



**iLearnnic**  
Asia

*"Embracing Minds, Empowering People"*

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COMPANY PROFILE

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# OUR COMPANY

iLEARNIC ASIA is a provider of Technical Training & Management Professional Trainings, conferences and other forms of strategic business information. We offer a portfolio of over hundred practical courses, training programs, and competency services that cover technical and soft skills that today's technical and management training need.



iLEARNIC understands your training challenges and has solutions to match your specific needs. We analyse industry needs and spearhead innovative ideas with the same level of quality, energy and drive for success that you would expect from your own people.





# HOW DID WE START?

iLearnic Asia is a company provider at first focused on high-level industrial and technical training courses. Our founder's background and training as a Senior Technical Sales Training Consultant with more than 10 years of experience delivering training to industry companies all over Malaysia coupled with his partner's experience in Architecture.

iLEARNIC — which stands for "Integrated Learning Technique" — was founded in 2014 with the goal of aiming to meet our participants competency development goals for a wide range of experience levels.



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***But how would we do it?*** ~ Keep your goal close to your heart and go for it ! ~ Our Founder's Motivation Quote.

We realized during the year 2014 to set out to make this idea come true through tireless effort and passion. Great achievements start with humble beginnings. Operating from a Trefoil SOFO – small office flexible office, it was after several years that we were able to get our second office. We have currently two offices namely the Operations Department and the Sales Team Department.



iLearnic also experienced fast growth because of our dedicated pioneer staff who are still with us and are now senior staff leaders of the team.

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# OUR PEOPLE & ORGANIZATION CHART

## WHO ARE THE PEOPLE BEHIND ILEARNIC ?

How does ILearnic Asia produce good quality programs and how do you find out about them? An organization is made up of individuals that have agreed to band together to meet common goals. The people behind iLearnic Asia have done just that. And they are divided into three main departments that perform distinct functions:





A photograph of three people in a meeting. A man in a dark suit and checkered shirt stands in the center, looking thoughtful with his hand near his chin. Two women wearing hijabs are seated in front of him, looking at him attentively. The background shows an indoor setting with warm lighting and a brick wall.

# PRODUCT RESEARCH AND DEVELOPMENT

The program that found its way into the hands of a top executive was not made in one day, and not even in one week. After listening to the needs of the business community, our product development people scoured the world for the best trainers, the most experienced speakers and the most renowned practitioners in order to participate in our events.

It is the product of at least a month of intensive research and interviews that were conducted by our product research & development team whose only job is to keep a finger on the pulse of the business world. Working with these trainers and speakers, our researchers fine-tuned and polished the agenda that would best serve the needs and requirements of the business community.





# SALES & MARKETING TEAM



The sales team ensures that our prospective clients are aware of our latest events, how it would benefit them and what problems they can solve by attending our events.



Through a combination of direct personalized and professional conversations, combined with highly effective communication skills, the sales team of ILEARNIC reaches out to the individuals who we know will most benefit from our events.



ILEARNIC ASIA has chosen a unique way to deliver to you the latest events that we have designed. Our team comprises individuals who are resourceful, competent and committed to the value of customer service.





## THE CORPORATE / SUPPORT SERVICES DEPARTMENT

Our team provides the essential backbone services of ILEARNIC ASIA. Their job is not completed until the last delegate leaves on the last day of the event. After a delegate registers for our training, this team is the one that makes sure that every detail is perfect.

From the customized documentation pack, to arranging the ambience in a Super-star hotel, to welcoming the delegates on the day of the event itself, and of course to ensure the food is top quality!





# OUR CORE VALUES



## People Are Our Priority

- Respect and Teamwork
- Listen to customers' needs
- Build lasting relationships
- Customers and Stakeholders



## Passion for Our Goals

- Passion for lifelong learning
- Enjoy transforming people through learning
- We show Hunger, Heart and Harmony in everything we do to our clients.



## Performance is Our Business

- Play to win
- Deliver exceptional / sustainable value
- Unmatched choice for our people, customer and stakeholders





# OUR SERVICES

High-end training on automation platform & components.

01

02

Practical & theory engineering skills training customised and based on industry.

Competency & assessment training customised and based on industry.

03

04

Specialise in customising training for Engineering Equipment : Vibration, Thermography & etc.

Supply Engineering Equipment.

05

06

Management Skills Training

Event Management.

