



# TRAINING SCHEDULE APRIL 2024 – SEPTEMBER 2024 (PUBLIC COURSES)

as at 18 April 2024



## Highlights:

- Timetable for April - September 2024 available in this update
- *Mastering E-Invoicing: Navigating Regulations, Maximising Business Impact*
- *Artificial Intelligence I(AI) for the Business Professionals training in May 2024 – NEW!*
- *Building Contract Electrical Wiring (BCEW) certification training in May 2024*
- *Certified Cabling Test Technician training in May 2024*
- *BUILDING INFORMATION MODELLING (BIM) FOR STRUCTURES (BASIC & INTERMEDIATE) in May 2024*
- Electrical, MS Excel, MS Project, Basic Water Pipe Fitting, Mains Layer & Pipe Fitter courses
- Refer to the following pages for current listing of all our Short Courses!

## Our Persons In Charge & their Contacts:

**Alicia**  
Executive, Corporate Training  
016-6152268  
alicia.lkc@sarawakskills.edu.my

**Mathias**  
Executive, Corporate Training  
014-5775452  
mathias@sarawakskills.edu.my

**Adrian**  
Manager, Corporate Training  
016-8661017  
adrian@sarawakskills.edu.my

C O R P O R A T E T R A I N I N G  
U N I T  
S A R A W A K S K I L L S K U C H I N G

**TRAINING SCHEDULE APRIL – SEPTEMBER 2024 (PUBLIC COURSES)** (rv 3.2)

**Training Venue: Sarawak Skills (PPKS), Jalan Canna Off Jalan Wan Alwi, Tabuan Jaya, 93350 Kuching**

\* For more info on **course outline and course fee**, please contact:

Alicia at 016-6152268 / alicia.lkc@sarawakskills.edu.my

Mathias at 014-5775452 / mathias@sarawakskills.edu.my

Adrian at 016-8661017 / adrian@sarawakskills.edu.my

**Solution-Focused Training: Harnessing the Power of EXCEL**

No.	Course Title	Duration	Schedule	Points available
1.	Excel: Basic & Intermediate	3 days	<del>7-9 May 2024</del> <b>Full</b>	MBOT
2.	Excel: Basic & Intermediate	3 days	20,21 & 23 May 2024	MBOT
3.	Excel: Basic & Intermediate	3 days	25 – 27 June 2024	MBOT
4.	Excel: Basic & Intermediate	3 days	13 – 15 August 2024	MBOT
5.	Excel: Basic & Intermediate	3 days	24 – 26 September 2024	MBOT
6.	MS Power Tools (Data Management)	3 days	30 July – 1 Aug 2024	-

**Solution-Focused Training: Impactful Presentation**

No.	Course Title	Duration	Schedule	Points available
1.	Creating Infographics using Powerpoint	2 days	8 – 9 May 2024	-
2.	Powerpoint: Basic & Intermediate	3 days	24 – 26 June 2024	-

**Environmental, Social & Corporate Governance (ESG)**

No.	Course Title	Duration	Schedule	Points available
1.	Sustainability & ESG 101	2 days	23 - 24 April 2024	-
2.	Leadership in ESG	1 day	25 April 2024	-

**Underground Utility Detection**

No.	Course Title	Duration	Schedule	Points available
1.	Underground Utility Detection Operation (Category: Non-Competency / Reskilling & Upskilling)	5 days	Contact Adrian @ 016-8661017 for more info	

**Life Saving Skills**

No.	Course Title	Duration	Schedule	Points available
1.	Basic First Aid & CPR (Certification course by Malaysian Red Crescent Society)	2 days	8 - 9 May 2024	MBOT
2.	Basic First Aid & CPR (Certification course by Malaysian Red Crescent Society)	2 days	7 – 8 Aug 2024	MBOT
3.	Awareness on Safe Handling of Chemical	1 day	14 May 2024	MBOT

4.	Hearing Conservation Administrator (HCA)	1 day	25 April 2024	MBOT
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**Mastering the Future:  
Empowering Business Minds with Artificial Intelligence (AI) Brilliance**

No.	Course Title	Duration	Schedule	Points available
1.	<b>AI for the Business Professionals</b> (Certification by CERTNEXUS)	2 days	14 - 15 May 2024	-

**Information Communication Technology (ICT): Copper & Fibre Cabling**

No.	Course Title	Duration	Schedule	Points available
1.	Certified Cabling Test Technicians (CCTT) (Certification by Flux Networks)	2 days	6 – 7 May 2024	MBOT

**Finance: E-Invoicing**

No.	Course Title	Duration	Schedule	Points available
1.	Mastering E-Invoicing: Navigating Regulations, Maximising Business Impact	1 day	18 April 2024	-

