

# MRS MANAGEMENT IN-HOUSE TRAINING LIST 2024



MRS

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on our website :



## Senior Management

- CEOs in Management
- Future Leadership Development Programme
- Transformational Leadership
- Strategic Planning & Management
- Strategic Thinking & Future Planning
- Coaching Skills for Managers & Leaders
- Etc

## Managerial, Executive & Supervisory

- How To Be A Successful Manager
- Emotional Intelligence & Leadership
- Positive Attitude & Motivation At Work
- Effective Supervision At Work
- Employee Engagement
- Executive Development Programme – a series
- Managing Work Relationships Through EQ
- The 7 Steps/ Habits To Personal Change
- Effective Presentation, Communications & Language Skills
- Creative Thinking, Problem-Solving & Decision Making
- Strategic Negotiation
- Fundamentals of Good Business Writing
- Technical Report Writing – Made Simple
- Mastery of Project Management
- Bridging the Generation Gap
- Effective Negotiation Skills
- Changing Mindsets & Behavioral Transformation Programme
- Leadership & Essential People Management Skills
- Managing Managerial Challenges
- Etc



# TEAMCRAFT : EXPERIENTIAL LEARNING

- Building Effective & Synergistic Teams
- Experiential Team Building
- Team ExploRace Challenge
- Managing Team Creativity
- Mission Impossible Series

## Learning Outcomes - On a Group Level

- To develop teamwork communication skills through practice.
- To develop a team mindset that prioritizes the well-being of the team.
- To develop the confidence and ability to solve minor and major problems with team-oriented solutions.

## Learning Outcomes - On an Individual Level

- To establish and hold higher personal standards of character quality.
- To discover, understand, and embrace the secrets to endless self-motivation and motivating your team members.
- To unearth and restore the crucial relationship between effective interpersonal work relationships and overall job satisfaction.

To have **FUN** while doing all the above!

## OUR TEAM CRAFT CORE CONCEPTS:

- **T.E.A.M.**
  - Together Everyone Achieves More
- **K.A.S.H. vs C.A.S.H.**
  - Knowledge, Attitudes, Skills, Habits
- **K.S.A.:** “Knowledge, Skills, Attitudes”
- **Pro-activity, Creativity, and Innovation**
- **Paradigm shift:** “Change begins with me!”



## Human Resource Management (HRM)

- Basic Fundamental of HRM
- Performance Management & Coaching
- Competency-Based Interviewing Skills & Techniques
- Handling Misconduct, Disciplinary procedures & actions
- Strategic Training Needs Analysis (TNA) & Performance Cycle
- Performance Management & Appraisal Skills
- How to Effectively Conduct & Manage Performance Discussion & Review
- Managing Common Employee Issues
- Domestic Inquiry & Handling Misconduct
- Sarawak Labour Ordinance (with EA1955 Amendments)
- Sexual Harassment at Workplace
- Poor Performance and Employee Disputes
- HR for non-HR
- Industrial Relations for Executives and Managers
- KPI & Goal Setting
- Etc

## Sales, Marketing & Negotiation Skills

- The Art of Media Relations
- Service Mindset – Setting The Standards
- Sales Motivation & Sales Negotiation Mastery
- Practical Selling Skills
- How To Lead & Manage Your Sales Team
- How To Develop an Effective Marketing Plan
- Branding Strategies
- Social Media Marketing & Analytics
- Negotiation Skills for Success
- Etc

# SAFE DRIVING SERIES



## Effective Defensive Driving & Vehicle Handling Training

- Defensive Driving & Vehicle Handling Competency Program for light vehicles
- Defensive Driving & Vehicle Handling for heavy vehicles
- Defensive Driving Awareness Program
- Safe Forklift Handling
- Defensive Riding - Motorcycles
- Transportation Safety
- Etc

## 4x4 Off-Road Driving Skills



- Defensive Driving & Basic 4x4 Off-Road Skills
- Full 4x4 Off-Road Driving Skills
- Introduction and Fundamentals of Handling 4x4 Vehicles