07

08

Customised in-house training

Professional Consultancy

09





# HRDF CERTIFIED TRAINING PROVIDER

No Siri: 1164197T



## SIJIL PENDAFTARAN PENYEDIA LATIHAN AKTA PEMBANGUNAN SUMBER MANUSIA BERHAD, 2001

*ILEARNIC ASIA SDN BHD*

adalah dengan ini didaftarkan sebagai penyedia latihan di bawah  
Kumpulan Wang Pembangunan Sumber Manusia

Tarikh Diluluskan	Tarikh Tamat
03/05/2016	02/05/2019

03/05/2016

Tarikh Dikeluarkan

Pembangunan Sumber Manusia Berhad



The background is a light blue and green watercolor wash. Overlaid on this are various technical and digital motifs. A network of thin black lines, resembling circuit traces, crisscrosses the page. Interspersed among these lines are several icons: three blue gears, several sets of orange and yellow vertical bars of varying heights, and multiple groups of chevron symbols (both double and triple arrows) in orange and blue. A large, stylized circular graphic is positioned to the right of the main text. It consists of concentric arcs and segments in shades of orange, yellow, and blue, some of which are dashed or dotted. The overall aesthetic is modern, clean, and tech-oriented.

# TECHNICAL TRAINING



# ASSET MANAGEMENT & MAINTENANCE

- ✓ ELECTRONICS TROUBLESHOOTING, PROBLEM IDENTIFICATION, AND REPAIR
- ✓ SCHEDULED PLANNED MAINTENANCE AND PREVENTIVE MAINTENANCE
- ✓ CONDITIONED BASED MAINTENANCE STRATEGIES
- ✓ Thermography
- ✓ Vibration Analysis
- ✓ Lubrication Oil Analysis
- ✓ Ultrasound
- ✓ TOTAL PRODUCTIVE MAINTENANCE
- ✓ RELIABILITY CENTERED MAINTENANCE
- ✓ MACHINERY ALIGNMENT AND BALANCING
- ✓ PROACTIVE MAINTENANCE STRATEGIES
- ✓ MAINTENANCE LEADERSHIP
- ✓ MRO SPARE PARTS AND INVENTORY MANAGEMENT
- ✓ WORLD CLASS MAINTENANCE MANAGEMENT - THE 12
- ✓ DISCIPLINES
- ✓ MACHINERY FAILURE ANALYSIS



## AUTOMOTIVE

- ✓ IATF 16949 STANDARD FOR QUALITY MANAGEMENT
- ✓ GEOMETRIC DIMENSIONING AND TOLERANCING
- ✓ PLASTIC DESIGN AND MODELLING
- ✓ MATERIALS SELECTION AND TECHNOLOGY
- ✓ ADVANCED COMBUSTION TECHNOLOGY
- ✓ FUELS AND ENERGY SOURCES

## BUILDING & FACILITY MANAGEMENT

- ✓ FACILITY MANAGEMENT
- ✓ EXISTING BUILDING DEFECTS AND CRACKING OF CONCRETE STRUCTURE
- ✓ PROJECT MANAGEMENT
- ✓ ELECTRICAL DISTRIBUTION SYSTEMS AND ELECTRICAL SAFETY
- ✓ FIRE PROTECTION SYSTEMS AND LEGAL REQUIREMENT
- ✓ HEATING, VENTILATION AND AIR CONDITIONING SYSTEM (HVAC)
- ✓ ENERGY MANAGEMENT, EFFICIENCY AND ASSESSMENT
- ✓ PUMPS AND PIPING
- ✓ BUILDING AUTOMATION SYSTEM
- ✓ LIFT AND ESCALATOR
- ✓ POWER SYSTEM PROTECTION



# CALIBRATION & LABORATORY MANAGEMENT

- ✓ CALIBRATION AND MEASUREMENT
- ✓ MS ISO 17025 LABORATORY MANAGEMENT SYSTEM
- ✓ MS ISO/IEC 17025 Introduction & Understanding
- ✓ MS ISO/IEC 17025 Documentation & Implementation
- ✓ MS ISO/IEC 17025 Internal Quality Auditing
- ✓ COMPETENCY BASED EQUIPMENT CALIBRATION
- ✓ Balance
- ✓ Caliper
- ✓ Thermometer
- ✓ Pressure
- ✓ Dial Gauge
- ✓ Volumetric Glassware
- ✓ Torque Meter
- ✓ Thickness Gauge
- ✓ Micrometer
- ✓ Heat Enclosure (Overn, Furnace, Freeze & Incubator)
- ✓ MEASUREMENT UNCERTAINTY ESTIMATION
- ✓ MEASUREMENT EQUIPMENT HANDLING



