV. Software Engineer
- V. Network Administrator

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert
- II. Hands-On Workshop
 - Engage Guided Exercises Using Data Science Tools

5.0 Course Fee

RM 1200.00 – RM 4000.00 per person

RM 25000.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Intermediate

7.0 Proposed Tentative Programme*

Day 1

Time	Topics
0900 – 1030	Module 1: Introduction to Data Science
1030 – 1045	Refreshment Break
1045 – 1200	Module 2: Fundamentals of Data Analysis with Python <ul style="list-style-type: none"> Hands-on Exercise on Data Manipulation and Exploration
1200 – 1300	Module 3: Data Visualization Technique
1300 – 1400	Lunch Break
1400 – 1630	Module 4: Hands-On Project Part 1: Exploratory Data Analysis <ul style="list-style-type: none"> Intermediate Level Exercise Data Analysis and Visualization in a Real World Project
1630 – 1700	Question and Answer Session

Day 2

Time	Topics
0900 – 1030	Module 5: Introduction to Intermediate Machine Learning Concepts <ul style="list-style-type: none"> Machine Learning Algorithms Engineering and Model Tuning Concepts
1030 – 1045	Refreshment Break
1045 – 1300	Module 6: Advanced Data Manipulation with Phyton <ul style="list-style-type: none"> Hands-on Exercise on Data Manipulation & Exploration
1300 – 1400	Lunch Break
1400 – 1500	Module 7: Advanced Data Visualization and Interpretation <ul style="list-style-type: none"> Complex Data Patterns
1500 – 1630	Module 8: Hands-On Project Part 2: Machine Learning Implementation <ul style="list-style-type: none"> Model evaluation, Selection and Interpretation
1630 – 1700	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

HIGH PERFORMANCE LIQUID CHROMATOGRAPHY (HPLC)

1.0 Introduction

In the ever-evolving landscape of analytical chemistry, High-Performance Liquid Chromatography (HPLC) stands as a powerful and indispensable tool. HPLC is a sophisticated chromatographic technique designed for the separation, identification and quantification of complex mixtures with unparalleled precision. At its core, HPLC involves the passage of a liquid sample through a specialized chromatographic column under high pressure. The sample is separated into its individual components based on their interactions with a stationary phase within the column. What sets HPLC apart is its ability to handle a diverse range of compounds, from small molecules to large biomolecules, with exceptional sensitivity and resolution.

The applications of HPLC are as diverse as the molecules it analyzes. From pharmaceuticals and environmental monitoring to food and beverage analysis, HPLC plays a pivotal role in ensuring the quality, safety and efficacy of various products. Its ability to separate and quantify components in complex mixtures makes it an invaluable tool in research, quality control and process optimization across industries. Through this training, you will dive into the fundamental principles of HPLC, explore various chromatographic techniques, and uncover the practical aspects of method development and optimization. By the end of this journey, you will not only grasp the theoretical knowledge of HPLC but also acquire the skills to harness its potential in real-world applications.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Explain the fundamental principles of HPLC
- II. Demonstrate proficiency in operating HPLC instrumentation
- III. Identify common issues in HPLC analysis
- IV. Interpret HPLC chromatograms effectively

3.0 Target Group

- I. Scientist
- II. Lecturer
- III. Lab Technician

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert
- II. Hands-On Workshop
 - Hands-On Demonstration to Operate HPLC Instrument

5.0 Course Fee

RM 800.00 – RM 1400.00

RM 20000.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Intermediate

7.0 Proposed Tentative Programme*

Day 1

Time	Topics
0900 – 0930	Welcome and Introduction
0930 – 1030	Introduction to HPLC Principles and Instrumentation
1030 – 1100	Refreshment Break
1100 – 1300	Instrumentation Overview <ul style="list-style-type: none"> Detailed Examination of HPLC Instruments Safety Protocols and Instrument Setup
1300 – 1400	Lunch Break
1400 – 1600	Practical: Instrumentation Familiarization <ul style="list-style-type: none"> Hands On Exercises with HPLC Instruments Operating Controls and System Features
1600 – 1630	Question and Answer Session

Day 2

Time	Topics
0900 – 1030	Practical: Sample Preparation Part 1 <ul style="list-style-type: none"> • Preparation of Sample (Standard) • Injection of Sample
1030 – 1100	Refreshment Break
1100 – 1300	Practical: Sample Preparation Part 2 <ul style="list-style-type: none"> • Preparation of Sample (Standard) • Injection of Sample
1300 – 1400	Lunch Break
1400 – 1600	Quantitative Analysis and Troubleshooting <ul style="list-style-type: none"> • Calibration Curves and Quantification Methods • Hands-On Troubleshooting Exercises
1600 – 1630	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

