

MAGNI SUTERA RESOURCES SDN BHD (MSSB)															
COURSE CALENDER PLAN : YEAR 2023															
NO	COURSE TITLE	DURATION	MIN	QTR1			QTR 2			QTR 3			QTR 4		
		DAY(S)	PAX	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
A	TECHNICAL COURSES														
1	Accident Investigation and Management	2	15	19-20							3-4			2-3	
2	Advanced Mercury Training	2	15												
3	Authorised Gas Tester	1	15												
4	Basic H2S Training	2	15												
5	Basic Mercury Training	1	15												
6	Classes of Fires and Extinguishers	2	15												
7	Confined Space Entry	2	15	24-25				29-30					26-27		
8	Corrosion and Its Prevention and Control	3	15												
9	Dangerous Goods by Sea	1	15												
10	Environment Management	1	15			31				12				14	
11	First Aid	2	15												
12	Hazard Identification and Risk Assessment (HIRARC)	2	15		27-28					13-14				23-24	
13	Hazardous Materials Handling (HAZMAT)	0.5	15			8						11			
14	Hazards and Effects Management Process (HEMP)	2	15												
15	Hazard and Operability (HAZOP) Analysis	2	15												
16	HSE Management System	3	15												
17	Introduction to Electrical Safety	1	15												
18	Job Safety Analysis (JSA)	1	15	30		10									
19	Lifting Equipment Focal Point and Safety	1	15			13						13			
20	Lockout and Tagout	1	15												
21	Management of Major Emergency	1	15												
22	Manual Handling	4	15												
23	Material Data Sheet (MDS)	1	15												
24	Office Safety	1	15												
25	Personal Protection Equipment (PPE)	1	15												
26	Radiation Safety	1	15			14						15			
27	Safe Chemical Handling	1	15			15					28				
28	Supervisor Safety - 1 day	1	15												
29	Supervisor Safety - 2 days	2	15												
30	Welding Safety	2	15												

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A	Management Skills Series Workshop														
1	“Johari Window” – Understanding Self and Others	1	15				10				29				
2	Applied Creative Thinking @ Work	1	15												
3	Apply Basic Stress and Anger Management	1	15				11					25			
4	Apply Critical Thinking and Analytical Skills	1	15				3					26			
5	Apply Design Thinking and Job Redesign @ Workplace	1	15												
6	Apply Emotional Intelligence for Self-Management	1	15		13			26						9	
7	Apply Management Level Planning Skills	1	15												
8	Build Rapport for Better Working Relationship	1	15					5				19			
9	Building a Customer Service Mindset														
10	Communicate Effectively at the Workplace	2	15				12							17	
11	Confidence at Work	1	15		20		13								8
12	Data Analytics for Business Decision Making														
13	Developing an Employee Engagement Strategy														
14	Developing and Sustaining Creativity: A Soft Skill for Thriving in an														
15	Ethics at the Workplace and Morality	1.5	15						7					27	
16	Foster Initiative in Team Success	2	15												
17	Handling Difficult People @ Workplace	1	15				14					18			14
18	Management Fundamentals	2	15			23	17								
19	Managerial Mastery Through Teamwork														
20	Negotiate for Success in Relationship Management	1				24							23		
21	Presenting to Win for Business				24										
22	Take Initiative & Positive Action at Work			-		27	20								
23	Understanding Business Model Canvas and Entrepreneurship Mind-set			-											

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B	Leadership Development Skills Series Workshop														
1	Achieve Results thru Team Effectiveness	1													4-5
2	Apply Growth Mind-Set for Leadership Development	2													
3	Apply Power and Passion in Team building	1													
4	Basic Management & Leadership Skills	2				29-30								29-30	
5	Building Leaders and 21st Century Effective Leadership						24-25								
6	Creative Leadership Development	1	15			28								7	
7	Cultivate Workplace Relationships Effectively	1			6				8-9						
8	Design Thinking	1													
9	Embrace and Innovate Change Management	2					27-28								
10	Enable Leadership in People	1	15												
11	Exemplary Leadership	1	15	18						6-7				21	
12	High Performance Team Building	2						23-34							
13	Lead the Human Side of Organisational Change	1													
14	Leadership and Stakeholder Relations	1				9							31		
15	Leadership Approach to Growth-Mind-Set	1	15	23									30		
16	Leadership Skills for Managers & Supervisors	1													
17	Strategic Leadership and Strategic Thinking Skills	1													
18	Support Your Team Creatively	2	15												

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C	Digital, Cybersecurity & IT Skills Series Workshop														
1	CompTIA A+ Certification (Exams 220-1001 and 220-1002)	2		-											
2	CompTIA Network+ Certification (Exam N10-007)	2		-											
3	CompTIA Security+ Certification (SY0-601)	2		-											
4	CompTIA Cloud+ Certification (Exam CV0-002)	2		-											
5	CompTIA Server+ Certification (Exam SK0-005)	2		-											
6	CCNA 1 – Introduction to Network (ITN)	2		-											
7	CCNA 2- Switching, Routing, Wireless Essentials (SRWE)	2		-											
8	CCNA 3- Enterprise Networking, Security and Automation (ENSA)	2		-											
9	Cybersecurity Defense Maturity Evaluation	1		-											
10	Cybersecurity Device Management	1		-											
11	Cybersecurity Transformation	1		-											
12	Implementing and Administering Cisco Solutions (CCNA) v1.0	1		-											
13	Network Security and Segmentation	1		-											
14	Penetration Testing and Threat Simulation	1		-											