## CONSTRUCTION

- ✓ CONSTRUCTION CONTRACT MANAGEMENT
- ✓ EPC DESIGN AND BUILD CONTRACT
- ✓ CONSTRUCTION CLAIMS AND DISPUTES
- ✓ TENDERING AND ESTIMATION
- ✓ PROJECT MANAGEMENT
- ✓ CONCRETE TECHNOLOGY
- ✓ GEOTECHNICAL AND STRUCTURAL ENGINEERING
- ✓ STABILITY ASSESSMENT OF SLOPE
- ✓ TUNNELLING DESIGN AND CONSTRUCTION
- ✓ CONCRETE CRACK, REHABILITATION , REPAIR AND RESTORATION

## DISASTER RECOVERY

- ✓ BUSINESS CONTINUITY PLAN
- ✓ ISO 22301 BUSINESS CONTINUITY MANAGEMENT
- ✓ BUSINESS IMPACT ANALYSIS
- ✓ CRISIS COMMUNICATION
- ✓ DISASTER RECOVERY PLAN
- ✓ PANDEMIC INFLUENZA

## ELECTRICAL

- ✓ POWER SYSTEM PROTECTION
- ✓ BEHAVIOUR AND FACTORY TEST OF CURRENT TRANSFORMERS
- ✓ MEDIUM VOLTAGE SWITCHGEAR
- ✓ SUBSTATION DESIGN, OPERATION AND MAINTENANCE
- ✓ ELECTRICAL SAFETY & ARC FLASH
- ✓ POWER SYSTEM STUDIES AND FAULT ANALYSIS
- ✓ LIGHTNING PROTECTION AND EARTHING
- ✓ ELECTRICAL WIRING SYSTEM
- ✓ EMERGENCY GENERATOR SET
- ✓ INDUSTRIAL POWER SYSTEMS - TECHNICAL FACTORS, ELECTRICAL ENERGY MANAGEMENT AND LIFE SAFETY
- ✓ ENERGY MANAGEMENT, EFFICIENCY AND ASSESSMENT

## ENVIRONMENT

- ✓ SCHEDULED WASTE MANAGEMENT
- ✓ WATER AND WASTEWATER TREATMENT SYSTEM
- ✓ HAZARDOUS WASTE MINIMIZATION TECHNIQUES
- ✓ ISO 14001 ENVIRONMENTAL MANAGEMENT STANDARD IMPLEMENTATION
- ✓ AIR POLLUTION CONTROL TECHNOLOGIES
- ✓ ENVIRONMENT PERFORMANCE MONITORING
- ✓ AUDITING ENVIRONMENTAL POLLUTION CONTROL TECHNOLOGIES
- ✓ CARBON FOOTPRINT



## HVAC

- ✓ AIR CONDITIONING FUNDAMENTALS
- ✓ HEAT LOAD CALCULATION AND APPLIED PSYCHROMETRICS
- ✓ WATER AND REFRIGERANT PIPING DESIGN
- ✓ SYSTEM STUDY AND EQUIPMENT SELECTION
- ✓ OPERATION & TROUBLESHOOTING AIR COOLED, WATER COOLED AND CHILLED WATER SYSTEMS
- ✓ REFRIGERANT HANDLING
- ✓ OPERATION AND MAINTENANCE
- ✓ CHILLER COMMISSIONING
- ✓ MAINTENANCE OF SPLIT UNIT AC
- ✓ INTEGRATION OF GREEN TECHNOLOGY

## MARINE & PORTS

- ✓ CORROSION MANAGEMENT AND CONTROL
- ✓ GREEN PORT MANAGEMENT
- ✓ PORT GOVERNANCE
- ✓ SAFETY AND SECURITY
- ✓ MARINE INSURANCE
- ✓ OFFSHORE
- ✓ CONTAINER & CRANE OPERATION AND SAFETY
- ✓ PORT PLANNING, DESIGN, OPERATION AND MAINTENANCE
- ✓ QUAY CRANE AND GANTRY SYSTEM

