



AIT MANAGEMENT CONSULTANTS SDN BHD - TRAINING CALENDAR FOR JAN 2017 TO MARCH 2017

2017

CODE	PROGRAM	TARGET GROUP	DURATION	FEB	MARCH	APRIL	COST	HRDC	VENUE
MANAGEMENT & PRODUCTIVITY DEVELOPMENT									
MD115	Managing Absenteeism at Workplace	Mgrs, Executives, Officers & Suprs	2 days	15 - 16			1050	SBL	AIT Training Room
MD120	Impactful Presentation Skills	Mgrs, Executives, Officers & Suprs	2 days		8 - 9		1050	SBL	AIT Training Room
MD 10	Penyelia yang berkesan	Executives, Offices & Suprs	2 days		6 - 7		980	SBL	AIT Training Room
MD 11	Advanced Supervisory Skills	Executives, Offices & Suprs	2 days		22 - 23		1050	SBL	AIT Training Room

MANUFACTURING & TECHNICAL									
TE101	Bearing Maintenance & Lubrication	Engrs, Sr Techs, Tech & Suprs	3 days	13 - 15			1500	SBL - KHAS	AIT Training Room
TE102	Maintenance of Pneumatics and Electro-Pneumatics Equipment	Engrs, Sr Techs, Tech & Suprs	3 days		21 - 23		1650	SBL - KHAS	AIT Training Room
TE103	Maintenance of Hydraulics and Electro - Hydraulics Equipment	Engrs, Sr Techs, Tech & Suprs	3 days		13 - 15		1650	SBL - KHAS	AIT Training Room
TE104	Preventive and Predictive Maintenance	Engrs, Sr Techs, Tech & Suprs	2 days		27 - 28		1200	SBL - KHAS	AIT Training Room
TE105	Industrial Hydraulic Controls	Engrs, Sr Techs, Tech & Suprs	2 days		23 - 24		1200	SBL - KHAS	AIT Training Room
TE106	Troubleshooting of Electrical Systems	Engrs, Sr Techs, Tech & Suprs	4 days			3 - 6	1800	SBL - KHAS	AIT Training Room
TE107	Effective Technical Supervisory Skills	Sr Techs, Tech & Suprs	2 days		20 - 21		1050	SBL - KHAS	AIT Training Room
TE108	Basic Electrical, Relays and Sensors	Engrs, Sr Techs, Tech & Suprs	3 days		8 - 10		1500	SBL - KHAS	AIT Training Room
TE109	Pneumatic Control System	Engrs, Sr Techs, Tech & Suprs	2 days	22 - 23			1200	SBL - KHAS	AIT Training Room
TE110	Auto CAD Jump Start (Basic)	Engrs, Sr Techs, Tech & Suprs	2 days	21 - 22			1650	SBL	AIT Training Room
TE111	Auto CAD Intermediate	Engrs, Sr Techs, Tech & Suprs	2 days		21 - 22		1750	SBL	AIT Training Room
TE112	Pump Maintenance Technology	Engrs, Sr Techs, Tech & Suprs	2 days		15 - 16		1200	SBL - KHAS	AIT Training Room
TE113	Reliability Centered Maintenance (RCM)	Engrs, Sr Techs, Tech & Suprs	2 days		29 - 30		1500	SBL	AIT Training Room

CLERICAL DEVELOPMENT

CD104	Telephone Techniques and Courtesies	Clerks, Front desk officer & Front Liners	1 day	14			850	SBL	AIT Training Room
SM101	Excellent Customer Service to Achieve High Profitability	Mgrs, Officers, Executive & Clerks	2 days		20 - 21		990	SBL	AIT Training Room

SCM, LOGISTICS AND WAREHOUSE

SC101	Dynamic of Procurement Management	Mgrs, Exec., Sups & Officers	2 days	14 - 15			1300	SBL	AIT Training Room
SC102	Customs Procedures and Documentation	Mgrs, Exec., Sups & Officers	2 days	21 - 22			1300	SBL	AIT Training Room
SC103	Warehouse, Inventory, Distributions and Stores Management	Mgrs, Exec., Sups & Officers	2 days		14 - 15		1300	SBL	AIT Training Room
SC104	Shipping Documentation and Procedures for Imports and Exports	Mgrs, Exec., Sups & Officers	2 days		21 - 22		1300	SBL	AIT Training Room

QUALITY SYSTEMS AND ASSURANCE

QS110	7 QCC Tools for effective analysis	Officers, Exec & Suprs	2 days		27 - 28		1090	SBL	AIT Training Room
QS111	Lean Six Sigma - Green Belt	Mgrs, Officers, Exec & Engrs	5 days		20 - 24		6500	SBL	AIT Training Room

SAFETY AND HEALTH

ESH101	Accident Investigation Procedures	ESH Committee, Officers & Exec.	2 days	20 - 21			1500	SBL	AIT Training Room
ESH102	Hazard Identification and Risk Assessment	ESH Committee, Officers & Exec.	2 days		14 - 15		1500	SBL	AIT Training Room
ESH103	First Aid & CPR	First Aiders & S&H committee & Exec.	2 days		1 - 2		1200	SBL	AIT Training Room


*Venue: Hotel will be notified in the brochures

*AIT reserves the right to cancel or re-schedule the programme

ALL PROGRAMS CAN BE APPLIED FOR PSMB (HRDC) - SBL/SBL KHAS SCHEME

In - House Training

These programs can be conducted In-House. We can customize the programs to suit your needs. For more details, please contact us.

 **AIT Management Consultants Sdn Bhd, Tel: (603) 5525 8440 or 5525 5044 Fax: (603) 5525 2945**
OR Email: aitmgmt@gmail.com

More training programs, will be available in the following areas soon:



People Development



Career Advancement



EMS



Safety & Health

Technical and Engineering



In-House

NOTE: TRAINING DATES WILL BE ANNOUNCED FROM MONTH TO MONTH

 **AIT Management Consultants Sdn Bhd (692080-A)**

Fax to: (603) 5525 2945

REGISTRATION FORM

Please register us into the following programs:

No.	Program Title	Name of Participants	Name of Participants	Training Date

Company : _____

Address: _____

Contact Person: _____ Position: _____

Tel No: _____ Fax No: _____

Payment mode: Please make all cheques payable to AIT MANAGEMENT CONSULTANTS SDN BHD

Account Name: AIT Management Consultants

Account No: 0172022000785

Bank: Amlslamic Bank

Swiftcode: ARBKMYKL