



TRAINING SCHEDULE JANUARY 2025 – MARCH 2025 (PUBLIC COURSES)

as at 5 December 2024 rv 1.0



Highlights:

- *Certificate of Service Technician Programme (CSTP) for HVAC – Programme approved by Department of Environment (DOE) in May 2025*
- *Developing Your Communication & Presentation Skills in the Workplace in February 2025*
- *Building Contract Electrical Wiring (BCEW) training with EIU Competency exam in Feb 2025*
- *AI For Business Professionals in March 2025*
- *Mastering E-Invoicing: Navigating Regulations, Maximising Business Impact in Jan 2025*
- *BUILDING INFORMATION MODELLING (BIM) FOR ARCHITECTURAL MODELLING (BASIC) in February 2025*
- *Underground Utility Detection Operation in April 2025*
- *FIBRE OPTICS training in April 2025*
- *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
S A R A W A K S K I L L S K U C H I N G**

TRAINING SCHEDULE JANUARY 2025 – MARCH 2025 (PUBLIC COURSES) (rv 1.0)

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

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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	21 – 23 January 2025	MBOT
2.	Excel: Basic & Intermediate	3 days	18 – 20 February 2025	MBOT
3.	Excel: Basic & Intermediate	3 days	19 – 21 March 2025	MBOT
4.	Microsoft Power Tools (Data Management)	3 days	Contact Alicia @ 016-6152268 for more info	-
5.	MASTERING DATA ANALYSIS USING MICROSOFT POWER BI	3 days	25 – 27 February 2025	-

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

Environmental, Social & Corporate Governance (ESG)				
No.	Course Title	Duration	Schedule	Training Venue
1.	Sustainability & ESG 101	2 days	Contact Adrian @ 016-8661017 for more info	
2.	Business Case for Sustainability	2 days	Contact Adrian @ 016-8661017 for more info	
3.	Leadership in ESG	1 day	Contact Adrian @ 016-8661017 for more info	

Underground Utility Detection				
No.	Course Title	Duration	Schedule	Points available
1.	Underground Utility Detection Operation (Category: Non-Competency / Reskilling & Upskilling)	5 days	7 – 11 April 2025	MBOT CIDB

Life Saving Skills				
No.	Course Title	Duration	Schedule	Points available
1.	Basic First Aid & CPR <i>(Certification course by Malaysian Red Crescent Society)</i>	2 days	26 – 27 Feb 2025	MBOT
2.	Awareness on Safe Handling of Chemical	1 day	Contact Adrian @ 016-8661017 for more info	
3.	Chemical Handling & Spill Control	2 days		
4.	Incident Investigation & Prevention	2 days		
5.	Emergency Response Team Training	2 days		
6.	Hearing Conservation Administrator (HCA)	1 day		

Mastering the Future: Empowering Business Minds with Artificial Intelligence (AI) Brilliance				
No.	Course Title	Duration	Schedule	Points available
1.	AI for Business Professionals <i>(Certification by CERTNEXUS)</i>	2 days	11 – 12 March 2025	-

Information Communication Technology (ICT): Copper & Fibre Cabling				
No.	Course Title	Duration	Schedule	Points available
1.	Certified Cabling Test Technicians (CCTT) <i>(Certification by Fluke Networks)</i>	2 days	8 – 9 May 2025	-

Finance: E-Invoicing				
No.	Course Title	Duration	Schedule	Points available
1.	Mastering E-Invoicing: Navigating Regulations, Maximising Business Impact	1 day	22 Jan 2025	-

Telecommunication: Fibre Optics				
No.	Course Title	Duration	Schedule	Points available
1.	Fibre Optics: Installation, Testing, Commissioning & Maintenance <i>(Category: Non-Competency / Reskilling & Upskilling)</i>	2 days	22 – 23 April 2025	MBOT

Programming				
No.	Course Title	Duration	Schedule	Points available
1.	Programmable Logic Control (PLC) Practical Training (Basic)	2 days	20 – 21 Jan 2025	MBOT
2.	Programmable Logic Control (PLC) Practical Training (Intermediate)	2 days	24 – 25 Feb 2025	MBOT
3.	Programmable Logic Control (PLC) Practical Training (Advance)	2 days	24 – 25 Mar 2025	MBOT
4.	PLC Troubleshooting Skills in Automation System	3 days	Contact Adrian @ 016-8661017 for more info	