# IT

- ✓ NETWORK SECURITY
- ✓ IT SECURITY & FORENSICS
- ✓ SERVICE LEVEL AGREEMENT
- ✓ INFORMATION TECHNOLOGY INFRASTRUCTURE LIBRARY
- ✓ INFORMATION TECHNOLOGY RISK MANAGEMENT
- ✓ IT DISASTER RECOVERY PLAN
- ✓ EMBEDDED C++ PROGRAMMING
- ✓ FIBER OPTICS TECHNOLOGY
- ✓ BIG DATA ANALYTICS
- ✓ DATA SCIENCE
- ✓ JAVA TECHNOLOGIES
- ✓ PHP FRAMEWORKS
- ✓ LEGACY PROGRAMMING LANGUAGES
- ✓ WEB APPLICATION TESTING AND SECURITY
- ✓ BUSINESS INTELLIGENCE
- ✓ SECURE CODES
- ✓ SOFTWARE TESTING
- ✓ CLOUD COMPUTING
- ✓ MOBILE PROGRAMMING



# MANUFACTURING & AUTOMATION

- ✓ INDUSTRIAL HYDRAULICS AND PNEUMATICS SYSTEMS
- ✓ INSTRUMENTATION AND PROCESS CONTROL
- ✓ PROGRAMMABLE LOGIC CONTROLLERS & MICROCONTROLLERS
- ✓ Siemens
- ✓ Omron
- ✓ Mitsubishi
- ✓ Allen Bradley
- ✓ Panasonic
- ✓ Arduino
- ✓ INDUSTRIAL AUTOMATION TECHNOLOGY AND SCADA SYSTEM
- ✓ WELDING ENGINEERING AND PROCESSES
- ✓ BEARING TECHNOLOGY
- ✓ PLASTIC DESIGN AND FINITE ELEMENT ANALYSIS
- ✓ ELECTRIC MOTORS AND DRIVES SYSTEM
- ✓ COMPRESSED AIR SYSTEMS, PUMPS AND PIPING SYSTEMS
- ✓ SENSORS TECHNOLOGY
- ✓ IOT AND INDUSTRIAL 4.0
- ✓ BIG DATA ANALYTICS

## OCCUPATIONAL HEALTH & SAFETY

- ✓ OCCUPATIONAL FIRST AID AND CPR
- ✓ FIRE FIGHTING AND EMERGENCY RESPONSE PLAN
- ✓ DEVELOPING SAFETY & HEALTH COMMITTEE
- ✓ SAFETY & HEALTH AWARENESS AND OSHA WORKSHOP
- ✓ FORKLIFT TRUCK AND OVERHEAD CRANE SAFETY
- ✓ ELECTRICAL SAFETY
- ✓ HEARING CONSERVATION AND ERGONOMICS
- ✓ CHEMICAL SPILLAGE AND SAFETY MANAGEMENT
- ✓ PIPELINE AND GAS LEAKS EMERGENCY MANAGEMENT
- ✓ WORKPLACE SAFETY INSPECTION
- ✓ OHSAS 18001 STANDARD IMPLEMENTATION

## OIL & GAS

- ✓ CORROSION MANAGEMENT AND CONTROL
- ✓ RISK BASED IN INSPECTION
- ✓ API AND ASME STANDARDS
- ✓ PROCESS SIMULATION
- ✓ HAZOP AND HAZID STUDY
- ✓ PROJECT RISK MANAGEMENT
- ✓ PROCESS SAFETY MANAGEMENT
- ✓ IEC EX EXPLOSION PROOF STANDARDS
- ✓ CRANE INSPECTION & OPERATION
- ✓ OIL & GAS CONTRACTS AND NEGOTIATION
- ✓ EXPLORATION & PRODUCTION
- ✓ DOWNSTREAM OIL AND GAS
- ✓ ASSET INTEGRITY MANAGEMENT
- ✓ FPSO NETWORK



# POWER & ENERGY

- ✓ OVERVIEW OF GENERATION, TRANSMISSION & DISTRIBUTION
- ✓ POWER PLANT OPERATION AND MAINTENANCE, RELIABILITY AND PERFORMANCE
- ✓ Steam Turbine and Gas Turbine
- ✓ Performance Monitoring of Rotating Machinery
- ✓ Risk Management and Safety
- ✓ Asset Integrity Management
- ✓ Boilers and Heat Exchangers
- ✓ Machinery Alignment
- ✓ Thermodynamic Power Cycle
- ✓ Plant Troubleshooting
- ✓ RENEWABLE ENERGY
- ✓ Photovoltaic
- ✓ Biomass & Biogas
- ✓ POWER FINANCE FOR POWER PROJECTS
- ✓ COAL QUALITY AND PROCUREMENT
- ✓ ASSET INTEGRITY MANAGEMENT
- ✓ TRANSFORMER, SWITCHGEAR AND CIRCUIT BREAKER
- ✓ POWER PURCHASE AGREEMENT AND COMMERCIAL CONTRACT
- ✓ HIGH VOLTAGE TESTING AND MEASUREMENT
- ✓ POWER CABLES
- ✓ SMART GRID INTEGRATION AND IEC 61850 SUBSTATION AUTOMATION
- ✓ EARTHING AND LIGHTNING PROTECTION
- ✓ POWER SYSTEM PROTECTION
- ✓ SUBSTATION DESIGN, OPERATION AND MAINTENANCE

