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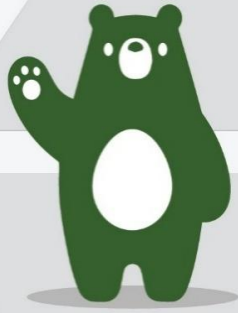

COURSE CATALOGUE

August 2026

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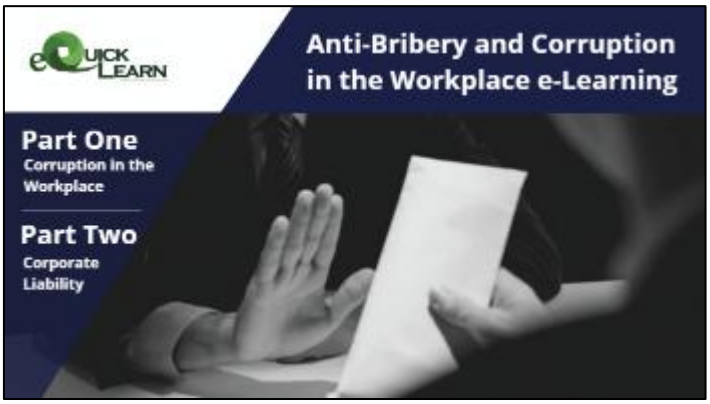
Legal and Compliance

Product Code:

LC03

Anti-Bribery and Corruption in the Workplace



Click and Watch

Anti-Bribery and Corruption in the Workplace is a two-part e-module that is designed as a Compliance training programme for employees, suppliers, vendors, partners, contractors, consultants or any third parties who may be acting on behalf of the companies.

Learning Duration: 1.5 hours

Course Objectives

At the end of the course, learners will be able to:

- Define terms, penalties and offences according to anti-corruption legislation
- Identify corrupt practices in the workplace and how to avoid them
- Discuss key elements contained in Section 17 of the MACC Act
- Apply their knowledge to real workplace situations

Part One: Corruption in the Workplace

This module addresses bribery and corruption in the workplace. It provides a quick guide to corruption and its legal implications and discusses situations that are vulnerable to corruption risks in the workplace.

- Lesson One: Corruption in a nutshell
- Lesson Two: Corruption in the workplace. This lesson discusses situations that are vulnerable to corruption risks in the workplace, such as donations and sponsorships, gifts and entertainment, dealing with third parties, etc.

Part Two: Corporate Liability

This module provides an introduction to corporate responsibilities in corruption offenses. It focuses on corporate liability based on the latest amendment to the Malaysian Anti-Corruption Commission Act (MACCA) 2009, and defines key issues contained in Section 17A of the MACCA.

Assessment: Each e-module ends with a graded assessment that consists of 10 True/False questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

LC15

Anti-Bribery and Corruption: Corruption in the Workplace

Anti-Bribery and Corruption: Corruption in the Workplace is a refresher e-learning module designed for employees who have successfully completed Anti-Bribery and Corruption in the Workplace Part 1 and Part 2.

The course provides engaging knowledge checks and exercises to reinforce learner's knowledge on common corruption risks in the workplace, such as gifts and entertainment, sponsorships and donations, facilitation payments, dealings with public officials, dealings with third parties and employees recruitment. It also highlights corporate liability under Section 17A of the MACC Act 2009, providing realistic workplace scenarios and red-flag identification exercises.

This refresher programme is suitable for deployment to all employees across all levels, as well as third parties and business partners.

Learning Duration: 1 hour

Course Objectives

At the end of the course, learners will be able to:

- Recognise key corruption risks and offences in the workplace
- Identify 'red flag' situations
- Apply ethical responses to workplace corruption situations

Course Lessons

- Lesson One – Gifts and Entertainment
- Lesson Two – Sponsorships and Donations
- Lesson Three – Facilitation Payments
- Lesson Four – Dealings with Public Officials
- Lesson Five – Dealings with Third Parties
- Lesson Six – Employees Recruitment

Assessment: The e-module ends with a graded assessment that consists of 10 multiple-choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

LC14

Anti-Money Laundering

Click and Watch

Anti-Money Laundering is an interactive e-module that aims to raise awareness among employees about the risks, red flags and legal responsibilities associated with money laundering in Malaysia. Learners will gain a clear understanding of how money laundering occurs, the stages involved and the most common laundering methods today.