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D	Project Management Series Workshop														
1	Agility Project Management	3	15												
2	Digital Technologies and Project Management Skills	2													
3	PMP® Certification: Project Management Professional (PMP)®	2													
4	Project Management Essential	3	15												
5	Project Management for Non- Project	2	15												
6	Project Management for Professional	5	15												
7	Project Management, Project Planning and Scheduling Using Microsoft	2													
8	Project Risk Management	2													

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E	Operation Excellence and Productivity Improvement Skills Series														
1	Apply 5S Techniques (Methodology: Sort, Set in Order, Shine,	2	15							26					
2	Apply High Productivity Habits @ Workplace	1	15					15							15
3	Apply Strategies for Effective Supervision	1	15					16							
4	Coaching for Performance Improvement	1	15			20				24					
5	Deliver Quality Training for Performance	2	15												
6	Develop a Work Team	1	15			21					2				12
7	Develop Effectiveness at Operations	1									10				
8	Effective Time Management in the Workplace	1	15	26-27				8-9							
9	Manage Culturally Diverse Teams	1	15												
10	Manage Process Improvement	2	15												
11	Operations Excellence with Lean Manufacturing	2	15												
12	Process Improvement with Six Sigma Yellow Belt	2	15												
13	Productivity Improvement with Kaizen	1	15												
14	Solve Problem & Make Decisions at Operation Level	2	15			6-7						4-5			18-19
15	Supervise Work Improvement processes	1	15					17						7	
16	Train-The-Trainer Workshop	2	15				5-6						2-3		

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F	Neuro Linguistic Programming (NLP) Series Workshop														
1	NLP: EQ Management Skill	1	15												
2	NLP: People Management Skill	1	15												
3	NLP: Purpose Driven Leadership	1	15							21				6	
4	NLP: Purpose Driven Leadership Transformational Certificate Course	1													
5	Professional Business Correspondence The NLP Style	2	15												

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G	English Communication Skills Series Workshop														
1	Apply Impactful Presentation	2	15		2-3				19				9		
2	Business Writing Essential	2	15			2-3							10		
3	Corporate Presentation Skills	1									14				
4	Effective Communication Skills for Corporate and Business	1						11				8			
5	Effective Communication Skills for Getting Your MESSAGE Across	1						12							7
6	Email Communication in the Digital Age	1													
7	Email Communication for Customer Service	1													
8	Professional Interpersonal Communication Skill	1													
9	Writing for Professional Communication	2	15								7-8				
10	Writing for Technical and Reporting Purposes	1							16			7			

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H	Accounting and Finance Series Workshop														
1	Assessing Your Corporate Liability Risk	1		-											
2	Global Financial Markets, Strategies & Tools	1		-											
3	Macroeconomics for Effective Decision Making	1		-											
4	Personal Debts & Finance Mastery	1		-											
5	What You Need To Know – Related Party Transactions	1		-											

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I	Governance and Compliances Series Workshop														
1	Corporate Governance	1.5	15					18-19			17-18				
2	From Good to Great	2	15												
3	The Updated Malaysian Code On Corporate Governance														

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J	Customer Service & Support Workshop														
1	Building a Customer Service Mindset	1		-						10					
2	Critical Thinking Skills for Better Customer Support	1		-						11			13		
3	People Oriented Services	1		-											

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K	Mental Health & Well Being Series Workshop														
1	Personality Types in Organizations	1		-					12				18		
2	Counseling skills for the Workplace	1		-					13				19		
3	Safeguarding Mental Health in the Workplace	1		-											

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L	Microsoft Office Series Workshop														
1	Creating Dashboard & Interactive Report (for experienced excel users)	1		-											
2	Creating Infographic (for experienced Powerpoint users) – advance	1		-											
3	Creating Infographic (for experienced Powerpoint users) – intermediate	1		-											
4	Data Analysis and Interactive Reporting in Excel	1		-											
5	Data Analysis with Pivot Tables	1		-											
6	Microsoft Excel(advance level)	1		-											
7	Microsoft Excel (basic level)	1		-											
8	Microsoft Excel(intermediate level)	1		-											
9	Microsoft Word (advanced level)	1		-											
10	Microsoft Word (basic level)	1		-											
11	Microsoft Word (intermediate level)	1		-											
12	Microsoft Powerpoint (basic level)	1		-											
13	Microsoft Powerpoint(advance level)	1		-											
14	Microsoft Powerpoint(intermediate level)	1		-											
15	Using Function and Formula in Excel	1		-											

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