## PROJECT MANAGEMENT

- ✓ CERTIFIED PLANNING ENGINEERS
- ✓ MASTER PROJECT MANAGERS CERTIFICATION
- ✓ PMP EXAM PREPARATION BOOT CAMP
- ✓ APPLIED PROJECT MANAGEMENT
- ✓ CONTRACT ADMINISTRATION AND MANAGEMENT
- ✓ PROJECT PLANNING AND CONTROL USING PRIMAVERA AND MICROSOFT PROJECT
- ✓ LEADERSHIP AND COMMUNICATION IN PROJECT MANAGEMENT
- ✓ PROJECT RISK MANAGEMENT, QUANTITATIVE RISK ANALYSIS AND MANAGEMENT
- ✓ PROJECT FINANCING AND COST MANAGEMENT

## SEMICONDUCTOR/ELECTRONICS

- ✓ PROGRAMMABLE LOGIC CONTROLLERS AND MICROCONTROLLERS
- ✓ ELECTROSTATIC DISCHARGE (ESD)
- ✓ ELECTROMAGNETIC COMPATIBILITY (EMC)
- ✓ PLASTIC DESIGN
- ✓ DESIGN AND ANALYSIS OF MULTI-STAGE AMPLIFIER
- ✓ POWER ELECTRONICS
- ✓ CLEANROOM TECHNOLOGY
- ✓ QUALITY TOOLS & MANAGEMENT



# QUALITY IM PROVEMENT & PROCESS EXCELLENCE CORPORATE STRATEGY

- ✓ LEAN MANUFACTURING
- ✓ KAIZEN AND KAIKAKU
- PROCESS AND QUALITY IMPROVEMENT TOOLS
- ✓ EFFECTIVE 5S IMPLEMENTATION
- ✓ ROOT CAUSE ANALYSIS AND PROBLEM SOLVING METHODOLOGY
- ✓ EFFECTIVE DATA ANALYSIS FOR GOOD DECISION MAKING
- ✓ INTEGRITY IN BUSINESS PRACTICE
- ✓ KPIS: KEEPING SCORE USING THE RIGHT METRICS
- ✓ ADOPTING AND PRACTICING ZERO DEFECTS
- ✓ ENTERPRISE RESOURCE PLANNING (ERP)
- ✓ DEVELOPING AND IMPLEMENTING A BUSINESS PLAN
- ✓ FAILURE MODES AND EFFECTS ANALYSIS - DESIGN, PROCESS
- ✓ SIX SIGMA METHODOLOGY AND TOOLS FOR CONTINUOUS IMPROVEMENT
- ✓ ISO QUALITY STANDARDS - AWARENESS, DOCUMENTATION AND INTERNAL AUDITING
- ✓ PRODUCTION PLANNING AND CONTROL
- ✓ BUSINESS INTELLIGENCE: DATA ANALYSIS AND REPORTING TECHNIQUES
- ✓ THEORY OF CONSTRAINTS
- ✓ MOTION STUDY

# TELECOMMUNICATION

- ✓ FIBER OPTICS
- ✓ RADIO NETWORK / TRANSMISSION PLANNING
- ✓ MICROWAVE TRANSMISSION
- ✓ WIRELESS TELECOMMUNICATIONS
- ✓ CUSTOMER SERVICE
- ✓ SATELLITE COMMUNICATION
- ✓ VERY SMALL APERTURE TERMINALS (VSAT) TECHNOLOGY
- ✓ AERIAL AND UNDERGROUND CABLING
- ✓ INSTALLATION AND MAINTENANCE
- ✓ POWER AWARENESS & SAFETY
- ✓ NETWORK APPLICATION & MANAGEMENT
- ✓ EARTHING AND SURGE PROTECTION

