



TQM Resources Sdn. Bhd. (613014-X)

9, Solok Trengganu, 10460 Penang.



Hand phone : 012-4286427

email : simlamthong@gmail.com

Fax : 60-4-2810225

List of Training Courses (Non-technical/Management)

Duration

1. Group Dynamics/Enhance Team Effectiveness Workshops.	2 days
2. Team Management Practices/Team Building Training.	2 days
3. Technical Manager and Leadership Training.	2 days
4. Strategic Business Planning for Management (Hoshin Kanri)	1 day
5. New 7 Tools/Management Tools.	2 days
6. Project Management Workshop.	3 days
7. How to lead, enhance, promote & rejuvenate QCC/SGA activities.	1 day
8. Survey Sampling.	1 day
9. Managing Change.	1 day
10. Effective Purchasing Skills & Strategies	2 Days
11. Production Planning & Control Excellence	2 Days
12. Effective Presentation Skills	2 Days
13. Effective Business Communications & Interpersonal Skills	2 Days
14. Effective Data & Record Management	2 Days
15. Enhancing Employee Relations Through Effective Communication & Interpersonal Skills	2 days
16. Business Communication Skills	2 days
17. Effective Interviewing Skills	2 days
18. Leadership Skills in 21 st Century	2 days
19. Membina Pasukan di Tempat Kerja	2 days
20. Kesedaran Kualiti di Tempat Kerja	1 day
21. Sikap Kerja Positif	1 day
22. Kemahiran Penting untuk Penyelia	2 days
23. Fundamentals of Human Resources Management Training Program	2 days
24. Train The Trainer Training Program	3 days
25. Office Administration Skills Training Program	2 days
26. Business Report Writing Skills Training Program	2 days
27. Interviewing Skills Training Program	2 days
28. Time Management Training Program	2 days
29. Training Needs Analysis (TNA) Training Program	2 days
30. Positive Attitude At Work Training Program	2 days
31. Stress Management Program	2 days
32. Safety & Health Awareness Program	2 days
33. Motivation Program	2 days
34. IPC 610E Certification Program	2 days
35. Handling Misconduct and Domestic Inquiry Training Program	2 days
36. Effective Meeting Skills	2 days
37. Disciplinary Procedures, Handling Difficult Employees and Absenteeism Training Program	2 days
38. Clerical Development Program	2 days
39. Coaching Skills	2 days
40. Communication Skills	2 days

Specialized in TQM, TPM (Total Productive Maintenance), IATF16949 Implementation & Consultation, Statistical Application in Quality and Process Improvement, Calibration and Uncertainty Studies, Geometrical and Dimensional Tolerancing (GD & T), Quality & Management Education/Training & Process Optimization

(Rev. 1/2019)



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41. English Literacy Program	3 months
42. Leadership Program	2 days
43. Domestic Inquiry	1 day
44. Negotiation skills	2 days
45. Employment Acts	2 days

Note : All courses can be conducted in English or Bahasa Malaysia

**** - Courses that can be conducted in Mandarin also under special request.**