## Vehicle Maintenance Skills & Road Traffic Management Systems

- Vehicle Maintenance Skills
- Awareness of ISO 39001 - Road Traffic Safety Management System
- Awareness of MS 2696: 2018 - Motor Service Aftermarket : Service and Spare
- Awareness of MS 2697: 2018 - Motor vehicle aftermarket repair : Repair, reuse, repair, and remanufacture (4R) of parts and components

## Administrative, Secretarial & Clerical

- The Secretary In Management Today
- Effective Filing, Record & Office Management Skills
- Sharpening Administrative Skills & Practice In The Workplace
- Executive Secretary Development Programme
- **MRS Annual Administrative Professionals Conference\***
- EQ & Office Administrative Skills
- Preparing Effective Documentations
- Customer Services & Networking Skills
- Communication Skills
- Effective Business Letter & Report Writing
- Effective Meeting Management & Minutes Taking
- Time & Stress Management
- Administrative Professionals' MasterClass
- Etc

## Manufacturing, Quality Improvement, & ISO

- Good Manufacturing Practices (GMP)
- Production Planning & Control
- Lean Manufacturing Principles
- 5S Good Housekeeping Practices
- HACCP
- 7QCC Tools
- ISO 9000 Series – Training, Audit & Certification
- ISO 14000 Series – Training, Audit & Certification
- ISO 45001 Series – Training, Audit & Certification
- ISO 55001 Series – Training, Audit & Certification
- ISO 29997 Series – Training, Audit & Certification
- Etc

## Occupational Safety & Health

- Occupational Safety & Health Committee Empowerment
- S&H legal-related issues (DOSH & BOMBA)
- Fire Fighting System Design & FSDP
- Emergency Preparedness & Response System Set Up
- S&H Consultancy
- Ergonomic Risk Assessment
- BEHAVIORAL-BASED SAFETY (BBS)
- HAZOP
- HACCP
- 5S
- FIRE SAFETY
- S&H AUDIT
- ERT
- Risk Assessment
- HIRADC
- Confined Space
- Noise Monitoring
- Etc

## Chemical Handling & Safety

- Chemical Handling & Waste Management
- HAZMAT
- CHEMICAL HANDLING SAFETY
- SDS
- CIMAH
- CHRA
- Chemical Exposure
- Mercury safety
- Asbestos Safety
- Radiation Safety
- Etc

# Environmental-Related Training



- ENVIRONMENTAL LEGAL RELATED ISSUES (DOE)
- ENVIRONMENTAL POLLUTION CONTROL SYSTEM DESIGN, INSTALLATION & APPROVAL
- ENVIRONMENTAL IMPACT ASSESSMENT (EIA)
- ENVIRONMENTAL MANAGEMENT PLAN (EMP)
- ENVIRONMENTAL MONITORING SYSTEM SET UP
- LCA
- IER
- WASTEWATER TREATMENT
- WASTE MANAGEMENT & RECYCLE
- ENVIRONMENTAL AUDIT & LEGAL REQUIREMENT
- SCHEDULE WASTE MANAGEMENT
- WASTE MINIMIZATION
- ENERGY SAVING
- CHIMNEY DESIGN & APPROVAL
- ENVIRONMENTAL MONITORING
- ENVIRONMENTAL PROTECTION
- Etc

## Chemical Handling & Safety

- HACCP- DEVELOPING & ESTABLISHING, FOOD SAFETY MANAGEMENT SYSTEM AWARENESS
- FOOD QUALITY MANAGEMENT SYSTEMS
- FOOD MANUFACTURING INDUSTRY AUDIT
- ISO 22000/HACCP/GMP
- FOOD HYGIENE AND SAFETY AUDIT
- FOOD SAFETY MANAGEMENT SYSTEM AUDIT
- FOOD ACT AND REGULATIONS
- FOOD SAFETY PRACTICES, PERSONAL HYGIENE & HEALTH FOR THE FOOD & BEVERAGES MANUFACTURING INDUSTRY
- FOOD SAFETY FOR HANDLING FRESH CHILLED & AND FROZEN PRODUCTS





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