**Telecommunication: Fibre Optics**

No.	Course Title	Duration	Schedule	Points available
1.	Fibre Optics: Installation, Testing, Commissioning & Maintenance (Category: Non-Competency / Reskilling & Upskilling)	2 days	24 – 25 April 2024	MBOT CIDB

**Programming**

No.	Course Title	Duration	Schedule	Points available
1.	Programmable Logic Control (PLC) Practical Training (Basic)	2 days	<del>22 – 23 April 2024</del> <b>Full</b>	MBOT
2.	Programmable Logic Control (PLC) Practical Training (Intermediate)	2 days	14 - 15 May 2024	MBOT
3.	Programmable Logic Control (PLC) Practical Training (Advance)	2 days	25 – 26 June 2024	MBOT
4.	PLC Troubleshooting Skills in Automation System	3 days	Contact Adrian @ 016-8661017 for more info	

**Technical Training: Split Unit Air-Conditioner**

No.	Course Title	Duration	Schedule	Points available
1.	Split Unit Air-Conditioner Installation, Commissioning, Troubleshooting, Service Maintenance	3 days	<del>23 – 25 April 2024</del> <b>Full</b>	MBOT
2.	Split Unit Air-Conditioner Installation, Commissioning, Troubleshooting, Service Maintenance	3 days	25 – 27 June 2024	MBOT
3.	Split Unit Air-Conditioner Installation, Commissioning, Troubleshooting, Service Maintenance	3 days	20 – 22 Aug 2024	MBOT

Technical Training: Electrical				
No.	Course Title	Duration	Schedule	Points Available
1.	Chargeman L1 (Industrial) S2/2024 <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	12 days	18 – 19 Apr, 25 – 26 Apr, 9 – 10 May, 20 – 21 May, 27 – 28 May 2024, 20 – 21 June 2024 <i>(EIU Exam Period: 25 – 27 June 2024)</i>	MBOT CIDB
2.	Basic Electrical Installation for Beginners	3 days	18 - 20 June 2024	MBOT
3.	Basic Electrical Installation for Beginners	3 days	5 – 7 August 2024	MBOT
4.	Basic Electrical Installation for Beginners	3 days	15 – 17 October 2024	MBOT
5.	Basic Electrical Installation for Beginners	3 days	11 – 13 November 2024	MBOT
6.	Wireman Grade 2 (Single Phase) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	5 days	<del>22 April – 26 April 2024</del> Full <i>(EIU Exam period: 7 - 8 May 2024)</i>	MBOT
7.	Wireman Grade 2 (Single Phase) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	5 days	24 – 28 June 2024 <i>(EIU Exam period: 2 – 3 July 2024)</i>	MBOT CIDB
8.	Wireman Grade 2 (Single Phase) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	5 days	5 – 9 August 2024 <i>(EIU Exam period: 13 – 14 Aug 2024)</i>	MBOT
9.	Wireman Grade 2 (Single Phase) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	5 days	23 – 27 Sep 2024 <i>(EIU Exam period: 1 – 2 Oct 2024)</i>	MBOT CIDB
10.	Wireman Grade 2 (Single Phase) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	5 days	18 – 22 Nov 2024 <i>(EIU Exam period: 26 – 27 Nov 2024)</i>	MBOT
11.	Wireman Grade 1 (Three Phase) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	5 days	13 – 17 May 2024 <i>(EIU Exam period: 23 – 24 May 2024)</i>	MBOT CIDB
12.	Wireman Grade 1 (Three Phase) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	5 days	15 – 19 July 2024 <i>(EIU Exam period: 24 – 25 July 2024)</i>	MBOT
13.	Wireman Grade 1 (Three Phase) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	5 days	9 – 13 Sep 2024 <i>(EIU Exam period: 18 – 19 Sep 2024)</i>	MBOT CIDB
14.	Wireman Grade 1 (Three Phase) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	5 days	2 – 6 December 2024 <i>(EIU Exam period: 10 – 11 Dec 2024)</i>	MBOT
15.	Building Contract Electrical Wiring (BCEW) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	3 days	6 – 9 May 2024 <i>(EIU Exam date: 10 May 2024)</i>	MBOT CIDB
16.	Electric Motor Control Practical Training	3 days	9 – 11 July 2024	MBOT
17.	Low Voltage (LV) Main Switchboard (MSB) & Auxiliaries Services & Maintenance	2 days	29 – 30 July 2024	MBOT



18.	Testing, Trouble Shooting, Maintenance of single & three phase electrical installation	3 days	20 – 22 August 2024	MBOT
19.	Electric Safety & Fire Prevention in the Workplace	1 day	Contact Adrian @ 016-8661017 for more info	-

