



ELCO Management Consultants has been established to be the professional organization with the mission of promoting the advancement of management system to any or organizations to achieve world-class status. Committed to our business partners for a continuous growth and prosperity by imparting excellent management practices and a one-stop solution through training and consultancy thereby achieving business excellence.

Over the years, Elco Learning & Knowledge Center has designed and developed more than 150 training modules covering a wide range of skills in Management System and more than 20,000 executives from difference sectors have attended our training programs. We offer both standard and customized learning solutions in the form of public, in-house, on-site or off-site sessions.

LEAN SIGMA														
Code	Programme Title	Duration	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
LS-101	Lean Sigma Executive Overview	2 days			9 & 10									1100
LS-109	Reduce Machine Setup Time through Single Minute Exchange of Dies (SMED) Techniques	1 day										5		650
LS-110	Poka Yoke (mistake proofing) to Achieve Zero Defects	1 day				8								650
LS-114	Practical 5S and Visual Management Techniques for Effective Workplace Organisation	1 day								14				650

LEAN MANUFACTURING														
Code	Programme Title	Duration	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
LM-106	Increase Profit & Reduce Cost Using Lean Principles Tools	1 day						9						750

ORGANISATION & HUMAN CAPITAL MANAGEMENT														
Code	Programme Title	Duration	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
HC-104	Competency Development & Competency-Based Interviewing	2 days									9 & 10			1500

HUMAN RESOURCE MANAGEMENT														
Code	Programme Title	Duration	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
HR-104	Personal Effectiveness (Using DISC personality profiling assessment tool)	2 days				14 & 15						19 & 20		1500
HR-103	Training Needs Analysis (TNA)	2 days			16 & 17							8 & 9		1000
HR-106	Pragmatic Change Management – Towards Organisational Excellence	1 day					11							750
HR-108	Misconduct & Domestic Inquiries	2 days								12 & 13				1000
HR-109	Understanding of Employment Act 1955	2 days									16 & 17			1000
HR-110	Payroll Computation And Administration	2 days							9 & 10					1000
HR-111	Interview & Selection Skills (SMETAP)	2 days						16 & 17						1000
HR-112	How to develop a Job Description	1 day											10	650
HR-113	Organisational Effectiveness and Leadership	2 days			12 & 13									1100



INTERPERSONAL DEVELOPMENT PROGRAMS														
Code	Programme Title	Duration	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
HI-103	Effective Presentation Workshop	2 days							13 & 14					1000
HI-106	Coaching People for Better Performance	2 days						12 & 13						1000
HI-116	Communicating with Professional Style	1 day										20		650

MANAGERIAL DEVELOPMENT PROGRAMS														
Code	Programme Title	Duration	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
HM-101	Basic Supervisory at Work Place for Organisation Quality Transformation	2 days		19 & 20						5 & 6				1000
HM-102	Practical Techniques for Evaluating Training Effectiveness	1 day				9								650
HM-107	Effective Managerial Skills for Managers	3 days				21 - 23					22 - 24			3000
HM-109	Effective Performance Appraisal	2 days					6 & 7							1000

PERSONAL DEVELOPMENT PROGRAMS														
Code	Programme Title	Duration	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
HP-104	Life Motivation for Result	2 days					12 & 13							1000
HP-107	Effective Filing Record & Management	1 day								13				650
HP-108	Managing Stress and Complaints - The Professional Way	2 days				10 & 11								1000

SALES, MARKETING & CUSTOMER SERVICE														
Code	Programme Title	Duration	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
SM-101	What Customers Had Taught Me about Good Customer Service	1 day	17											750
SM-102	Customer Relationship Management & Service Excellence	2 days							6 & 7					1100
SM-106	Business Etiquette & Professional Grooming	1 day						9						750

QUALITY SERIES														
Code	Programme Title	Duration	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
QL-101	8-Disciplines Problem Solving Techniques	2 days									3 & 4			1000
QL-103	Practical 7 QC Tools for Process and Quality Improvement	2 days		15 & 16									5 & 6	1000



OHSAS 18000 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT															
Code	Programme Title	Duration	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
SH-105	Establishing an Effective Safety & Health Committee (SHC)	2 days		8 & 9										1000	
SH-114	Highly Effective Accident Investigation	1 day						3						650	
SH-124	Hearing Conservation Program	1 day					15							650	
SH-133	Certified First Aider	2 days			23 & 24							29 & 30		1500	

ISO 14000 ENVIRONMENTAL MANAGEMENT SYSTEM															
Code	Programme Title	Duration	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
EM-106	Effective Waste Management	1 day						16						650	
EM-108	Effective Hazardous Chemicals Handling & Control	1 day								17				650	
EM-118	Effective Scheduled Waste Management	1 day					14							650	

ISO 9000 QUALITY MANAGEMENT SYSTEM															
Code	Programme Title	Duration	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
* QM-101	Understanding of ISO 9001:2008 Quality Management System	2 days	21 & 22				19 & 20							1000	
* QM-103	Internal QMS Auditing by Process Approach	2 days		12 & 13								7 & 8		1000	
QM-104	Effective Techniques for Document Control	1 day			17					12				650	
QM-105	Techniques & Skills for Highly Effective Quality Management Representative (QMR)	2 days									18 & 19			1000	
QM-106	How to Implement an Effective Corrective and Preventive Action for ISO 9001 QMS	1 day							10					650	
QM-107	Techniques for Developing Process Based Audit Checklist	1 day											7	650	
QM-108	Common Mistake In Implementing ISO 12001 Standard	1 day				23								650	
QM-109	Advanced Internal QMS Auditing	2 days					21 & 22							1400	

Remarks:

- (1) All our training programme are 100% claimable under HRDF SBL Scheme
- (2) * Programmes registered under HRDF SBL Khas
- (3) All dates are subject for changes from time to time

For further enquiries, please do not hesitate to contact:

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