

NO	PROGRAMS	MONTH	DATE START	DATE END	TRAINING DAY(S)
1	Learning Microsoft Excel (Basic & Intermediate)	January	4	5	2
2	Professional Digital Editing & Presentation		9	11	3
3	Microsoft Office - Tips & Trick		17	18	2
4	English Communication at Workplace		25	26	2
5	Pendawaian Elektrik Fasa Tiga (PW4)		28	-	30
6	Financial for Non Financial Staff		30	31	2
7	Microsoft Excel (Intermediate)	February	1	2	2
8	Siemens S7 Programming (ST PRO 1)		6	10	5
9	Industrial Safety Passport		20	21	2
10	Pendawaian Elektrik Fasa Tunggal (PW2)		25	-	30
11	Pengurusan Stress Di Tempat Kerja		27	28	2
12	Microsoft Excel (Intermediate)	March	1	2	2
13	Basic First Aid		6	7	2
14	Managing Sense of Urgency (SOU)		13	14	2
15	Project Management		15	17	3
16	How To Manage Income Tax		21	22	2
17	Control of Industrial Motor		28	29	2
18	Microsoft Excel (Advance)	April	3	4	2
19	Safety And Health Officer (SHO) - B1		15	-	22
20	Penjaga Jentera (Chargeman AO)		15	-	60
21	Video Montage & Adobe Premier		17	18	2
22	Log Out Tag Out		26	27	2
23	Industrial Safety Passport	May	8	9	2
24	SIEMENS - Tia Portal Service Maintenance Level 1 (TIA - Serv 1)		8	12	5
25	Mudahnya Design Canva		16	17	2
26	Microsoft Powerpoint for Presentation (Intermediate)		23	24	2
27	Hazard - Penilaian Risiko	June	29	30	2
28	E-Digital Marketing		1	2	2
29	Scaffold Level 1		6	-	10
30	Business in Corporate Style		12	13	2
31	Schedule Waste Management		19	20	2
32	Control of Industrial Motor		26	27	2

33	Site Safety Supervisor (SSS) - B1	July	1	-	11
34	SIEMENS - Simatic S7-300 Service Level 1 (ST-Serv1)		3	7	5
35	Scaffold Level 2		10	-	10
36	NLP In Excellent Work Culture		20	21	2
37	Simatic S7-300 Service Level 2 (ST-Serv2)		24	28	5
38	Professional Digital Editing & Presentation	Aug	1	3	3
39	Microsoft Excel (Intermediate)		7	8	2
40	SIEMENS - Simatic S7-300 Service Level 1 (ST-Serv1)		14	18	5
41	Electrical Workplace Safety & Health		21	22	2
42	Industrial Genset & Switch Board Maintenance		28	29	2
43	Microsoft Excel (Advanced)	Sept	4	5	2
44	Video Montage & Adobe Premier		11	12	2
45	Chemical Handling Management		18	19	2
46	Microsoft Office Tips & Trick		20	21	2
47	Budaya Kerja Cemerlang		25	26	2
48	Basic First Aid	Oct	2	3	2
49	Microsoft Powerpoint (Intermediate)		9	10	2
50	TIA Portal Programming Level 1 (TIA-PRO1)		16	20	5
51	Site Safety Supervisor (SSS) - B2		21	-	11
52	Microsoft Excel Dashboard		23	24	2
53	Hazard - Penilaian Risiko	Nov	1	2	2
54	Microsoft Excel (Basic & Intermediate)		6	7	2
55	Adobe Photoshop for Designing		14	15	2
56	Control of Industrial Motor		21	22	2
57	Noise Risk Assesment		27	28	2
58	Safety And Health Officer (SHO) - B2	Dec	2	-	22
59	Microsoft Excel (Intermediate)		4	7	2
60	Electrical Workplace Safety & Health		19	23	2
61	Professional Digital Editing & Presentation		18	19	2