TRAINING SCHEDULE
JUNE 2024 – DECEMBER 2024
(PUBLIC COURSES)
as at 4 June 2024

Highlights:

- **Timetable for June - December 2024 available in this update**
- **Chargeman L1 Session 3 starting in August 2024**
- *Certified Cyber-Security Specialist & Certified ChatGPT Prompt Specialist training with professional certification awarded by iTRAIN ASIA*
- *Mastering E-Invoicing: Navigating Regulations, Maximising Business Impact in July 2024*
- *BUILDLING INFORMATION MODELLING (BIM) FOR STRUCTURES (BASIC & INTERMEDIATE) in July 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:

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C O R P O R A T E   T R A I N I N G
U N I T
SARAWAK SKILLS KUCHING

TRAINING SCHEDULE JUNE – DECEMBER 2024 (PUBLIC COURSES) *(rv 5.0)*
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 011-40200347 / mathias@sarawakskills.edu.my
Adrian at 016-8661017 / adrian@sarawakskills.edu.my

No.	Course Title	Duration	Schedule	Points available
Solution-Focused Training: Harnessing the Power of EXCEL				
1.	Excel: Basic & Intermediate	3 days	~~25 – 27 June 2024~~ **Full**	MBOT
2.	Excel: Basic & Intermediate	3 days	13 – 15 August 2024	MBOT
3.	Excel: Basic & Intermediate	3 days	24 – 26 September 2024	MBOT
4.	Excel: Basic & Intermediate	3 days	29 – 31 October 2024	MBOT
5.	Excel: Basic & Intermediate	3 days	26 – 28 November 2024	MBOT
6.	Microsoft Power Tools (Data Management)	3 days	30 July – 1 Aug 2024	-
7.	Microsoft Power BI Fundamentals: A Beginner's Guide to Data Analysis and Visualisation	3 days	15 – 17 October 2024	-

No.	Course Title	Duration	Schedule	Points available
Solution-Focused Training: Impactful Presentation				
1.	Creating Infographics using Powerpoint	2 days	Contact Alicia @ 016-6152268 for more info	
2.	Powerpoint: Basic & Intermediate	3 days	24 – 26 June 2024	-
3.	Powerpoint: Basic & Intermediate	3 days	17 – 19 Sep 2024	-

No.	Course Title	Duration	Schedule	Points available
Environmental, Social & Corporate Governance (ESG)				
1.	Sustainability & ESG 101	2 days	23 – 24 July 2024	-
2.	Leadership in ESG	1 day	Contact Adrian @ 016-8661017 for more info	

No.	Course Title	Duration	Schedule	Points available
Underground Utility Detection				
1.	Underground Utility Detection Operation *(Category: Non-Competency / Reskilling & Upskilling)*	5 days	2 – 6 Sep 2024	MBOT

For more info on course outline and course fee, *contact: Alicia @ 016-6152268 / Mathias @ 014-5775452 /*
Adrian @ 016-8661017

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.	Basic First Aid & CPR *(Certification course by Malaysian Red Crescent Society)*	2 days	2 – 3 Oct 2024	MBOT
4.	Awareness on Safe Handling of Chemical	1 day	Contact Adrian @ 016-8661017 for more info	
5.	Hearing Conservation Administrator (HCA)	1 day	Contact Adrian @ 016-8661017 for more info	

Mastering the Future: Empowering Business Minds with Artificial Intelligence (AI) Brilliance

No.	Course Title	Duration	Schedule	Points available
1.	AI for the Business Professionals *(Certification by CERTNEXUS)*	2 days	18 – 19 Sep 2024	-

Information Communication Technology (ICT): Copper & Fibre Cabling

No.	Course Title	Duration	Schedule	Points available
1.	Certified Cabling Test Technicians (CCTT) *(Certification by Fluke Networks)*	2 days	Contact Adrian @ 016-8661017 for more info	