The course highlights key legislations such as the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA).

Through engaging real-world scenarios and exercises, learners will discover their critical role in identifying suspicious activities, complying with customer due diligence requirements and reporting red flags.

Learning Duration: 1 hour

Course Objectives

At the end of the course, learners will be able to:

- Define money laundering, its stages and impacts
- Identity common money laundering methods and red flags
- State the roles and responsibilities of employees in identifying suspicious activities

Course Lessons

- Part One – Introduction to Money Laundering
- Part Two – Common Money Laundering Methods
- Part Three – Employees' Responsibilities

Assessment: Each e-module ends with a graded assessment that consists of 10 multiple-choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

LC16

Business Continuity Awareness

Click and Watch

Business Continuity Awareness introduces employees to the fundamentals of Business Continuity (BC), which is an organisation's ability to maintain critical operations during disruptions such as system failure, cyber incidents, natural disasters or supply chain interruptions.

This interactive e-module explores common operational threats, understand the principles of Business Continuity Management (BCM) and recognise how risks are identified and prioritised.

The module highlights the roles of employees in supporting Business Continuity by recognising warning signs, following emergency procedures and adhering to established communication protocols during incidents. The module offers engaging scenarios and practical examples to help learners better understand and apply the concepts.

Learning Duration: 1 hour

Course Objectives

At the end of the course, learners will be able to:

- Explain the basic principles of Business Continuity
- Discuss ways to identify, assess and mitigate potential threats that can disrupt business operations
- Recognise roles and responsibilities in Business Continuity Management (BCM)

Course Lessons

- Part One – Business Continuity Fundamentals
- Part Two – Understanding Potential Threats
- Part Three – Strategies for Mitigating Threats
- Part Four – Roles and Responsibilities

Assessment: Each e-module ends with a graded assessment that consists of 10 multiple-choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

LC17

Criminal Breach of Trust at the Workplace

Criminal Breach of Trust at the Workplace is an interactive self-paced e-module designed for employees at all levels, providing them with essential knowledge on Criminal Breach of Trust (CBT) in workplace contexts. The course explores real-world scenarios including financial misappropriation, procurement fraud, asset and intellectual property theft, expense and payroll abuses, abuse of authority and conflicts of interest as week as digital and cyber-related breaches.

You will learn the legal definitions of CBT and its key elements as well as the legislative framework in Malaysia. Short interactive exercises and scenario-based activities reinforce learning so learners can apply controls, identify suspicious activities and escalate concerns appropriately within the organisation.

Learning Duration: 1 hour

Course Objectives

At the end of the course, learners will be able to:

- Explain the concept of Criminal Breach of Trust (CBT)
- Recognise common workplace situations and misconducts
- Apply responsible workplace practices to prevent, report and address CBT incidents

Course Lessons

- Part One – Introduction to Criminal Breach of Trust
- Part Two – Common Workplace Breach of Trust
- Part Three – Employees' Roles and Responsibilities

Assessment: Each e-module ends with a graded assessment that consists of 10 multiple-choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

LC05

Cybersecurity Awareness (with BM subtitle)

Click and Watch

This two-part Cybersecurity Awareness e-module equips learners with the essential knowledge and practices to stay safe in today's digital world. This module comes with BM subtitle.

Course Objectives

At the end of the course, learners will be able to:

- Recognise the negative impacts of cybercrimes
- Identify online threats commonly used
- Adopt safe computing practices, e.g., password management and data safety practices

Cybersecurity Awareness Part One (Learning Duration: 1 hour)

Part One introduces cybersecurity risks and consequences and identifies the common cyber threats that criminals use today. At the end of Part One, learners will be able to associate with the negative repercussions of cybercrime as well as identify common tactics or methods used by cyber criminals today.

