



ELCO Learning & Knowledge Center

Building Capability to Leading Edge

Kuala Lumpur Training Calendar Year 2012

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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
LS-101	Lean Sigma Executive Overview	2 days				17 & 18									1100
LS-109	Reduce Machine Setup Time through Single Minute Exchange of Dies (SMED) Techniques	1 day											20		650
LS-110	Poka Yoke (mistake proofing) to Achieve Zero Defects	1 day					15				14				650
LS-111	Value Stream Mapping for Effective Lean Implementation (VSM)	2 days						11 & 12							1100
LS-113	Practical Techniques For Production Line Balancing and Standardized Work	1 day						13							750
LS-114	Practical 5S and Visual Management Techniques for Effective Workplace Organisation	1 day	17								12				650
LS-124	Practical Techniques for Effective Production Planning and Scheduling	2 days							16 & 17						1100

SIX SIGMA															
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
SS-101	Six Sigma Methodology for Breakthrough Performance	2 days					9 & 10								1200
SS-103	Six Sigma Champion Training	2 days			13 & 14										1400
SS-104	Six Sigma Black Belt Certification Training (incl. of ASQ Examination)	20 days					21 - 25	18 - 22	16 - 20	13 - 17					10500
SS-105	Six Sigma Green Belt Certification Training (incl. of ASQ Examination)	10 days											19 - 23	17 - 21	6500

LEAN MANUFACTURING															
Code	Programme Title	Duration	Jan	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							24						750

OTHER TRAINING MODULES															
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
OT-101	Practical Geometric Dimensioning & Tolerancing (GD&T) Training course	2 days				10 & 11						8 & 9			1400
OT-102	Understanding and Implementing Electronic Industry Code Of Conduct (EICC)	1 day						21							750



ORGANISATION & HUMAN CAPITAL MANAGEMENT																
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
HC-104	Competency Development & Competency-Based Interviewing	2 days		21 & 22								11 & 12			1500	
HC-107	Succession Planning & Talent Management for Organization Development	2 days	5 & 6						10 & 11						1500	

HUMAN RESOURCE MANAGEMENT																
Code	Programme Title	Duration	Jan	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					16 & 17						6 & 7		1500	
HR-103	Training Needs Analysis (TNA)	2 days				23 & 24							26 & 27		1000	
HR-106	Pragmatic Change Management – Towards Organisational Excellence	1 day						6							750	
HR-108	Misconduct & Domestic Inquiries	2 days									19 & 20				1000	
HR-113	Organisational Effectiveness and Leadership	2 days				19 & 20									1100	

INTERPERSONAL DEVELOPMENT PROGRAMS																
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
HI-113	The Power of Excellent Public Speaking Skills	2 days			7 & 8										1000	
HI-114	Effective Tools for Dynamic People	2 days						14 & 15							1000	
HI-115	Gear up your Communication Skills	2 days											22 & 23		1000	

MANAGERIAL DEVELOPMENT PROGRAMS																
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
HM-107	Effective Managerial Skills for Managers	3 days					21 - 23					15 - 17			3000	

SALES, MARKETING & CUSTOMER SERVICE																
Code	Programme Title	Duration	Jan	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		15											750	
SM-102	Customer Relationship Management & Service Excellence	2 days								8 & 9					1100	
SM-106	Business Etiquette & Professional Grooming	1 day							5						750	
SM-109	Effective Customer Retention Management	2 days			19 & 20										1100	



QUALITY SERIES																
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
QL-101	8-Disciplines Problem Solving Techniques	2 days										16 & 17			1000	
QL-103	Practical 7 QC Tools for Process and Quality Improvement	2 days			15 & 16										1000	

AS 9100 AEROSPACE QUALITY MANAGEMENT SYSTEM																
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
AS-101	Understanding & Compliance To AS 9100:2009 (Rev C) Requirements (Aerospace QMS)	1 day		13											750	
AS-102	Process-Oriented Internal Auditing Training for AS9100 (Rev C) Requirements (Aerospace QMS)	2 days				19 & 20									1200	
AS-103	Project Management for New Product Start Up & Aerospace First Article Inspection Requirements (AS 9102)	1 day						28							750	