Finance: E-Invoicing

No.	Course Title	Duration	Schedule	Points available
1.	Mastering E-Invoicing: Navigating Regulations, Maximising Business Impact	1 day	3 July 2024	-
2.	Mastering E-Invoicing: Navigating Regulations, Maximising Business Impact	1 day	27 Aug 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	20 – 21 Aug 2024	MBOT
2.	Fibre Optics: Installation, Testing, Commissioning & Maintenance *(Category: Non-Competency / Reskilling & Upskilling)*	2 days	8 – 9 Oct 2024	MBOT

For more info on <u>course outline and course fee</u>, contact: Alicia @ 016-6152268 / Mathias @ 014-5775452 / Adrian @ 016-8661017

Programming

No.	Course Title	Duration	Schedule	Points available
1.	Programmable Logic Control (PLC) Practical Training (Basic)	2 days	17 – 18 July 2024	MBOT
2.	Programmable Logic Control (PLC) Practical Training (Intermediate)	2 days	4 – 5 Sep 2024	MBOT
3.	Programmable Logic Control (PLC) Practical Training (Advance)	2 days	26 – 27 Aug 2024	MBOT
4.	Programmable Logic Control (PLC) Practical Training (Advance)	2 days	29 - 30 Oct 2024	MBOT
5.	PLC Troubleshooting Skills in Automation System	3 days	23 – 25 Sep 2024	MBOT

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	25 – 27 June 2024	MBOT
2.	Split Unit Air-Conditioner Installation, Commissioning, Troubleshooting, Service Maintenance	3 days	20 – 22 Aug 2024	MBOT
3.	Split Unit Air-Conditioner Installation, Commissioning, Troubleshooting, Service Maintenance	3 days	15 – 17 Oct 2024	MBOT
4.	Split Unit Air-Conditioner Installation, Commissioning, Troubleshooting, Service Maintenance	3 days	2 – 4 Dec 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	20 - 21 August 2024	MBOT CIDB
2.	Basic Water Pipe Fitting *(Category: Non-Competency / Reskilling & Upskilling)*	2 days	5 – 6 Nov 2024	MBOT CIDB

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 Training: IT

No.	Course Title	Duration	Schedule	Points Available
1.	Certified Cyber-Security Specialist *(Certification awarded by iTrainAsia)*	5 days	30 Sep – 4 Oct 2024	MBOT
2.	Certified ChatGPT Prompt Specialist *(Certification awarded by iTrainAsia)*	3 days	19 – 21 August 2024	MBOT

For more info on underline course outline and course fee, contact: Alicia @ 016-6152268 / Mathias @ 014-5775452 / Adrian @ 016-8661017

Technical Training: Electrical

No.	Course Title	Duration	Schedule	Points Available
1.	Chargeman L1 (Industrial) S3/2024 *(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)*	12 days	12, 13, 14 Aug, 27, 28, 29 Aug, 10, 11, 12 Sep, 24, 25, 26 Sep 2024 *(EIU Exam Period: 8 – 10 October 2024)*	-
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) *(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)*	5 days	24 – 28 June 2024 *(EIU Exam period: 2 – 3 July 2024)*	MBOT CIDB
7.	Wireman Grade 2 (Single Phase) *(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)*	5 days	5 – 9 August 2024 *(EIU Exam period: 13 – 14 Aug 2024)*	MBOT
8.	Wireman Grade 2 (Single Phase) *(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)*	5 days	23 – 27 Sep 2024 *(EIU Exam period: 1 – 2 Oct 2024)*	MBOT CIDB
9.	Wireman Grade 2 (Single Phase) *(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)*	5 days	18 – 22 Nov 2024 *(EIU Exam period: 26 – 27 Nov 2024)*	MBOT
10.	Wireman Grade 1 (Three Phase) *(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)*	5 days	15 – 19 July 2024 *(EIU Exam period: 24 – 25 July 2024)*	MBOT
11	Wireman Grade 1 (Three Phase) *(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)*	5 days	9 – 13 Sep 2024 *(EIU Exam period: 18 – 19 Sep 2024)*	MBOT CIDB
12.	Wireman Grade 1 (Three Phase) *(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)*	5 days	2 – 6 December 2024 *(EIU Exam period: 10 – 11 Dec 2024)*	MBOT
13.	Building Contract Electrical Wiring (BCEW) *(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)*	3 days	Contact Adrian @ 016-8661017 for more info	
14.	Electric Motor Control Practical Training	3 days	9 – 11 July 2024	MBOT
15.	Low Voltage (LV) Main Switchboard (MSB) & Auxiliaries Services & Maintenance	2 days	29 – 30 July 2024	MBOT
16.	Testing, Trouble Shooting, Maintenance of single & three phase electrical installation	3 days	20 – 22 August 2024	MBOT
17.	Electric Safety & Fire Prevention in the Workplace	1 day	Contact Adrian @ 016-8661017 for more info	