FOOD SAFETY AND COMPLIANCE

FOOD SAFETY

1.0 Introduction

Food safety encompasses a set of practices and measures designed to ensure that food remains safe and free from contamination, from its production and processing to its consumption. It involves the prevention, identification, and management of risks associated with the handling, preparation, and storage of food. The goal of food safety is to protect consumers from foodborne illnesses and to guarantee that the food supply chain meets established standards for hygiene, quality, and nutritional integrity. Key aspects of food safety include proper sanitation, temperature control, hygiene practices, and adherence to regulations and guidelines to prevent the spread of foodborne pathogens and ensure the overall well-being of consumers. Throughout the training, participants will be exposed to the identification and prevention of foodborne pathogens, allergen management, and the principles of Hazard Analysis and Critical Control Points (HACCP). Regulatory compliance, crisis management and the cultivation of a culture of continuous improvement will also be integral components of this program.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Basic understanding of Hazard Analysis and Critical Control Points (HACCP) principles and their application.
- II. Familiarize with local and national food safety regulations and guidelines.
- III. Acquire proper technique for receiving, storing and handling food to ensure its safety and quality.
- IV. Respond effectively to food safety emergencies, including the identification and recall of potentially contaminated products.

3.0 Target Group

- I. Food Industry Personnel
- II. Regulatory and Compliance Personnel
- III. Health and Safety Officer
- IV. Academic Community (Lecturer and Student)
- V. Government Health Agencies
- VI. Food Industry Manager
- VII. Food Handler

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert

5.0 Course Fee

RM 400.00 – RM 800.00 per person

RM 8750.00 (25 pax per session)

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Time	Topics
0900 – 0930	Introduction to Food Safety
0930 – 1030	Fundamental of Food Safety <ul style="list-style-type: none"> • Understanding Foodborne Illnesses • Key Principles of Safe Food Handling • Group Activity: “Food Safety Myth Busting”
1030 – 1045	Refreshment Break
1045 – 1300	Practical Hygiene and Personal Safety <ul style="list-style-type: none"> • Personal Hygiene Best Practices • Group Activity: “Spot the Hygiene Mistake”
1300 – 1400	Lunch Break
1400 – 1500	Temperature Control Mastery <ul style="list-style-type: none"> • Importance of Temperature in Food Safety • Practical: Temperature Monitoring and Control
1500 – 1630	Hazard Analysis and Allergen Management <ul style="list-style-type: none"> • Introduction to Hazard Analysis and Critical Control Points (HACCP) • Managing Common Food Allergens
1630 – 1700	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

HALAL FOOD COMPLIANCE

1.0 Introduction

Halal, an Arabic term meaning "permissible" or "lawful," extends far beyond the confines of a dietary code. It is a comprehensive set of principles and guidelines deeply rooted in Islamic jurisprudence that govern various aspects of life. Encompassing food, hygiene, finance, and ethics, the concept of Halal serves as a guide for Muslims seeking to live in accordance with their faith. In today's world, Halal food has evolved and adapted to new ideas. More and more people are looking for products that are certified as Halal, not just because of religious beliefs but also because they want food that is good for the environment, ethical, and mindful. This has led to a growing industry that provides choices for people who care about what they eat and how it affects the world around them. Throughout the training, participants will deepen their understanding of Halal and explore the holistic application of Halal principles in daily life.

2.0 Objectives

At the end of the course, participants will be able to:

- I. Understand the details of Halal principles related to the food sector, covering how to source, prepare and serve food.
- II. Implement Halal practices in their culinary processes, ensuring compliance with ethical and religious considerations.
- III. Navigate the complexities of obtaining and maintaining Halal Certification for food products.

3.0 Target Group

- I. Food Inspector and Regulator
- II. Business Owner
- III. Dietitian and Nutritionist
- IV. Academic Community (Lecturer and Student)
- V. Hospitality Personnel
- VI. Food Manufacturer and Supplier

4.0 Delivery Format

- I. Work Shop Session
 - Comprehensive Training Notes
 - Seminar by Expert
- II. Practical
 - On-site Inspections
 - Practical Demonstrations

5.0 Course Fee

RM 600.00 – 1400.00 per person

Remark: Pricing may vary based on client requests and any additional costs

6.0 Course Level

Beginner

7.0 Proposed Tentative Programme*

Day 1: Fundamentals and Practical Instrumentation

Time	Topics
0900 – 0930	Introduction to Halal: Concept and Importance
0930 – 1030	Differentiating Halal and Haram
1030 – 1045	Refreshment Break
1045 – 1145	Halal dietary Principles and Ethical Sourcing
1145 – 1300	Halal Certification: Process and Significance
1300 – 1400	Lunch Break
1400 – 1500	Compliance in Food Preparation
1500 – 1600	Question and Answer Session

Day 2: Practical Implementation and Industry Insights

Time	Topics
0900 – 1030	Culinary Workshop: Practical Halal Cooking
1030 – 1045	Refreshment Break
1045 – 1200	On-Site Inspection: Applying Halal Compliance
1200 – 1300	Case Study: Real World Application
1300 – 1400	Lunch Break
1400 – 1500	Halal Supply Chain Management
1500 – 1600	Industry Trends and Consumer Insights
1600 – 1700	Marketing Halal: Strategies and Best Group Discussion
1700 – 1730	Question and Answer Session

*Remark: Tentative may vary based on client requests and the course level

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