



**TRAINING SCHEDULE**  
**(TRAINING VENUE: SARAWAK SKILLS KUCHING)**  
**SEPTEMBER 2025 – DECEMBER 2025**  
**(PUBLIC COURSES)**  
*as at 2 September 2025 rv 5.4*



**Highlights:**

- [YEAR 2026 TRAINING CALENDAR WILL BE AVAILABLE ON 15 OCTOBER 2025. YOUR CAN DOWNLOAD OUR LATEST TRAINING CALENDAR FROM OUR WEBSITE \(https://sarawakskills.edu.my/public-2/\)](https://sarawakskills.edu.my/public-2/)
- [Mastering Compliance: Understanding the Labour Ordinance of SABAH \(Amendment\) Act 2025 from 11 – 12 NOVEMBER 2025 at Promenade Hotel, Kota Kinabalu, Sabah](#)
- [Hydrogen Fuel Cell Vehicle Training on 11 SEPTEMBER 2025 & 26 NOVEMBER 2026](#)
- [Microsoft Project \(Basic & Intermediate\) & \(Advance\) Training in NOVEMBER 2025](#)
- [Strengthening Your Digital Marketing & Brand Identity Training from 20 – 21 OCTOBER 2025](#)
- [Creative Content: Visual Design & Video Production Training from 22 – 24 OCTOBER 2025](#)
- [Leveraging ChatGPT for Strategic Decision-Making Training on 24 SEPTEMBER 2025](#)
- [Certificate of Service Technician Programme \(CSTP\) for HVAC – Programme approved by Department of Environment \(DOE\) in NOVEMBER 2025](#)
- [Basic Mains Laying Techniques for Water Distribution Systems: A Practical Training in OCTOBER & NOVEMBER 2025](#)
- [Basic Water Pipe Fitting for beginners in NOVEMBER 2025](#)
- [Building Contract Electrical Wiring \(BCEW\) training with EIU Competency exam in NOVEMBER 2025](#)
- [Wireman G2, Wireman G1, Chargeman L1 & more.....Refer to the following pages for current listing of all our Short Courses!](#)

**Our Persons in Charge & their Contacts:**

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**CORPORATE TRAINING  
UNIT**  
SARAWAK SKILLS KUCHING

## **TRAINING SCHEDULE SEPTEMBER 2025 – DECEMBER 2025 (PUBLIC COURSES) (rv 5.4)**

**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:

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

No.	Course Title	Duration	Schedule
1.	Excel: Basic & Intermediate	3 days	23 - 25 Sep 2025
2.	Excel: Basic & Intermediate	3 days	28 – 30 Oct 2025
3.	Excel: Basic & Intermediate	3 days	25 – 27 Nov 2025
4.	MASTERING DATA ANALYSIS USING MICROSOFT POWER BI	3 days	14 – 16 October 2025

### **Solution-Focused Training: Impactful Presentation & Word Processing**

No.	Course Title	Duration	Schedule
1.	Creating Infographics using Powerpoint	2 days	22 – 23 Sep 2025
2.	Powerpoint: Basic & Intermediate	3 days	21 – 23 Oct 2025
3.	Word: Basic & Intermediate	3 days	18 – 20 Nov 2025

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

No.	Course Title	Duration	Schedule
1.	Sustainability & ESG 101	2 days	Contact Adrian @ 016-8661017 for more info
2.	Business Case for Sustainability	2 days	
3.	Leadership in ESG	1 day	

### **Underground Utility Detection**

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

### **Digital Marketing & Brand Identity**

No.	Course Title	Duration	Schedule
1.	Strengthening Your Digital Marketing and Brand Identity	2 days	20 – 21 October 2025
2.	Creative Content: Visual Design & Video Production	3 days	22 – 24 October 2025