- Lesson One: Cybersecurity risks and consequences
- Lesson Two: Common cyber threats, e.g., Ransomware, Phishing, Smishing, Vishing, Impersonation, Insider Threat, Online Scams, etc.

Cybersecurity Awareness Part Two (Learning Duration: 1 hour)

Part Two focuses on two important safe computing practices, which are Authentication and Data Safety practices. Learners should complete Part One before attempting Part Two.

- Lesson One: Sign-in and Password Management
- Lesson Two: Data Safety

Assessment: Each e-module ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

LC03A

ESG Awareness for Employees

Click and Watch

ESG Awareness for Employees provides an introduction to Environment, Social and Governance (ESG) and helps employees view ESG as an integrated way of looking at corporate life in Malaysia. The module breaks down ESG concepts to make them relevant and personally significant to employers and employees.

The module discusses the three key elements of ESG and how each impacts your organisation. It provides a practical guide to the ESG-approach by highlighting ESG criteria that are important to an organisation.

ESG Awareness for Employees is available as a standard module as well as a micro-learning module.

Course Objectives

At the end of the course, learners will be able to:

- Identify the ESG elements and their links to value creation
- Define their roles to better support their company's ESG initiatives

Course Lessons (Standard Module):

- Part One: ESG Overview
- Part Two: The E in ESG
- Part Three: The S in ESG
- Part Four: The G in ESG

Learning Duration: 1.5 hours

Assessment: There is a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One: ESG Overview
- Module Two: Importance of ESG
- Module Three: The E in ESG
- Module Four: The S in ESG
- Module Five: The G in ESG

Learning Duration Per Module: 15-20 mins

Assessment: There is a graded assessment of 5 multiple-choice questions *at the end of each module*. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

LC06A

ESG Practices and Governance in the Workplace

Click and Watch

Following the success of *ESG Awareness for Employees*, this module guides employees on how to enhance their ESG performance by defining strategy, good practice initiatives and metrics for improved implementation. In line with Bursa Malaysia's ESG guidebook on 'Sustainable, Socially Responsible and Ethical PLCs', learners will be equipped with the knowledge and tools to implement sustainable practices, promote social responsibility and ensure strong governance within their organisations.

This module is designed especially for Malaysian employees to help them grasp the essential concepts and practices related to ESG. It also contains relatable examples, scenarios and exercise to enhance learning and understanding.

ESG Practices and Governance in the Workplace is available as a standard module as well as a micro-learning module.

Course Objectives

At the end of the course, learners will be able to:

- Discuss why sustainability, social responsibility and ethical practices are important for businesses
- Identify ways to implement effective ESG strategies
- State best practices for improving good governance, environmental and social practices in their organisations

Course Lessons (Standard Module):

- Part One:
  - Lesson One – ESG Value Creation
  - Lesson Two – An Effective ESG Framework
- Part Two:
  - Lesson One – Sustainability Governance
  - Lesson Two – Environmental Sustainability
  - Lesson Three – Social Performance

Learning Duration: 1.5 hours

Assessment: There is a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One: ESG Value Creation
- Module Two: An Effective ESG Framework
- Module Three: Sustainability Governance
- Module Four: Environmental Sustainability
- Module Five: Social Performance

Learning Duration Per Module: 15-20 mins

Assessment: There is a graded assessment of 5 multiple-choice questions *at the end of each module*. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

LC13A

Data Privacy and Protection

Click and Watch

Data Privacy and Protection is an interactive e-module that provides employees with practical, easy-to-understand guidance on how to handle personal data responsibly in the workplace. Based on the latest 2024 amendments to the Personal Data Protection Act (PDPA), the module explains your role in protecting customer, employee and third-party data.

This module can be used as a training awareness programme to meet compliance requirements with the PDPA to ensure everyone in the organisation understand their role in safeguarding personal data. You will learn what is considered as personal and sensitive data, the key principles of PDPA, common data handling mistakes to avoid and what to do in case of a data breach or suspected misuse. Regardless of your role in your organisation, this module is designed to help you build data awareness and make better, safer choices every day.