# SOFTWARE APPLICATION

- |                        |                |
|------------------------|----------------|
| ✓ MICROSOFT            | ✓ Primavera P6 |
| ✓ Microsoft Word       | ✓ MATHEMATICAL |
| ✓ Microsoft Excel      | ✓ Smath Studio |
| ✓ Microsoft Powerpoint | ✓ ELECTRICAL   |
| ✓ Microsoft Project    | ✓ Quickfield   |
| ✓ Microsoft Access     | ✓ LT Spice     |
| ✓ AUTODESK             | ✓ Elplek       |
| ✓ AutoCAD              | ✓ SKM          |
| ✓ Autodesk Inventor    | ✓ STATISTICAL  |
| ✓ Autodesk REVIT       | ✓ Minitab      |
| ✓ ORACLE               |                |





# MANAGEMENT / SOFT SKILLS TRAINING

## C-SUITE LEADERS

- ✓ FINANCE TRAINING
- ✓ SST for Top Management
- ✓ Business Investment Analysis
- ✓ Role of Chief Financial Officer
- ✓ NEW CEO
- ✓ Setting New Business for New CEO
- ✓ BUSINESS MODEL
- ✓ STRATEGIC PLANNING
- ✓ Strategic Direction for Senior Management

## COMMUNICATION

- ✓ INTERPERSONAL COMMUNICATION
- ✓ GEN X & GEN Y
- ✓ TELEPHONE ETIQUETTE
- ✓ PRESENTATIONS & PUBLIC SPEAKING
- ✓ LANGUAGE (ENGLISH, BAHASA MALAYSIA, MANDARIN & JAPANESE)
- ✓ Writing, Speaking and Listening
- ✓ CROSS CULTURAL COMMUNICATION
- ✓ NEURO-LINGUISTIC PROGRAMMING (NLP)



## BANKING & INSURANCE

- ✓ MALAYSIA LABOUR LAW
- ✓ RECRUITMENT & INTERVIEWING
- ✓ PERFORMANCE MANAGEMENT
- ✓ LEARNING & DEVELOPMENT (TRAINING)
- ✓ HUMAN RESOURCE MANAGEMENT

## FINANCE, AUDIT & ACCOUNTING

- ✓ GOODS AND SERVICE TAX
- ✓ CREDIT MANAGEMENT
- ✓ FORECAST, PLANNING & BUDGETING
- ✓ ACCOUNTING
- ✓ TREASURY & CASH FLOW MANAGEMENT
- ✓ FINANCIAL MODELLING
- ✓ FINANCIAL INTELLIGENCE
- ✓ TAXATION
- ✓ FINANCIAL ACUMEN
- ✓ FINANCE MANAGEMENT
- ✓ AUDITING

## FOOD & BEVERAGE

- ✓ FOOD HANDLING
- ✓ FOOD SAFETY
- ✓ Food Safety Management Standard
- ✓ HALAL
- ✓ Halal Requirement and Compliance
- ✓ F & B SERVICES

## **HOSPITALITY – HOTEL, RESTAURANT, MALL, RESORTS**

- ✓ HOTEL
- ✓ Hotel Operations
- ✓ SST for Hotel
- ✓ Hotel Front Office
- ✓ Hotel Food & Beverages
- ✓ MALL
- ✓ Retail Management
- ✓ Risk Management for Retail Industry
- ✓ SST for Retail

## **HUMAN RESOURCE & TRAINING MANAGEMENT**

- ✓ MALAYSIA LABOUR LAW
- ✓ RECRUITMENT & INTERVIEWING
- ✓ PERFORMANCE MANAGEMENT
- ✓ LEARNING & DEVELOPMENT (TRAINING)
- ✓ HUMAN RESOURCE MANAGEMENT

## **INTERNAL AUDIT/ FRAUD DETECTION**

- ✓ MANAGING INTERNAL INVESTIGATION
- ✓ DOCUMENT REVIEW IN AUDIT AND INVESTIGATION
- ✓ DATA ANALYSIS IN AUDIT AND INVESTIGATION
- ✓ FIELD OBSERVATION AND DIGITAL SURVEILLANCE
- ✓ INTERVIEWING AND INTERROGATION TECHNIQUE
- ✓ ANALYTICAL SKILLS - CRITICAL THINKING & LOGICAL REASONING



