



# MalProC Sdn. Bhd.

Wisma MalProC,  
No 588, 1<sup>st</sup> Floor, Jalan Haruan 4/8,  
Oakland Commercial Centre  
70300 Seremban, N.S.D.K.

Phone : +606-632 9489  
Fax : +606- 632 9490  
Contact Person: +60126391150 (Roy)  
Email: roy@malproc.com

MalProC GERMANY  
Kolpingstr 51,  
50354 Huerth  
Germany

Phone : +49-2233-629833  
Fax : +49-2233-629832  
Contact Person: Hayati  
Email: logistic@malproc.com

## About Us

MalProC consists of a group of companies with our main office in Malaysia and other affiliated offices in Germany and the UK. Our businesses include stand construction, event management, consultation and trading of various products mainly in Europe and Asia. MalProC Edu Unit handles the **Education and Corporate Training** to create a more valuable and skilled workforce for the future Digital Economy.

## Our Objectives and approach

We enhance the training by providing the followings:

- Quality Training Solutions
- Effective Training Approaches
- Suitable Training Tools and Resources
- Experienced and Dedicated Trainers

## OUR PEOPLE

We have a strong workforce in both Malaysia and Germany to cater to our various business ventures. As for our Training Division, we have experts and renowned trainers from both industry practitioners, academicians from our partner universities as well as **certified trainers** for specific skilled programmes such as **Design Thinking**, **Colored Brain**, and **Instructional Design**.

## Our Unique Approach

- Our courses can be customized to suit clients' specific needs.
- Our course structure is flexible and designed to match clients' time and budget.
- We produce our materials and source reputable materials on the open market when needed.
- We provide off- and on-site training.

## Our Business Philosophy

### Our Mission

**To assist companies to create value to their workforce**

### Our Vision

**To be your trustworthy training and solution provider**

## THE PROGRAMMES THAT WE OFFER

### **Leadership and Management:**

Our Leadership and management courses address the day-to-day challenges that managers and supervisors face.

**Operational Strategies:** This programme focuses on initiating, developing, implementing and evaluating operational strategies, projects (Project Management) and action plans to improve the effectiveness of organizations.

**Business Communication:** This programme is specifically designed for people who need to improve the range of English language techniques used by those in leadership and management positions i.e. Presentation Skills and Professional Writing Skills.

**Financial Management:** These various courses are designed to assist participants who require an understanding of financial systems and processes, whether they have a financial background or not.

**Peer Relationship Management:** The premise of this course is developing and enhancing relationships with peers' impact on personal and business success.

**Business Administration:** The focus of this course is to develop skills for the efficient and effective administrative and financial running of a department in a large or small organization.

**Customer Relationship Management:** The focus of this course is on improving the relationship between companies and their clients to improve the standards of the service that the company provides.

**Human Resource Management:** This course addresses how companies and organizations can ensure that they source and retain the best human capital they need while deriving optimal performance from this critical resource.

**Sales Training:** This sales training program is aimed at people who are new to selling or who need to update their sales skills. Sales Skills training will provide the skills and knowledge required to work within a sales environment that generates results

**Anti-bias and Diversity:** This programme assists participants to develop critical thinking about diversity, identity, and culture. It aims at building unity in multi-cultural diversity and social solidarity.

**Train-the-Trainer:** This course trains participants to develop the necessary knowledge, skills, values, and attitude so that they can facilitate skills transfer effectively through a well-structured and varied programme of learning.

**Personal Growth Development:** Courses in this programme focus on self-development processes for individuals to function optimally on a personal and professional level, in all facets of life. The courses include Problem Solving and Decision Making and Goal Setting.

## Other Customised Modules Offered

- Knowing your Brain Color
- Employee Engagement Series
- Change Management
- Personal Change Strategies
- High Impact Leadership Skills
- The Essential Management Skills
- Enhancing Supervisory Excellence
- Service Quality Competency
- Managing Employees Performance through Effective Coaching
- Effective Time Management & Planning Skills
- Motivation for Higher Performance
- Team Adventure Learning for Improved Performance
- Crafting Team Success with Design Thinking
- Sales Training “Building Trust & the Art of Nifty Selling”
- Problem Solving & Decision Making Skills
- Effective Business Writing Skills
- Budaya Kerja Positif – Warga Kerja Cemerlang
- Kepimpinan & Peningkatan Kesedaran Kualiti di Kalangan Penyelia
- Improving Sales Productivity
- Successful Negotiation Skills
- Competency Profiling
- Planning & Organizing Skills
- Effective Communication with Colored Brain
- Train Your Brain Like a Muscle
- Maximizing Performance in the Workplace
- Wiggle up the Dull Classroom with Digitized Teaching Pedagogy
- Study Skills for Students
- HR for Non-HR Managers
- Coaching and Counseling For High Performance
- Effective Coaching Techniques for Managers
- Excellent Communication using NLP
- Improve Active & Listening Skills
- Essential Leadership Skills For Supervisors and Managers
- Towards Excellent Customer Service through Effective Communication
- Strategic Negotiation for Effective Results
- High Impact Presentation Skills
- Passion For Sales - Sales Mindset, Attitude & Motivation Workshop
- Emotional Excellence at Workplace
- People Management Skills at Workplace
- Creative Thinking and Innovative Decision Making
- Creative Thinking and Problem Solving Workshop



- Motivate Self with Positive Attitude and Mindset
- Positive Work Attitude – The Key to Higher Productivity
- How to Manage and Organise Office Records and Files Efficiently
- Strategic Management Skills for Secretaries
- Grooming Etiquette and Understanding Personality Workshop

#### Writing Workshops

- English for Emails (for Basic - Lower Intermediate Level)
- Effective Email Writing
- Business Writing Skills (for Basic - Lower Intermediate - Intermediate Level)
- Fine-tuning your English Grammar (Intermediate - Upper Intermediate level)
- English Grammar to the Next Level (Upper-Intermediate level)
- Minutes of Meetings
- Report Writing
- Technical Report Writing
- Proposal Writing

#### Communication Skills Workshops

- Presentation Power (Presentation Skills workshop)
- Interpersonal Effectiveness (Influencing Skills)
- Handling Difficult People in Difficult Situations
- Effective Negotiation Skills
- Delivering Service Excellence (Customer Service Skills)
- Enhancing Sales Versatility through Communication Skills
- Problem Solving and Decision Making Leadership Skills (for New and Middle Manager workshops)

### Some of our accomplishments training various industries:



### Course & Trainer Details:

Will be furnished upon request.