Learning Duration: 1 hour

Course Objectives

At the end of the course, learners will be able to:

- Define the legal foundation of the Personal Data Protection Act (PDPA)
- Define personal and sensitive data
- Identity the seven PDPA principles

Course Lessons

- Part One – Introduction to PDPA
- Part Two – Seven PDPA Principles
- Part Three – Employees' Responsibilities

Assessment: There is a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

LC08A

Sexual Harassment in the Workplace

Click and Watch

Sexual harassment is an ever-present problem in the workplace; it can have serious effects on both victims and organisations. It is essential that companies and employees understand sexual harassment as defined by the Employment Act 1955.

Sexual Harassment in the Workplace provides common workplace scenarios to identify behaviours that constitute sexual harassment, explain its common misconceptions, its consequences and how sexual harassment can be prevented and addressed in the workplace.

Sexual Harassment in the Workplace is available in as a standard module as well as a micro-learning module.

Course Objectives

At the end of the course, learners will be able to:

- Identify types of sexual harassment in the workplace
- Describe behaviours that constitute sexual harassment
- Explain the myths and consequences of sexual harassment
- Discuss ways to prevent sexual harassment in the workplace

Course Lessons (Standard Modules):

- Part One: Types of Sexual Harassment
- Part Two: Forms of Behaviour
- Part Three: Myths and Consequences
- Part Four: Prevention and Complaints

Learning Duration: 1 hour

Assessment: There is a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One: Types of Sexual Harassment
- Module Two: Forms of Behaviour
- Module Three: Myths and Consequences
- Module Four: Prevention and Complaints

Learning Duration Per Module: 15 mins

Assessment: There is a graded assessment of 5 multiple-choice questions *at the end of each module*. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

LC07

Workplace Ethics

Click and Watch

Workplace Ethics provides a comprehensive overview of ethical codes of conduct in the workplace. The module addresses workplace ethics from the perspectives of both the leadership team and employees. You will be able to identify characteristics of ethical leadership, key ethical responsibilities of employees in the workplace as well as common ethical dilemmas encountered on the job.

Workplace Ethics is available as a standard module as well as a micro-learning module.

Course Objectives

At the end of the course, learners will be able to:

- Define essential ethical behaviours in the workplace
- Identify characteristics of ethical leadership
- Discuss employees' ethical responsibilities

Course Lessons (Standard Module):

- Part One: Introduction to Workplace Ethics
- Part Two: Ethical Leadership
- Part Three: Ethical Responsibilities

Learning Duration: 1 hour

Assessment: There is a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One: Introduction to Workplace Ethics
- Module Two: Ethical Leadership
- Module Three: Ethical Responsibilities

Learning Duration Per Module: 20 mins

Assessment: There is a graded assessment of 5 multiple-choice questions *at the end of each module*. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

LC10

Whistleblowing Awareness for Employees

Click and Watch

Whistleblowing Awareness for Employees equips employees at all levels with a clear understanding of whistleblowing, ethical conduct, and corporate responsibility. This course Participants will explore the definition of whistleblowing, how to identify wrongdoing, and how to report misconduct appropriately within the organisation.

The module includes real-world scenarios, interactive exercises, and guidance on the Whistleblower Protection Act 2010 and ISO 37002 principles. By the end of the course, learners will know how to recognise unethical behaviour, understand the distinction between whistleblowing and personal grievances and navigate the reporting process with confidence and integrity.

This module can be used as a training awareness programme to meet compliance and competence requirements. It can be deployed alongside *Whistleblowing Management for Leader ad Managers* to provide a comprehensive training for all employees on Whistleblowing.

Learning Duration:1 hour

Course Objectives
At the end of the course, learners will be able to:
- Define Whistleblowing and the rights of whistleblowers
- Identify unethical practices or wrongdoings in workplaces
- Explain the whistleblowing process

Course Lessons
- Part One: Introduction to Whistleblowing
- Part Two: Understanding Wrongdoing
- Part Three: Whistleblowing Mechanism

Assessment: There is a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

LC09

Whistleblowing Management for Leaders and Managers

Click and Watch

Whistleblowing Management for Leaders and Managers is designed to empower leaders and managers with practical knowledge required to implement and sustain an effective whistleblowing system in their organisation.