# LEADERSHIP & BUSINESS MANAGEMENT

- ✓ LEGO SERIOUS PLAY
- ✓ ENGINEERING LEADERSHIP
- ✓ SUPERVISORY SKILLS
- ✓ TRANSFORMATIONAL LEADERSHIP
- ✓ PERSONAL LEADERSHIP
- ✓ TEAM BUILDING
- ✓ COACHING & MENTORING
- ✓ CHANGE MANAGEMENT
- ✓ CRISIS / CONFLICT MANAGEMENT
- ✓ BUSINESS ETHICS
- ✓ BUSINESS ACUMEN
- ✓ BUSINESS PARTNERING

## LEGAL

- ✓ PERSONAL DATA PROTECTION ACT (PDPA)
- ✓ COMPANIES ACT
- ✓ CORPORATE LAW
- ✓ ANTI MONEY LAUNDERING ACT & COUNTER FINANCING OF TERRORISM (AMLA CFT)
- ✓ CONTRACT LAW
- ✓ SERVICE LEVEL AGREEMENTS
- ✓ EFFECTIVE LEGAL WRITING FOR NON-LAWYERS
- ✓ CONTRACT FRAUD DETECTION
- ✓ BUSINESS CONTRACT PROCESS

# SALES & MARKETING

- ✓ ONLINE MARKETING
- ✓ Social Media Marketing
- ✓ NEGOTIATIONS
- ✓ Influencing
- ✓ Persuasion
- ✓ Sales Closing
- ✓ BRANDING
- ✓ Re-Branding
- ✓ Grooming
- ✓ Personal Branding
- ✓ Corporate Branding
- ✓ CUSTOMER SERVICE
- ✓ Handling Difficult Customer
- ✓ Front liner
- ✓ Telephone Ettiquette
- ✓ Excellent Customer Service Culture
- ✓ TELE-MARKETING
- ✓ Up-Selling Skills
- ✓ Telephone Sales Handling Skills
- ✓ KEY ACCOUNT MANAGEMENT
- ✓ SELLING SKILLS
- ✓ Sales Professional
- ✓ Consultative Selling Skills
- ✓ NLP Selling Skills
- ✓ MARKETING SKILLS



## SECURITY

- ✓ SUPPLY CHAIN
- ✓ Security Training and Threat Awareness in Supply Chain
- ✓ DOCUMENTS
- ✓ Security of Documents and the Official Secret Act
- ✓ OFFICERS
- ✓ Training for Security Officer, Guards & Wardens

## SUPPLY CHAIN MANAGEMENT & LOGISTICS

- ✓ SUPPLY CHAIN
- ✓ PROCUREMENT
- ✓ MANUFACTURING/OPERATIONS CYCLE MANAGEMENT
- ✓ DISTRIBUTION/REPLENISHMENT CYCLE MANAGEMENT  
AND LOGISTICS



# INHOUSE SPECIALIST TRAINING



## ADMIN

- ✓ 7S Filing Techniques
- ✓ Aplikasi & Amalan 5S dalam Pengurusan Rekod & Fail
- ✓ Clerical Development for Admin Staff
- ✓ Convincing Business Communication Skills for Professional Administrative Assistant
- ✓ Convincing Communication Skills for Professional Secretaries

## FINANCE

- ✓ Accounting and Finance for Non-Financial Managers and Executives
- ✓ Accounting For Non - Accounting Manager
- ✓ Accounting- A Fresh Start
- ✓ Accounting, Managing & Reporting for GST 2015
- ✓ Accounts Payable: From Accounting to Management

## SAFETY

- ✓ Accident Investigation, Reporting and Prevention
- ✓ Basic First Aid & CPR Training
- ✓ Emergency Response Plan
- ✓ Forklift Safety Training
- ✓ Hazard Identification Risk Assessment and Risk Control (HIRARC)

## HUMAN RESOURCES

- ✓ Akta Kerja 1955 & Peraturan-Peraturan dan Perintah
- ✓ Asas Pengurusan Sumber Manusia - Implementasi dan Praktis
- ✓ Attracting, Selecting and Retaining Manpower
- ✓ Behaviour-Based Interview Skills
- ✓ Coaching For High Performance

## LOGISTIC

- ✓ Advanced Purchasing & Negotiation Skills
- ✓ Amalan Pengurusan & Penyelenggaraan Stor
- ✓ Best Practices in Procurement Management
- ✓ Effective Logistics Management
- ✓ Effective Stock Control & Warehouse Management

## MANAGEMENT

- ✓ Business Succession Planning
- ✓ Change Management and Leadership - Understanding its Impact
- ✓ Creative Problem Solving & Decision Making
- ✓ Crisis Management: What To Do When Crisis Hits
- ✓ Dynamic Leadership Competency