Technical Training: Split Unit Air-Conditioner & HVAC				
No.	Course Title	Duration	Schedule	Points available
1.	Split Unit Air-Conditioner Installation, Commissioning, Troubleshooting, Service Maintenance	3 days	21 – 23 Jan 2025	MBOT
2.	Split Unit Air-Conditioner Installation, Commissioning, Troubleshooting, Service Maintenance	3 days	18 – 20 Mar 2025	MBOT
3.	Certificate of Service Technician Programme (CSTP) for HVAC <i>(Approved by Department of Environment (DOE) – Include DOE competency exam)</i>	3 days	13 – 15 May 2025	MBOT

TECHNICAL: WATER PIPE FITTING				
No.	Course Title	Duration	Schedule	Points available
1.	Basic Water Pipe Fitting <i>(Category: Non-Competency / Reskilling & Upskilling)</i>	2 days	12 – 13 Feb 2025	MBOT
2.	Basic Water Pipe Fitting <i>(Category: Non-Competency / Reskilling & Upskilling)</i>	2 days	28 – 29 April 2025	MBOT

Technical Training: Building Management				
No.	Course Title	Duration	Schedule	Points available
1.	Effective Building & Facilities Management	2 days	26 – 27 Feb 2025	MBOT

Technical Training: Welding Skills				
No.	Course Title	Duration	Schedule	Points available
1.	Welding Skills for Maintenance Personnel	2 days	Contact Adrian @ 016-8661017 for more info	

Technical Training: IT				
No.	Course Title	Duration	Schedule	Points Available
1.	Certified Cyber-Security Specialist <i>(Certification awarded by iTrainAsia)</i>	5 days	Contact Adrian @ 016-8661017 for more info	
2.	Certified ChatGPT Prompt Specialist <i>(Certification awarded by iTrainAsia)</i>	3 days		
3.	Certified Data Science Specialist <i>(Certification awarded by iTrainAsia)</i>	5 days		

Project Management Application Software				
No.	Course Title	Duration	Schedule	Points available
1.	Microsoft Project (Basic & Intermediate)	3 days	25 – 27 Feb 2025	MBOT

Technical Drawing: AutoCAD & BIM using REVIT				
No.	Course Title	Duration	Schedule	Points Available
1.	AutoCAD Level 1 (Beginner)	3 days	13 – 15 January 2025	MBOT
2.	AutoCAD Level 1 (Beginner)	3 days	4- 6 March 2025	MBOT
3.	AutoCAD Level 2 (Intermediate)	3 days	24 – 26 March 2025	MBOT
4.	AutoCAD Level 3 (Advance)	3 days	22 – 24 April 2025	MBOT
5.	Building Information Modelling (BIM) for Architectural Modelling (Basic)	3 days	10 – 12 February 2025	MBOT CIDB

Technical Training: Electrical				
No.	Course Title	Duration	Schedule	Points Available
1.	Basic Electrical Installation for Beginners	3 days	21 – 23 Jan 2025	MBOT
2.	Basic Electrical Installation for Beginners	3 days	18 – 20 March 2025	MBOT
3.	Basic Electrical Installation for Beginners	3 days	20 – 22 May 2025	MBOT
4.	Basic Electrical Installation for Beginners	3 days	5 – 7 August 2025	MBOT
5.	Basic Electrical Installation for Beginners	3 days	7 – 9 October 2025	MBOT
6.	Basic Electrical Installation for Beginners	3 days	2 – 4 December 2025	MBOT
7.	Wireman Grade 2 (Single Phase) <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	5 days	10 – 14 Feb 2025 <i>(EIU Exam period: 18 – 20 Feb 2025)</i>	MBOT
8.	Wireman Grade 2 (Single Phase) <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	5 days	7 – 11 April 2025 <i>(EIU Exam period: 15 – 17 April 2025)</i>	MBOT
9.	Wireman Grade 2 (Single Phase) <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	5 days	16 – 20 June 2025 <i>(EIU Exam period: 24 – 26 June 2025)</i>	MBOT
10.	Wireman Grade 2 (Single Phase) <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	5 days	11 – 15 August 2025 <i>(EIU Exam period: 19 – 21 Aug 2025)</i>	MBOT
11.	Wireman Grade 2 (Single Phase) <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	5 days	13 – 17 October 2025 <i>(EIU Exam period: 21 – 23 Oct 2025)</i>	MBOT
12.	Wireman Grade 1 (Three Phase) <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	5 days	3 – 7 March 2025 <i>(EIU Exam period: 11 – 12 Mac 2025)</i>	MBOT
13.	Wireman Grade 1 (Three Phase) <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	5 days	5 – 9 May 2025 <i>(EIU Exam period: 13 – 14 May 2025)</i>	MBOT
14.	Wireman Grade 1 (Three Phase) <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	5 days	14 – 18 July 2025 <i>(EIU Exam period: 23 – 24 July 2025)</i>	MBOT
15.	Wireman Grade 1 (Three Phase) <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	5 days	8 – 12 Sep 2025 <i>(EIU Exam period: 17 – 18 Sep 2025)</i>	MBOT
16.	Wireman Grade 1 (Three Phase) <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	5 days	3 – 7 November 2025 <i>(EIU Exam period: 11 – 12 Nov 2025)</i>	MBOT
17.	Chargeman L1 (Industrial) S1/2025 <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	12 days	7–9 Jan, 14–16 Jan, 4–6 Feb, 25– 27 Feb 2025 <i>(EIU Exam period: 18 – 20 Mac 2025)</i>	MBOT