You will learn how to identify wrongdoing, receive and assess whistleblower reports and engage in effective communication with whistleblowers. The module aligns with principles and provisions recommended by ISO 37002:2021 Whistleblowing Management System and is aligned with Malaysia's Whistleblower Protection Act 2010.

This module can be used as a training awareness programme to meet compliance and competence requirements. Through engaging scenarios and practical exercises, you will learn the importance of fostering a culture of transparency and ethical behaviour in your organisation. This module can be deployed alongside *Whistleblowing Awareness for Employees* to provide a comprehensive training for all employees on Whistleblowing.

Learning Duration: 1 hour

Course Objectives

At the end of the course, learners will be able to:

- Discuss the whistleblowing reporting process and its key elements
- Explain proper ways in receiving, assessing and addressing whistleblower reports
- Identify the roles of leaders and managers in fostering a culture of trust and integrity

Course Lessons

- Part One: Understanding Whistleblowing
- Part Two: Receiving and Assessing Reports
- Part Three: Addressing Reports and Concluding Cases

Assessment: There is a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

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Quick Guide **Series**

Click and Watch

Micro-learning Series.
Click to Watch.

Product Code:

QG12

Quick Guide to AI in the Workplace

Click and Watch

AI tools are becoming an integral part of our workplace. Alongside these opportunities come important responsibilities. As AI adoption grows, many employees are asking - *What skills do employees need today?, What types of AI tools exist today? How do I work effectively with AI?, What are the hidden risks of AI use?, Does AI understand fairness the way humans do? and Who owns AI-generated content?*.

'Quick Guide to AI in the Workplace' is a practical, non-technical module introducing employees to the fundamentals of AI and how to use it responsibly and effectively at work. Learners will also explore key risks of AI use, while gaining practical guidance to use AI in compliance with organisational policies and workplace expectations.

Learning Duration: 20 minutes

Course Objectives

At the end of the course, learners will be able to:

- Explain the fundamentals of AI
- Identify how AI can support key workplace roles and tasks
- Apply principles of responsible AI use in the workplace

Course Lessons

- Introduction to AI in the Workplace
- Collaboration with AI
- Responsible Use of AI

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

Quick Guide to Anti-Bullying in the Workplace

QG10

'Quick Guide to Anti-Bullying in the Workplace' is a micro-learning e-module that helps learners recognise, prevent and respond to bullying or harassment behaviours in the workplace. Due recent amendments in the law, workplace bullying, in its various forms, is not only a misconduct but a criminal offence. The course explains what constitutes bullying, the different forms of bullying as well as how Malaysian laws protect employees from such behaviour.

Learners will explore relatable workplace examples, short scenarios and self-check activities to build awareness in addressing bullying appropriately in the workplace.

Learning Duration: 20 minutes

Course Objectives

At the end of the course, learners will be able to:

- Recognise behaviours and actions that constitute workplace bullying
- Identity the main types of workplace bullying
- Explain the legal framework and prevention measures

Course Lessons

- What is Workplace Bullying?
- Types of Workplace Bullying
- Mitigation and Response

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

Quick Guide to Conflict Management in the Workplace

QG03

Click and Watch

Conflict is inevitable in life. In the workplace, unresolved conflicts can lead to breakdown in relationships, work disruptions, project failure, absenteeism, high turnover and termination. Understanding conflict is an important skill to help employees manage and resolve conflicts effectively.

'*Quick Guide to Conflict Management in the Workplace*' introduces common types of conflicts in the workplace and discusses conflict resolution strategies to address them. This micro-learning module provides relatable examples and scenarios to enhance learning as well as engaging exercises to reinforce your understanding of the lessons taught.

