



KLGREENS
MALAYSIAN TRAINING HUB

JAN-JUNE 2026 TRAINING CALENDAR

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HUMAN RESOURCES

Courses title	Days	Delivery Method	Professional Point	Jan	Feb	Mar	Apr	May	June
Effective Payroll Management	2	F2F	No				5-6		
Training Needs Analysis (TNA)	2	F2F	No				4-5		
Excel for Human Resources	2	F2F	No			29-30			
HR Compliance and Employment Law	2	F2F	No			1-2			
Talent Acquisition and Development Strategies	2	F2F	No			15-16			
Malaysian Foreign Labor Management	2	F2F	No					22-23	

SOFT SKILLS & ADMINISTRATION

Courses title	Days	Delivery Method	Professional Point	Jan	Feb	Mar	Apr	May	June
Smart Office Communication: Mastering Minute Taking & Official Writing Skills	2	F2F	No	7-8					
Strategic Negotiation & Influencing Skills	2	F2F	No	22-23					
Emotional Intelligence for Workplace Success	2	Online	No			9-10			
Time Management and Productivity Boosters for Professionals	2	Online	No			4-5			
Creative Critical Thinking & Problem Solving	2	Online	No			10-11			
Effective Business Communication and Presentation Skills	2	F2F	No				21-22		
English Masterclass: Speak & Write Confidently at The Workplace	2	F2F	No				14-15		

SOFT SKILLS & ADMINISTRATION

Courses title	Days	Delivery Method	Professional Point	Jan	Feb	Mar	Apr	May	June
Stress Management & Workplace Well-Being	2	F2F	No					6-7	
Professional Secretary & Office Management	2	F2F	No						24-25
Conflict Resolution and Negotiation Techniques	2	F2F	No						24-25
Collaborative Skills & Effective Communication At Work	2	F2F	No						29-30
Strategic Communications and Stakeholder Engagement for Business Success	2	F2F	No				15-16		

Courses title	Days	Delivery Method	Professional Point	Jan	Feb	Mar	Apr	May	June
Mastering The 6 Leadership Styles: Knowledge And Real Practice	2	F2F	No						22-23
Successful Project Management	2	F2F	No					15-16	
Mindset Change and Effective Leadership Styles	2	F2F	No			30-31			

FINANCE & ACCOUNTS

Courses title	Days	Delivery Method	Professional Point	Jan	Feb	Mar	Apr	May	June
Practical Cash Flow Management and Working Capital Optimization	2	F2F	No	26-27			1-2		
Finance, Costing & Budgeting Analysis for Managers	2	F2F	No		11-12				
Finance for Non-Finance Professional	2	F2F	No						18-19
E-Invoicing in Malaysia	2	F2F	No						23-24

PROPERTY & REAL ESTATE

Courses title	Days	Delivery Method	Professional Point	Jan	Feb	Mar	Apr	May	June
Mall Marketing Power: Attract & Retain Top Tenants	2	F2F	Yes	19-20			15-16		
Land Ownership & Dealing Rights under the National Land Code	2	F2F	Yes	26 - 27			22-23		
Strategic Asset Management: Best Practices for Maintenance, Compliance & ESG Goals	2	F2F	Yes	28-29			15-16		
Beyond Rent: Exploring Legal Responsibilities of Landlord and Tenants	2	F2F	Yes		4-5				
Effective Tenancy Management: Best Practices & Legal Frameworks	2	F2F	Yes		3-4		18-19		
Property Tax Planning	2	F2F	Yes		3-4				10-11
Feasibility Studies for Successful Property Development	2	F2F	Yes				13-14		

Courses title	Days	Delivery Method	Professional Point	Jan	Feb	Mar	Apr	May	June
Mastering Sale & Purchase Agreements	2	F2F	Yes		11-12			20-21	

BUILDINGS & FACILITIES

Courses title	Days	Delivery Method	Professional Point	Jan	Feb	Mar	Apr	May	June
A Practical Approach to Building Fire Safety, Health & Environment	2	F2F	Yes	26-27					
Building Facilities Management, Operation & Maintenance	2	F2F	Yes		4-5				
Smart Facilities Management (With Digital Technology)	2	F2F	Yes		9-10				
Facilities Management: Legal and Regulatory Compliance in Malaysia	2	F2F	Yes						23-24

Courses title	Days	Delivery Method	Professional Point	Jan	Feb	Mar	Apr	May	June
Microsoft Excel Basic & Intermediate	2	F2F	No	19-20		30-31			
Dashboard with Power BI Desktop	2	F2F	No	21-22					
Advanced AI Mastery - Agentic AI	2	F2F	No	26 - 27					
Advanced AI and ChatGPT for Secretarial and Administrative Professionals	2	F2F	No	28 - 29	9-10				24-25
AI for Secretarial and Administrative Professionals	2	F2F	No				22-23	11-12	
Data Analysis and Dashboard Reporting using Microsoft Excel	2	F2F	No	24-25					
AI for Social Media & Marketing	2	F2F	No			28-29			
Microsoft PowerPoint (Basic & Intermediate)	2	F2F	No				13-14		

Courses title	Days	Delivery Method	Professional Point	Jan	Feb	Mar	Apr	May	June
AI for Work Productivity	2	F2F	No					18-19	
Leveraging Artificial Intelligence in Modern Procurement: From Strategy to Implementation with Strategic Negotiation Insights	2	F2F	No	11-12					
Excel Intermediate	2	F2F	No						10-11
Power BI Essential: Transform Data Into Actionable Insights	2	F2F	No			28-29			29-30

CONFERENCE

Courses title	Days	Delivery Method	Professional Point	Jan	Feb	Mar	Apr	May	June
The Elite Secretaries and Administrators Conference 2026	2	F2F	No			22-23			
Malaysia PropLaw and Land Conference	2	F2F	Yes			13-14			
ESG Conference 2026	2	F2F	No					29-30	



Need Training? **Contact Us**

Let's plan the right training for your team.