### Project Management Application Software

No.	Course Title	Duration	Schedule	Points available
1.	Microsoft Project (Basic & Intermediate)	3 days	<del>23 – 25 April 2024</del> Full	MBOT CIDB
2.	Microsoft Project (Basic & Intermediate)	3 days	2 – 4 July 2024	MBOT
3.	Microsoft Project (Basic & Intermediate)	3 days	10 – 12 Sep 2024	MBOT

### Technical Training: Building Management

No.	Course Title	Duration	Schedule	Points available
1.	Effective Building & Facilities Management	2 days	26 – 27 June 2024	MBOT CIDB
2.	Effective Building & Facilities Management	2 days	11 – 12 Sep 2024	MBOT

### TECHNICAL: WATER PIPE FITTING

No.	Course Title	Duration	Schedule	Points available
1.	Basic Water Pipe Fitting (Category: Non-Competency / Reskilling & Upskilling)	2 days	23 - 24 May 2024	MBOT CIDB
2.	Basic Water Pipe Fitting (Category: Non-Competency / Reskilling & Upskilling)	2 days	20 - 21 August 2024	MBOT CIDB

### Technical Drawing: AutoCAD & BIM using REVIT

No.	Course Title	Duration	Schedule	Points Available
1.	AutoCAD Level 1 (Beginner)	3 days	25 – 27 June 2024	MBOT
2.	AutoCAD Level 2 (Intermediate)	3 days	14 – 16 May 2024	MBOT
3.	AutoCAD Level 2 (Intermediate)	3 days	16 – 18 July 2024	MBOT
4.	AutoCAD Level 3 (Advance)	3 days	3 – 5 Sep 2024	MBOT
5.	Building Information Modelling (BIM) for Structures (Basic & Intermediate)	3 days	14 - 16 May 2024	MBOT

### Communication & Presentation Skills

No.	Course Title	Duration	Schedule
1.	Developing Your Communication & Presentation Skills at the Workplace	2 days	Contact Alicia @ 016-6152268 for more info
2.	From Confusion to Clarity: Maximising Instructions Effectiveness in the Workplace	1 day	15 May 2024
3.	Advance Minutes Writing Workshop	2 days	20 – 21 May 2024

<b>Leadership Development, Supervisory Skills &amp; HR Training</b>			
<b>No.</b>	<b>Course Title</b>	<b>Duration</b>	<b>Schedule</b>
1.	Training Needs Analysis (TNA) <i>(For HR Managers/Executives/Section Heads/Leaders)</i>	2 days	For in-house training, contact Alicia @ 016-6152268 for more info
2.	The Employment Law	2 days	
3.	Industrial Relations & Domestic Inquiry for HR Professionals	2 days	
4.	Interview Skill for Non-HR Personnel	2 days	
5.	Team Building	2 days	
6.	Leadership Development Programme <i>(Develop leaders within your organization)</i>	2 days	
7.	Mentoring in the Workplace: Creating a Dynamic Personal Development Culture for you and Your Organisation	2 days	
8.	Developing Your Supervisory Skills	2 days	

PIPE FITTER (Certification course by Ministry of Utility & Telecommunication Sarawak)			
*(Include Contractor Continuous Development (CCD) points awarded by CIDB & CPD points awarded by MBOT)			
No.	Course Title	Duration	Training Sessions
1.	Pipe Fitter	5 days + 2 days exam	19 – 23 February 2024 * (Exam Period: 4 – 8 March 2024)
			24 – 28 June 2024 * (Exam Period: 8 – 12 July 2024)
			12 – 16 August 2024 * (Exam Period: 26 – 30 August 2024)

MAINS LAYER (Certification course by Ministry of Utility & Telecommunication Sarawak)			
*(Include Contractor Continuous Development (CCD) points awarded by CIDB & CPD points awarded by MBOT)			
No.	Course Title	Duration	Training Sessions
1.	Mains Layer	5 days + 2 days exam	8 – 12 January 2024 * (Exam Period: 22 – 26 January 2024)
			<del>22 – 26 April 2024 *</del> <b>Full</b> (Exam Period: 13 – 17 May 2024)
			<del>15 – 19 July 2024 *</del> <b>Full</b> (Exam Period: 29 July – 2 August 2024)
			9 – 13 September 2024 * (Exam Period: 23 – 27 September 2024)
			7 – 11 October 2024 * (Exam Period: 21 – 25 October 2024)
			25 – 29 November 2024 * (Exam Period: 9 – 13 December 2024)

**NOTE:**

\* For more info on course outline and course fee, contact:

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\* Certificate of Completion will be issued to participants

\* Courses are HRD Corp approved under HRD Claimable Courses (HRDCC- SBL Khas)

\* Refreshments/Lunches are provided for our trainings

\* Contractor Continuous Development (CCD) Points from CIDB Malaysia & Continuous Professional Development (CPD) points from MBOT available for certain courses



<https://sarawakskills.edu.my/ss/short-courses/>



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