Life Saving Skills			
No.	Course Title	Duration	Schedule
1.	Basic First Aid & CPR (First Aider Certificate from Malaysian Red Crescent Society)	2 days	29 – 30 September 2025
2.	Basic First Aid & CPR (First Aider Certificate from Malaysian Red Crescent Society)	2 days	26 – 27 November 2025
3.	Incident Investigation & Prevention	2 days	Contact Adrian @ 016-8661017 for more info
4.	Hearing Conservation Administrator (HCA)	1 day	22 September 2025
5.	Awareness on Safe Handling of Chemical	1 day	6 October 2025
6.	Chemical Handling & Spill Control	2 days	Contact Adrian @ 016-8661017 for more info
7.	Emergency Response Team Training	2 days	Contact Adrian @ 016-8661017 for more info

Mastering the Future: Empowering Business Minds with Artificial Intelligence (AI) Brilliance			
No.	Course Title	Duration	Schedule
1.	AI for Business Professionals (Certification by CERTNEXUS)	2 days	Contact Adrian @ 016-8661017 for more info
2.	Leveraging ChatGPT for Strategic Decision-Making	1 day	24 September 2025

Information Communication Technology (ICT): Copper & Fibre Cabling			
No.	Course Title	Duration	Schedule
1.	Certified Cabling Test Technicians (CCTT) (Certification by Fluke Networks)	2 days	Contact Adrian @ 016-8661017 for more info

Telecommunication			
No.	Course Title	Duration	Schedule
1.	Fibre Optics: Installation, Testing, Commissioning & Maintenance	2 days	Contact Adrian @ 016-8661017 for more info
2.	Fundamentals of Microwave Transmission	1 day	
3.	Network Operations Centre (NOC) Operations & Service Management	1 day	
4.	Project Management in Telecommunications	1 day	

Programming			
No.	Course Title	Duration	Schedule
1.	Programmable Logic Control (PLC) Practical Training (Basic)	2 days	10 – 11 Sep 2025
2.	Programmable Logic Control (PLC) Practical Training (Intermediate)	2 days	29 – 30 Oct 2025
3.	Programmable Logic Control (PLC) Practical Training (Advance)	2 days	24 – 25 Sep 2025
4.	Programmable Logic Control (PLC) Practical Training (Advance)	2 days	1 – 2 Dec 2025
5.	PLC Troubleshooting Skills in Automation System	3 days	7 – 9 Oct 2025

Technical Training: Split Unit Air-Conditioner & HVAC			
No.	Course Title	Duration	Schedule
1.	Split Unit Air-Conditioner Installation, Commissioning, Troubleshooting, Service Maintenance	3 days	7 - 9 Oct 2025
2.	Split Unit Air-Conditioner Installation, Commissioning, Troubleshooting, Service Maintenance	3 days	4 – 6 Nov 2025
3.	Split Unit Air-Conditioner Installation, Commissioning, Troubleshooting, Service Maintenance	3 days	2 – 4 Dec 2025
4.	Certificate of Service Technician Programme (CSTP) for HVAC (Approved by Department of Environment (DOE) – Include DOE competency exam)	3 days	18 – 20 Nov 2025 <i>*Dateline to submit application is 17 OCT 2025*</i>

TECHNICAL: PRACTICAL TRAINING ON WATER PIPE FITTING & MAINS LAYING			
No.	Course Title	Duration	Schedule
1.	Basic Water Pipe Fitting	2 days	26 – 27 Nov 2025
2.	Basic Mains Laying Techniques for Water Distribution Systems: A Practical Training	3 days	1 – 3 Oct 2025
3.	Basic Mains Laying Techniques for Water Distribution Systems: A Practical Training	3 days	12 – 14 Nov 2025

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

Technical Training: HYDROGEN VEHICLE AWARENESS			
No.	Course Title	Duration	Schedule
1.	Hydrogen Fuel Cell Vehicle Safety and Awareness Training	1 day	11 Sep 2025
2.	Hydrogen Fuel Cell Vehicle Safety and Awareness Training	1 day	26 Nov 2025

