



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

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

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

Bil.	Course	Fee	Schedule			
1.	Programmable Logic Control Practical system Training	600	16 - 18 Jun.		3 - 5 Nov	
2.	Hydraulic & Electrohydraulic Practical System Training	600	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.	Wiremen Grade 2	900	12-16 April		12-16 July	
12.	Wiremen Grade 2	2,000	22.2 - 31.3		20.9 - 30.10	
13.	Wiremen Grade 1	900	7-11Jun		8-12 Nov	
14.	Wiremen Grade 1	2,500	7 Jun - 16 July		4 Oct - 12 Nov	
15.	Chargemen L1	2,400	3 - 22 May		2-21 Aug	
16.	CSWIP 3.0 Visual Welding Inspector - Level 1	3,500	8-10 Jun		9-11 Nov	
17.	Developing your Own Website	400	15-16 April			
18.	MS - ICT	400	21-22 April		16-17 Nov	
19.	UBS - Computerized Accounting System	400	23 - 23 July		20 - 21 Oct	
20.	Financial Management for SMEs	600	15-16 April	17-18 Jun	2-3 Sept	9-10 Dec
21.	Strategic Marketing for Growth & Expansion	600	28 - 29 April		18 - 19 Sept	
22.	Training Needs Analysis[TNA]	600	17-18 Mac		9-10 Dec	
23.	Effective Presentation Skills	600	27-28 April		24-25 Sept	
24.	Excellent Negotiation Results	600	29 - 30 July		27 - 28 Oct	
25.	Customer Service Excellent	400	24 - 25 Jun		4 - 5 Nov	
26.	Handling Difficult Customer	400	15 - 16 May		2 - 3 Dec	
27.	Developing Positive Work Attitudes	600	12 - 13 May		13 - 14 Oct	
28.	Managing Stress at the Workplace	600	2 - 3 July		19 - 20 Nov	
29.	OSH - Safety at the Workplace	500	24 - 25 April		11 - 12 Aug	
30.	Familiarization with DOSH Regulation	500	7 - 8 Mac		6 - 7 July	
31.	OSH Management System	500	14 - 15 May		8 - 10 Dec	
32.	Essentials for the Safety & Health Committee	500	24 - 25 April		16 - 17 July	
33.	Safety Leadership	500	18 - 19 April		16 - 17 Oct	
34.	Understanding, Documenting & Implementing an ISO 9001:2008 - Quality Management System	750	28 - 29 Mac		9 - 10 July	
35.	ISO 9001: Process Based Internal Auditing	750	24 - 25 April		21 - 22 July	
36.	ISO 9001: 2008 Transition	750	12 - 13 May		18 - 19 Aug	
37.	Management Skills for Supervisors	600	15 - 16 Jun		9 - 10 Nov	
38.	SMART - Performance Management System	600	3 - 4 April		4 - 5 Aug	
39.	Six Thinking Hats - Strategic Thinking & Systematic Decision Making	800	18 - 19 May		28 - 29 Sept	
40.	Lateral Thinking - Creativity, Innovation & Thinking	800	11 - 12 April		6 - 7 Aug	
41.	Interpersonal & Work Communication Skills	500	29 - 30.4I	22 - 23.7	14 - 15.11	
42.	Team Building for Organizational Productivity	600	12 - 13 Mac		2 - 3 Dec	
43.	Packaging & Labelling	500	5 - 6 May		11 - 12 Aug	
44.	Prosedur Persijilan Halal	400	12 - 13 April		2 - 3 Nov	
45.	Merangka Rancangan Pemasaran bagi EKS	400	11 - 12 May		10 - 11 Nov	
46.	Merangka Rancangan Perniagaan bagi EKS	400	18 - 19 .5	25 - 26.8	1 - 2 Dec	
47.	Perakaunan & Pengurusan Aliran Wang Tunai bagi EKS	400	23 - 24.3	16 - 17.6	5 - 6 Oct	

In - House course customized to suit your organization needs can be arranged or join our public program as above. The course dates and fee as above are subjected to change. For more detail do not hesitate to contact **Mr. Boniface / Ms. Emilia Iris** at tel : **082 - 364198 ext. 154/160** or fax : **082 - 364197**