## PROJECT

- ✓ Effective Project Monitoring & Control
- ✓ Engineering Project Management
- ✓ Getting Started in Project Management
- ✓ Pengurusan Projek
- ✓ Planning, Managing and Visualizing Projects with Microsoft 2013

## QUALITY

- ✓ 5s Work Place Organization Training
- ✓ Continuous Improvement (Kaizen) activities to reduce workplace Operation Cost
- ✓ Effective Cycle Time Reduction (CTR) for higher productivity
- ✓ Effective Purchasing, Inventory & Store Management
- ✓ Lean Manufacturing

## SALES MARKETING

- ✓ Brand Management: Branding for Non-Brand Managers
- ✓ Building Marketing Excellence
- ✓ Closing Sales : Its Your Customers Who Close, Not You
- ✓ Consultative Selling Skills
- ✓ Everything You Do Or Say Is Public Relation

## SOFTSKILL

- ✓ Better Grammar For Malaysian Business
- ✓ Communication Excellent at Workplace with NLP
- ✓ Convincing Business Writing at Work
- ✓ Corporate Image Excellence and Business Etiquette & Social Skills
- ✓ Corporate Images & Social Etiquette

## IT

- ✓ Microsoft Office Power Point 2013

## TECHNICAL

- ✓ A Practical Approach To Steam Boiler Operation & Maintenance
- ✓ A Practical Course in Air-Conditioning System Design
- ✓ Advanced SCADA & Automation System - Principles & Applications
- ✓ Advances in Maintenance Planning, Maintenance Control & Feedback
- ✓ Air-Conditioning and Mechanical Ventilation





# TEAM BUILDING SPECIALIST TRAINING

# TEAM BUILDING



A team is a group of people with different abilities, talents, experience and backgrounds who have come together for a shared purpose. Despite their individual differences, that common goal provides the thread that defines them as a team.

The success of an organization depends on the collective effort of every employee. No one works alone. Everyone works as a team. Unfortunately teamwork does not just happen. It has to be promoted, organized and nourished through effective leadership and management.

This programme has been put together to help participants realize the importance of working together as a team and recognize their true potentials and enhance their individual excellence to effectively contribute to the overall success of the organisation that they work for.

Through hands-on experiential activities and interactions, participants will go through the dynamics of working together towards achieving common goals and how each of them can contribute positively and effectively.







# OUR PREMIUM TRAINING CLASS 2018



# OUR PREMIUM TRAINING CLASS 2018





# OUR PREMIUM TRAINING CLASS 2018



**POWER SYSTEM PROTECTION  
RELAY - HIGH VOLTAGE &  
MEDIUM VOLTAGE**



**AIR CONDITIONING SYSTEM :  
OPERATION, MAINTENANCE &  
TROUBLESHOOTING**



**ENERGY EFFICIENT OPERATION AND  
MAINTENANCE MANAGEMENT  
PRACTICES (8CPD BY ST)**



**ELECTRICAL-FAULT  
FINDING-CIRCUIT ANALYSIS,  
TROUBLESHOOTING & SAFETY**



**EFFECTIVE MAINTENANCE FOR  
TECHNICIAN  
(DELIVERED IN BAHASA)**



**BOILER DRIVER - DOSH  
EXAMINATION PREPARATION  
TRAINING**



**PENGURUSAN FASILITI &  
PENYELENGGARAAN**



**IMPLEMENTATION OF TNA AND  
TRAINING PLAN & BUDGET**



## OUR CLIENT



**TENAGA  
NASIONAL**



**BOSCH**



SANTALAJI INDUSTRIAL PORT SDN. BHD.



**BRANDS**



**BLUESCOPE**



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## OUR ADDRESS

### iLearnic Asia Sdn Bhd

#### HEADQUATER OPERATION OFFICE


Trefoil Sofo Setia Alam,  
Unit B-35-10, Jalan Setia Dagang U13/AH,  
Setia Alam, Seksyen U13, 40170 Shah Alam


#### SALES & MARKETING OFFICE

Trefoil Sofo Setia Alam,  
Unit B-10-19, Jalan Setia Dagang U13/AH,  
Setia Alam, Seksyen U13, 40170 Shah Alam


#### OUR CONTACT :

 03 - 54808223 / 03-33581957 / HP : 012-9234777


 info@ilearnic.com / register@ilearnic.com


 www.ilearnic.com

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