



**Attention :- CEOs, HR/Training Manager and Entrepreneurs ;**

**Pusat Pembangunan Kemahiran Sarawak[PPKS], Your Partner in Hands-On Training .**

**SMIs / SMEs** apply for the SMIDEC Training Grant and pay only 20% of the Fee[RM]. Contributors utilized your PSMB Levy and Member Company enjoy your Members discount. **“ TRAINED AND RETRAINED for higher Efficiency and Productivity ”**

Bil.	Course	Fee	Schedule		
1.	Programmable Logic Control Practical system Training	550	16 - 18 Jun.	3 - 5 Nov	
2.	Hydraulic & Electrohydraulic Practical System Training	550	14 - 16 July	8 - 10 Sept	
3.	Basic Electrical/Electronic Measurement & Troubleshooting Techniques - Level I	500	23 - 24 Jun	21 - 22 Oct	
4.	Basic electrical/Electronic Measurement & Troubleshooting Techniques - Level II	500	30 - 31 July	5 - 6 Nov	
5.	Testing, Troubleshooting& Maintenance of Single & Three phase Electrical Installation	500	6 - 7 Aug	17 - 18 Nov	
6.	Electric Motor Starter	500	6 - 8 Oct	15 - 17 Dec	
7.	Spli-Unit, Air-Conditioner Installation & Commissioning	500	8 - 9 July	12 - 13 Nov	
8.	Split-Unit, Air-Conditioner Troubleshooting, Repair & Maintenance	500	12 - 13 Aug	2 - 3 Dec	
9.	AutoCADD Application - Level I	500	21 - 23 July	20 - 22 Oct	
10.	AutoCADD Application - Level II	500	4 - 6 Aug	10 - 12 Nov	
11.	AutoCADD Advance Application - 3D Modelling	500	16-18 Jun	6 - 8 Oct	8 -10 Dec
12.	Landscaping	900	11 - 13 Aug	17 - 19 Nov	
13.	Steam Boilers for Boilerman & New Engineer	600	28 - 30 July	10 - 12 Nov	
14.	Computer Troubleshooting, Repair & Maintenance	500	18 - 20 Aug		
15.	Developing your own website	400	26 - 27 Aug	9 - 10 Dec	
16.	MS - Powerpoint Presentation	400	23 - 24 July		
17.	MS - Excel	400	24 - 25 Jun		
18.	MS - Word Processing	400	11 - 12 Nov		
19.	CSWIP 3.0 Visual Welding Inspector - Level 1	3800	11 - 13 Aug	3 - 5 Nov	
20.	CSWIP 3.1 Welding Inspector - Level 2	6500	26 - 31 Oct	7 - 12 Dec	
21.	Chargemen - Level I	2400	July	October	
22.	Wireman - Grade 2	2000	July	Sept	
23.	Wireman - Grade 1	2500	Sept	Nov	
24.	Financial Management for SMEs	600	9 - 10. 07	29 - 30. 9	19 - 20. 11
25.	Marketing for Results	600	25 - 26 Jun	2 - 3 Sept	
26.	Training Needs Analysis[TNA]	600	29 - 30 Sept	9 - 10 Dec	
27.	Professional Presentation Skills	600	16 - 17 July	22 - 23 Oct	
28.	Enhanced Customer Service	400	23 - 24 Jun	5 - 6 Nov	
29.	Negotiating for Results	600	15 - 16 July		
30.	Computerized Accounting System	400	28 - 29 July	29 - 30 Oct	
31.	Practical Auditing	750	9 - 10 December		
32.	Communication - Key to Organizational Productivity	400	17 - 18 Jun	29 - 30 Sept	
33.	Developing Positive Work attitudes	600	22 - 23 July	14 - 15 Oct	
34.	The Efficient Supervisor	600	25 - 26 Aug		
35.	Managing Stress at the Workplace	600	1 - 2 July	7 - 8 Oct	
36.	OSH - Safety at the Workplace	500	28 - 29 Oct		
37.	Familiarization with DOSH Regulation	500	18 - 19 Aug		
38.	OSH Management System	500	2 - 3 Dec		
39.	Getting Employees to Perform Better	600	9 - 10 Sept		
40.	English for Business Communication	400	5 - 6 Aug	10 - 11 Dec	
41.	Communication Skills for Hospitality	400	29 - 30 Sept	24 - 25 Nov	
42.	Restaurant & Catering Management	750	13 - 15 Oct		
43.	Understanding Balance Scorecard	850	21 - 22 July	13 - 14 Oct	
44.	Implementation & Monitoring Balance Scorecard	900	11 - 12 Aug	11 - 12 Nov	
45.	Team Building for Organizational Productivity	600	Recommended for In-House		

All courses can be arranged and conducted In - House to suit your organization needs or join our public programme as above. The above are our tentative dates it is subjected to changes. For more detail do not hesitate to contact **Mr. Boniface / Ms. Emilia Iris** at tel : 082 - 364198 ext. 154.