Project Management Application Software			
No.	Course Title	Duration	Schedule
1.	Microsoft Project (Basic & Intermediate)	3 days	3 – 5 Nov 2025
2.	Microsoft Project (Advance)	2 days	24 – 25 Nov 2025

Technical Drawing: AutoCAD			
No.	Course Title	Duration	Schedule
1.	AutoCAD Level 1 (Beginner)	3 days	30 Sep - 2 Oct 2025
2.	AutoCAD Level 2 (Intermediate)	3 days	28 – 30 October 2025
3.	AutoCAD Level 3 (Advance)	3 days	25 – 27 Nov 2025

<b>PIPE FITTER</b> <b>(Certification course by Ministry of Utility &amp; Telecommunication Sarawak)</b> <i>*(Include Contractor Continuous Development (CCD) points awarded by CIDB)</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)

<b>MAINS LAYER</b> <b>(Certification course by Ministry of Utility &amp; Telecommunication Sarawak)</b> <i>*(Include Contractor Continuous Development (CCD) points awarded by CIDB)</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)



### Technical Training: Electrical

No.	Course Title	Duration	Schedule
1.	Basic Electrical Installation for Beginners	3 days	7 – 9 October 2025
2.	Basic Electrical Installation for Beginners	3 days	2 – 4 December 2025
3.	Wireman Grade 2 (Single Phase) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	5 days	13 – 17 October 2025 <i>(EIU Exam period: 21 – 23 Oct 2025)</i>
4.	Wireman Grade 1 (Three Phase) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	5 days	3 – 7 November 2025 <i>(EIU Exam period: 11 – 12 Nov 2025)</i>
5.	Chargeman L1 (Industrial) S3/2025 <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	12 days	JANUARY 2026 <i>(EIU Exam period: TBC)</i>
6.	Building Contract Electrical Wiring (BCEW) <i>(Certification course by EIU, Ministry of Utility &amp; Telecommunication Sarawak)</i>	3 days + 1 day exam	18 – 21 Nov 2025 <i>(EIU Exam: 21 Nov 2025)</i>
7.	Electric Motor Control Practical Training	3 days	20 – 22 October 2025
8.	Testing, Trouble Shooting, Maintenance of single & three phase electrical installation	3 days	Contact Adrian @ 016-8661017 for more info
9.	Electric Safety & Fire Prevention in the Workplace	1 day	Contact Adrian @ 016-8661017 for more info

### Solar-Powered System

No.	Course Title	Duration	Schedule
1.	Stand-alone Solar-Powered System (Off-Grid)	2 days	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	Contact Alicia @ 016-6152268 for more info
2.	From Confusion to Clarity: Maximising Instructions Effectiveness in the Workplace	1 day	
3.	Advance Minutes Writing Workshop	2 days	8 – 9 Sep 2025
4.	Advance Minutes Writing Workshop	2 days	24 – 25 Nov 2025
5.	Public Speaking Skills Workshop	2 days	29 – 30 Sep 2025
6.	Public Speaking Skills Workshop	2 days	17 – 18 Nov 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.	Interview Skill for Non-HR Personnel	2 days	
3.	Leadership Development Programme <i>(Develop leaders within your organization)</i>	2 days	
4.	Mentoring in the Workplace: Creating a Dynamic Personal Development Culture for you and Your Organisation	2 days	
5.	Developing Your Supervisory Skills	2 days	
6.	Mastering Compliance: Understanding the Labour Ordinance of Sarawak (Amendment) Act 2025	2 days	Contact Adrian @ 016-8661017 for more info
7.	Mastering Compliance: Understanding the Labour Ordinance of <b>SABAH</b> (Amendment) Act 2025 @ <b>Promenade Hotel, Kota Kinabalu, Sabah</b>	2 days	11 – 12 November 2025
8.	Managing Disciplinary Issues & Domestic Inquiry	2 days	22 – 23 September 2025

**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)
- \* Refreshments/Lunches are provided for our training
- \* Contractor Continuous Development (CCD) Points from CIDB Malaysia are available for certain courses.