Learning Duration: 20 minutes

Course Objectives

At the end of the course, learners will be able to:

- Identify the types of conflicts in your workplaces
- Apply the right conflict resolution strategy to address them

Course Lessons

- Task-based Conflicts
- Leadership Conflicts
- Work Style Conflicts
- Personality-based Conflicts
- Discrimination

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

Quick Guide to Conflict of Interest in the Workplace

QG09

'Quick Guide to *Conflict of Interest in the Workplace*' is designed to help employees understand, identify and manage conflicts of interest in accordance with Malaysian laws and corporate ethics policies. This module contains branching scenarios and interactive learning activities to help learners identify red flags and how to act ethically in the workplace.

Learners will explore common conflict situations in the workplace, understand the consequences of unethical conduct and learn how to mitigate conflicts of interest effectively. This course supports a culture of integrity and helps organisations reduce compliance risks and reinforce public trust.

Learning Duration: 20 minutes

Course Objectives

At the end of the course, learners will be able to:

- Recognise conflict of interest in the workplace
- Explain the risks and consequences of unmanaged conflicts of interest
- Apply ethical decision-making when encountering conflict situations

Course Lessons

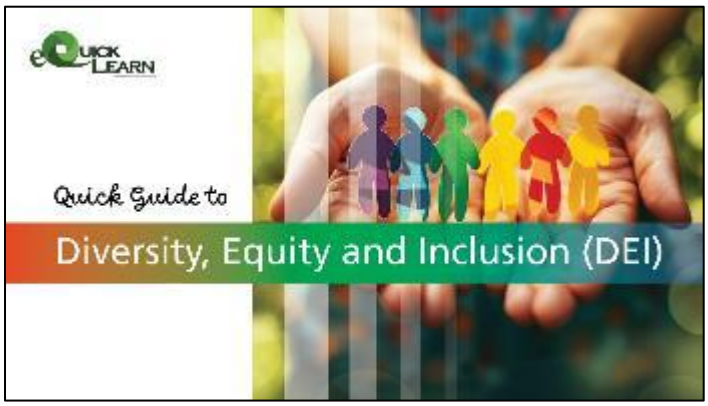
- Definition, Risks and Consequences
- Common Conflict Situations
- Navigating Conflict of Interest

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

Quick Guide to Diversity, Equity and Inclusion

QG07



Click and Watch

'*Quick Guide to Diversity, Equity and Inclusion*' is a micro-learning e-module designed to help employees understand the core concepts of Diversity, Equity, and Inclusion (DEI), why they are essential and how to apply them in daily work situations. This module helps employees recognise unconscious biases and provides strategies on how to address unconscious bias in the workplace.

The course provides relatable examples and scenarios to enhance learning as well as engaging exercises to help learners embrace diversity, promote equity, and contribute to creating a more inclusive work environment.

Learning Duration: 20 minutes

Course Objectives

At the end of the course, learners will be able to:

- Define DEI and its importance in the workplace
- Recognise Unconscious Bias and is importance in decision-making
- Apply DEI principles to workplace scenarios

Course Lessons

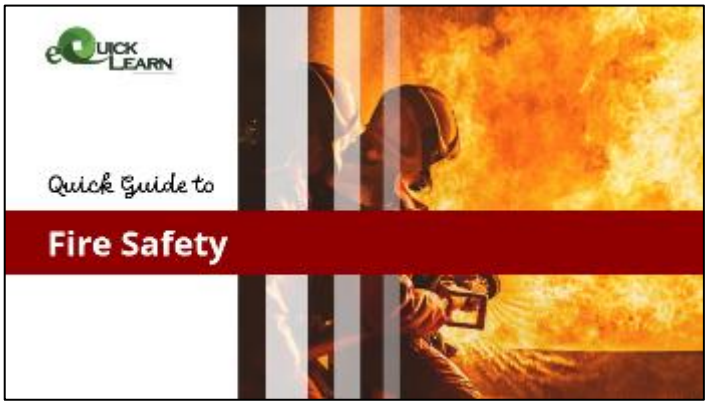
- Define DEI and its Importance
- Recognise Unconscious Bias
- Apply DEI to Workplace Scenarios

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

Quick Guide to Fire Safety

QG04



Click and Watch

The potential for fire hazards is real whether in an office building, industrial facility or retail establishment. Employees should recognise the importance of proactive fire safety measures in the workplace.