For more info on course outline and course fee, contact: Alicia @ 016-6152268 / Mathias @ 014-5775452 / Adrian @ 016-8661017

Project Management Application Software

No.	Course Title	Duration	Schedule	Points available
1.	Microsoft Project (Basic & Intermediate)	3 days	1 - 3 July 2024	MBOT
2.	Microsoft Project (Basic & Intermediate)	3 days	10 – 12 Sep 2024	MBOT
3.	Microsoft Project (Basic & Intermediate)	3 days	26 – 28 Nov 2024	MBOT

Technical Drawing: AutoCAD & BIM using REVIT

No.	Course Title	Duration	Schedule	Points Available
1.	AutoCAD Level 1 (Beginner)	3 days	~~25 – 27 June 2024~~ **Full**	MBOT
2.	AutoCAD Level 1 (Beginner)	3 days	20 – 22 Aug 2024	MBOT
3.	AutoCAD Level 1 (Beginner)	3 days	1 – 3 Oct 2024	MBOT
4.	AutoCAD Level 2 (Intermediate)	3 days	16 – 18 July 2024	MBOT
5.	AutoCAD Level 2 (Intermediate)	3 days	29 - 31 Oct 2024	MBOT
6.	AutoCAD Level 3 (Advance)	3 days	3 – 5 Sep 2024	MBOT
7.	AutoCAD Level 3 (Advance)	3 days	19 – 21 Nov 2024	MBOT
8.	Building Information Modelling (BIM) for Structures (Basic & Intermediate)	3 days	9 – 11 July 2024	MBOT

Communication & Presentation Skills

No.	Course Title	Duration	Schedule
1.	Developing Your Communication & Presentation Skills at the Workplace	2 days	1 – 2 October 2024
2.	From Confusion to Clarity: Maximising Instructions Effectiveness in the Workplace	1 day	14 August 2024
3.	Advance Minutes Writing Workshop	2 days	30 – 31 July 2024

For more info on <u>course outline and course fee</u>, contact: Alicia @ 016-6152268 / Mathias @ 014-5775452 / Adrian @ 016-8661017

Sarawak Skills

No.	Course Title	Duration	Schedule
	Leadership Development, Supervisory Skills & HR Training		
1.	Training Needs Analysis (TNA) *(For HR Managers/Executives/Section Heads/Leaders)*	2 days	23 – 24 Oct 2024
2.	The Employment Law	2 days	For in-house training, contact Alicia @ 016-6152268 for more info
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 *(Develop leaders within your organization)*	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	

For more info on <u>course outline and course fee</u>, contact: Alicia @ 016-6152268 / Mathias @ 014-5775452 / Adrian @ 016-8661017

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~~ * **Full** (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)
			22 – 26 April 2024 * (Exam Period: 13 – 17 May 2024)
			~~15 – 19 July 2024~~ * **Full** (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:

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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/   *Sarawakskillsofficial*

Sarawak Skills

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