18.	Chargeman L1 (Industrial) S2/2025 <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	12 days	21-23 April, 28-29 April, 19-21 May, 16-19 Jun 2025 <i>(EIU Exam period: 1 – 3 July 2025)</i>	MBOT
19.	Chargeman L1 (Industrial) S3/2025 <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	12 days	5-7 Aug, 3-4 Sep, 23-25 Sep, 1-2 Oct, 7-8 Oct 2025 <i>(EIU Exam period: 18 - 20 Nov 2025)</i>	MBOT
20.	Building Contract Electrical Wiring (BCEW) <i>(Certification course by EIU, Ministry of Utility & Telecommunication Sarawak)</i>	3 days	25 - 27 Feb 2025 <i>(EIU Exam: 28 Feb 2025)</i>	MBOT
21.	Electric Motor Control Practical Training	3 days	20 – 22 October 2025	MBOT
22.	Low Voltage (LV) Main Switchboard (MSB) & Auxiliaries Services & Maintenance	2 days	29 – 30 July 2025	MBOT
23.	Testing, Trouble Shooting, Maintenance of single & three phase electrical installation	3 days	26 – 28 August 2025	MBOT
24.	Electric Safety & Fire Prevention in the Workplace	1 day	Contact Adrian @ 016-8661017 for more info	

Communication & Presentation Skills			
No.	Course Title	Duration	Schedule
1.	Developing Your Communication & Presentation Skills at the Workplace	2 days	12 – 13 February 2025
2.	From Confusion to Clarity: Maximising Instructions Effectiveness in the Workplace	1 day	Contact Alicia @ 016-6152268 for more info
3.	Advance Minutes Writing Workshop	2 days	12 – 13 March 2025
4.	Public Speaking Skills Workshop	2 days	26 – 27 March 2025

Leadership Development, Supervisory Skills & HR Training			
No.	Course Title	Duration	Schedule
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)			
<i>*(Include Contractor Continuous Development (CCD) points awarded by CIDB & CPD points awarded by MBOT)</i>			
No.	Course Title	Duration	Training Sessions
1.	Pipe Fitter	5 days + 2 days exam	20 – 24 January 2025 * (Exam Period: 17 – 20 February 2025)
			17 – 21 March 2025 * (Exam Period: 7 – 10 April 2025)
			5 – 9 May 2025 * (Exam Period: 9 – 12 June 2025)
			4 – 8 August 2025 * (Exam Period: 25 – 28 August 2025)
			22 – 26 September 2025 * (Exam Period: 13 – 16 October 2025)

MAINS LAYER			
(Certification course by Ministry of Utility & Telecommunication Sarawak)			
<i>*(Include Contractor Continuous Development (CCD) points awarded by CIDB & CPD points awarded by MBOT)</i>			
No.	Course Title	Duration	Training Sessions
1.	Mains Layer	5 days + 2 days exam	24 – 28 February 2025 * (Exam Period: 10 – 14 March 2025)
			21 – 25 April 2025 * (Exam Period: 19 – 23 May 2025)
			16 – 20 June 2025 * (Exam Period: 7 – 11 July 2025)
			18 – 22 August 2025 * (Exam Period: 8 – 12 September 2025)
			20 – 24 October 2025 * (Exam Period: 3 – 7 November 2025)
			17 – 21 November 2025 * (Exam Period: 1 – 5 December 2025)

NOTE:

* For more info on course outline and course fee, 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

* 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



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