'*Quick Guide to Fire Safety*' informs employees about their roles and responsibilities in fire safety and about fire risks at the workplace. The module teaches how to prevent fire incidences from happening. This micro-learning module provides relatable examples and scenarios to enhance learning as well as engaging exercises to reinforce your understanding of the lessons taught.

Learning Duration: 20 minutes

Course Objectives

At the end of the course, learners will be able to:

- Identify fire risks in the workplace
- Discuss fire prevention and evacuation measures

Course Lessons

- Fire Basics
- Uses of Fire Safety Equipment
- Fire Safety Preparedness

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

Quick Guide to Interview Techniques for Hiring Managers

QG02

Click and Watch

'*Quick Guide to Interview Techniques for Hiring Managers'* is a micro-learning module designed for both HR and non-HR managers. This module contains practical guidelines on how to prepare and structure job interviews.

It discusses effective questioning techniques and provides useful competency-based questions to help you identify the right candidates for the job. You will also learn ways to stay focused during interviews as well as tactics on how to encourage your candidates to talk freely about their experiences.

Learning Duration: 20 minutes

Course Objectives

At the end of the course, learners will be able to:

- Identify effective interview questioning skills
- Discuss the systematic approach to interviewing job candidates

Course Lessons

- Before an Interview
  - Interview Objectives
  - Structuring an Interview
  - Funnelling Technique
  - Competency-based Questions
- During an Interview
  - Body Language and Voice
  - Writing Interview Notes
  - Interjecting
  - Wrapping Up

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

Quick Guide to Personal Protective Equipment (PPE)

QG05

Click and Watch

Personal Protective Equipment (PPE) plays a critical role in ensuring the safety and well-being of workers across various industries. PPE serves as a vital line of defence against workplace hazards.

'*Quick Guide to Personal Protective Equipment*' is a micro-learning module that delves into what PPE is and why it is important. The module explores the different categories of PPE, such as Head Protection, Eye and Face Protection, Ear Protection, Arm and Hand Protection, Respiratory Protection, Body Protection and Foot Protection.

Learning Duration: 20 minutes

Course Objectives

At the end of the course, learners will be able to:

- Discuss safety responsibilities in the workplace
- Identify the main PPE categories and their functions

Course Lessons

- Importance of PPE
- PPE Categories
- PPE Functions

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

Quick Guide to Project Management

QG01

Click and Watch

'*Quick Guide to Project Management*' is a micro-learning e-module, which is aimed to equip busy employees with the fundamentals of project management. It covers the essential steps of initiating, planning, implementing and evaluating projects, and discusses tasks and objectives in each phase including template examples to track and monitor progress.

At the end of this module, employees will have a sturdy grasp of a systematic approach to project management to ensure goals are set and the desired results are achieved within the set time frame.

Learning Duration: 20 minutes

Course Objectives
At the end of the course, learners will be able to:
- State the four phases of Project Management
- Identify the tasks associated with each phase of Project Management

Course Lessons
- Phase 1 – Initiate
- Phase 2 – Plan
- Phase 3 – Implement
- Phase 4 - Evaluate

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

QG08

Quick Guide to Third-Party Management

Third-party relationships are important to business operations. However they come with significant risks and challenges, particularly with regard to Malaysia's regulatory framework, such as the MACC Act, Companies Act, Employment Act and the Personal Data Protection Act.

'*Quick Guide to Third-Party Management*' is designed for employees responsible for managing suppliers, contractors and other third parties. Learners will learn to identify, assess, and mitigate risks associated with third-party engagements. This module covers critical topics such as regulatory compliance, due diligence, risk management, performance monitoring, and escalation protocols.

