

9, Solok Trengganu, 10460 Penang.



Hand phone: 012-4286427 email: simlamthong@gmail.com

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COURSE LEADER

Ms Jesslynn Lee Mee Lin, who has more than Twenty Seven years of experience in training & development, is a corporate trainer for many organizations in Malaysia, Singapore, Australia, China & Batam. She has lectured with various leading colleges and teaching institutes and her participants include Front-liners, Engineers, Executives and Supervisors from the corporate and private sector. She also conducts training programs for in-house and public programs for many organizations in Malaysia and overseas.

Ms Lee is currently a Training Manager for an international organization where she worked closely with all departments and all level of employees to ensure best quality product achieved to customers and all employees are fully trained.

She holds a MBA from University Portsmouth, UK and is a certified trainer from IPD, UK. She is also a certified Safety & Health Officer from NIOSH and certified trainer of IPC Revision D from IPC, Australia. Her training expertise includes Leadership Skills, Teambuilding, Motivation, Time Management Skills, Technical Report Writing, 7 QC Tools, Presentation Skills, Supervisory Program, Interviewing Skills, Stress Management, 5S Program, English Literacy Program, IPC Training, Clerical and Personal Development, Communication Skills and Safety & Health Program among others. She presents her courses based on her many years of first-hand training experience with staff at various levels and conducts her courses in both Bahasa Malaysia and English with ease.

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COURSE CONDUCTED

- ♦ Presentation Skills (English) 2 days
- ♦ Motivation Skills (English & BM) 2 days
- ◆ Supervisory Development Program (English & BM) 2 days
- ♦ Office Administration Skills (English) 2 days
- ♦ Quality Awareness At Workplace (BM) 1 day
- ♦ 5S Program (English & BM) 2 days
- ◆ Clerical Development Program (English) 2 days
- ♦ English Literacy Program 3 months
- ◆ Time Management (English) 2 days
- ◆ Teambuilding Program (English & BM) 2 days
- ◆ Technical Report Writing (English) for Engineers 2 days
- ◆ 7QC Tools (English) for Engineers 2 days
- ♦ Poka Yoke Training Program (English) for Engineers 2 days
- ◆ Interviewing Skills (English & BM) 2 days
- ◆ Stress Management (English) 2 days
- ♦ Sikap Kerja Positif (BM) 2 days
- ◆ Fundamentals of Human Resources Management (English) 2 days
- ♦ How To Make Training Fun (English) 2 days
- ♦ TNA & Annual Training Plan (English) 2 days
- ◆ Train The Trainer Program (English) 2 days
- ◆ Safety & Health Program (English & BM) 2 days
- ♦ Communication Skills Training (English & BM) 2 days
- ♦ Leadership Program (BM) 2 days
- ♦ Improving Attitude At Work (BM) 2 days
- ◆ Effective Meeting Skills (English) 2 days
- ♦ How To Make Training Fun! (English) 2 days
- ◆ ISO 14001 Awareness Training (English) 1 day
- ♦ Electrostatic Discharge (ESD) Training (English) 2days
- ♦ IPC Training (English) 3 days

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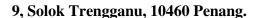
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- ♦ Induction Training For Foreign Workers (BM) 2 days
- ♦ Outdoor Teambuilding (English & BM) 2 days
- ◆ Misconduct & Disciplinary Procedure (BM) 2 days
- ♦ Coaching and Counselling Training (English) 2 days

CLIENTS REFERENCE LIST

- 1. PT Tampo Sdn Bhd, Sungai Petani
- 2. Estec Sdn Bhd
- 3. Uchi Optoelectronics Sdn Bhd En Ahmad Nasir
- 4. Wincap Industries Sdn Bhd Ms Lye
- 5. BTL Engineering Sdn Bhd Mr Ng
- 6. Improtech Engineering Sdn Bhd Mr Sim
- 7. Fairchild Semiconductor Mr Ang
- 8. ON Semiconductor, Seremban Mr Kumar
- 9. Xircom Operations Sdn Bhd
- 10. Read-Rite Malaysia Sdn Bhd
- 11. Esquel Mfg Sdn Bhd Ms Ann Tan
- 12. Osram Semiconductor Sdn Bhd
- 13. Seagate Penang
- 14. Maxis Centre, Subang Jaya, Kuala Lumpur
- 15. Cleanroom Industries, Penang
- 16. Armstrong Cycle Parts Sdn Bhd. Mr Suppiah
- 17. Thunder Print Sdn Bhd Mr Narasiah
- 18. Nippon Metal Services (M) Sdn Bhd Mr R. Ravin
- 19. Penang Skills Development Centre Cik Habibah
- 20. Manpower Services Sdn Bhd Ms Alice Tan
- 21. Motorola (M) Sdn Bhd
- 22. Sanmina-SCI (M) Systems Sdn Bhd
- 23. PT Sanmina-SCI Batam Agatha Chong
- 24. Sanmina-SCI Systems Singapore Pte Ltd Agatha Chong







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- 25. Western Digital Media (Malaysia) Sdn Gideon Teh
- 26. Dongwha Fibreboard Sdn Bhd Wan Khairul Bariah
- 27. TAS Freight Services Sdn Bhd Noraini Talib
- 28. Soon Soon Oil Mills
- 29. Ann Joo Steel
- 30. Armstrong Auto Parts Sdn Bhd Mr Suppiah
- 31. SGT Globetronics Sdn Bhd
- 32. GKN Driveline Sdn Bhd Ms Chua
- 33. Pentamaster (M) Sdn Bhd
- 34. Spansion (M) Sdn Bhd Encik Husniza
- 35. Bellcorp (M) Sdn Bhd, Sungai Petani Mr WW Lim
- 36. Intel