HACCP, GMP, ISO 22000 FOOD SAFETY MANAGEMENT SYSTEM																
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
FS-101	Understanding and Application of HACCP Principles	2 days								9 & 10					1000	
FS-102	Effective HACCP Auditing	2 days											28 & 29		1000	
FS-104	Introduction to GMP	1 day	11												650	
FS-107	Effective GMP Auditing	2 days				4 & 5									1000	
FS-110	Understanding and Implementing the ISO 22000 Food Safety Management System	2 days							24 & 25						1000	
FS-112	Internal Auditing for ISO 22000 System	2 days										3 & 4			1000	

ISO/TS 16949 AUTOMOTIVE QUALITY MANAGEMENT SYSTEM																
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
TS-101	Understanding of ISO/TS16949:2002 Automotive Quality Management System	2 days		16 & 17											1000	
TS-107	Statistical Process Control (SPC) for Process & Quality Improvement	2 days					28 & 29								1000	
TS-108	Failure Mode and Effect Analysis (FMEA)	2 days			22 & 23										1000	



INTEGRATED MANAGEMENT SYSTEM (IMS)																
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
IMS-101	Understanding of QESH Integrated Management System	2 days						5 & 6							1000	
IMS-106	Integrating Effective Quality and Environmental Management System	2 days												13 & 14	1000	
IMS-107	Conducting an Effective Internal QEMS Auditing	2 days									5 & 6				1000	

OHSAS 18000 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT																
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
* SH-101	Understanding and Implementing an Effective OHSAS 18001:2007 Management System	2 days					24 & 25					22 & 23			1000	
* SH-102	Conducting an Effective Internal OHSMS Auditing	2 days									10 & 11				1000	
SH-103	Practical Hazard Identification, Risk Assessment & Control	1 day				25									650	
SH-104	Understanding of Malaysia Occupational Safety and Health Law	2 days		21 & 22											1000	
SH-105	Establishing an Effective Safety & Health Committee (SHC)	2 days			7 & 8										1000	
SH-114	Highly Effective Accident Investigation	1 day							26						650	
SH-133	Certified First Aider	2 days				11 & 12							19 & 20		1500	
SH-135	Occupational Safety & Health In The Office	2 days												19 & 20	1000	

ISO 14000 ENVIRONMENTAL MANAGEMENT SYSTEM																
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)	
* EM-101	Understanding & Implementing an Effective ISO 14001:2004 Environmental Management System	2 days					28 & 29					24 & 25			1000	
* EM-102	Conducting An Effective EMS Auditing	2 days				23 & 24								27 & 28	1000	
EM-103	Understanding Malaysia Environmental Law (<i>updates on 2009 Regulations</i>)	1 day		9											650	
EM-104	Identification and Assessment of Environmental Aspect and Impact	1 day			6										650	
EM-106	Effective Waste Management	1 day							27						650	
EM-108	Effective Hazardous Chemicals Handling & Control	1 day									25				650	
EM-118	Effective Scheduled Waste Management	1 day						13							650	



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ISO 9000 QUALITY MANAGEMENT SYSTEM															
Code	Programme Title	Duration	Jan	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		23 & 24								4 & 5			1000
* QM-103	Internal QMS Auditing by Process Approach	2 days			26 & 27				3 & 4				8 & 9		1000
QM-104	Effective Techniques for Document Control	1 day				9					7				650
QM-105	Techniques & Skills for Highly Effective Quality Management Representative (QMR)	2 days			12 & 13							18 & 19			1000
QM-106	How to Implement an Effective Corrective and Preventive Action for ISO 9001 QMS	1 day							12						650
QM-107	Techniques for Developing Process Based Audit Checklist	1 day												5	650
QM-108	Common Mistake In Implementing ISO 12001 Standard	1 day					8								650
QM-109	Advanced Internal QMS Auditing	2 days							7 & 8						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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