



TQM Resources Sdn. Bhd. (613014-X)

9, Solok Trengganu, 10460 Penang.



Hand phone : 012-4286427

email : simlamthong@gmail.com

Fax : 60-4-2810225

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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- ◆ 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