Learning Duration: 20 minutes

Course Objectives

At the end of the course, learners will be able to:

- Define the objectives of third-party management
- Identify third-party risks and how to mitigate them
- Discuss third-party performance management

Course Lessons

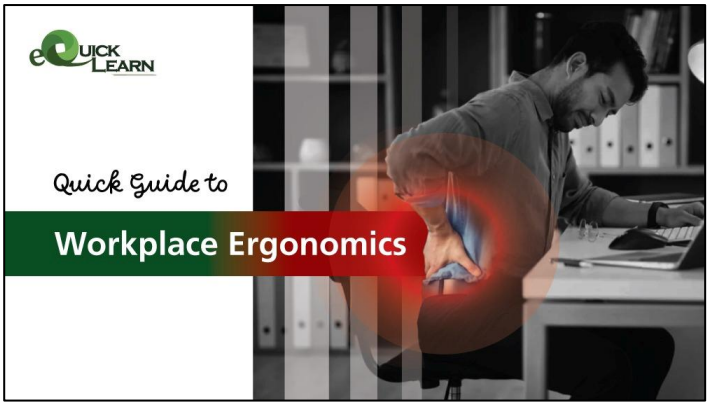
- Introduction to Third-Party Management
- Third-Party Risks
- Third-Party Performance Management

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

QG11

Quick Guide to Workplace Ergonomics



Click and Watch

'*Quick Guide to Workplace Ergonomics*' is an interactive e-module that introduces the principles of workplace ergonomics and how everyday work tasks can affect the body. In this course, learners will understand the practical goals of ergonomics and explore key workplace risk factors. The module examines ergonomic risks in sedentary and hybrid work, and addresses how to manage sustained static loads, such as prolonged static posture and high-precision work. It also covers dynamic load and movement, focusing on safe lifting, pulling, pushing and twisting techniques.

Learners will be able to recognise ergonomic hazards and make practical adjustments to improve safety and well-being at work. This course is suitable for employees across all functions and industries.

Learning Duration: 20 minutes

Course Objectives

At the end of the course, learners will be able to:

- Recognise common ergonomic risk factors at work
- Apply safe techniques to manage both static and dynamic physical demands

Course Lessons

- Defining Ergonomics
- 'Big Three' Ergonomic Risks
- Sedentary and Hybrid Work
- Managing Sustained Static Load
- Managing Dynamic Load and Movement

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:
QG06

Quick Guide to Workplace Safety

Click and Watch

Workplace safety awareness is a cornerstone of a healthy and thriving work environment. It protects employees as well as contributes to organisational success by fostering a positive culture.

'*Quick Guide to Workplace Safety*' is a compact and interactive module that is ideal for all employees, providing a practical guide on types of safety hazards in the workplace that can potentially cause injuries, suffering or even death. It also highlights effective strategies for safe practices for employees.

Learning Duration: 20 minutes

Course Objectives
At the end of the course, learners will be able to:
- Recognise safety hazards in the workplace
- Identify ways to stay safe at work

Course Lessons
- Common Safety Hazards
- Safety Rights and Responsibilities
- Safe Practices in the Workplace

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

eQUICK LEARN

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Professional Development

Product Code:

PD08

Agile Project Management and Scrum Basics

Agile methodology is being widely adopted by project managers. This iterative approach promotes collaboration and human interaction to help employees work more efficiently and to be responsive to change. Agile grew from the minds of a group of software development project managers. Since then, it has continued to be popular in software development, but has expanded to many other industries as well. These include finance, IT, business, fashion, biotechnology, and even construction—among many others.

Agile Project Management and Scrum Basics introduces key concepts, tools, techniques, and applications of Agile project management.

Agile Project Management and Scrum Basics is available as standard module as well as micro-learning module.

Course Objectives

At the end of the course, learners will be able to:

- Identify the Agile approach in project management
- Explain Agile values, principles and frameworks
- Recognise the Scrum process framework
- Identify success indicators in an Agile roll-out

Course Lessons (Standard Module):

- Part One: Introduction to Agile
- Part Two: Agile Values, Principles and Frameworks
- Part Three: Agile in Practice
- Part Four: Measuring Success

Learning Duration: 1 hour

Assessment: There will be a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One: Introduction to Agile
- Module Two: Agile Values, Principles and Frameworks
- Module Three: Agile in Practice
- Module Four: Measuring Success

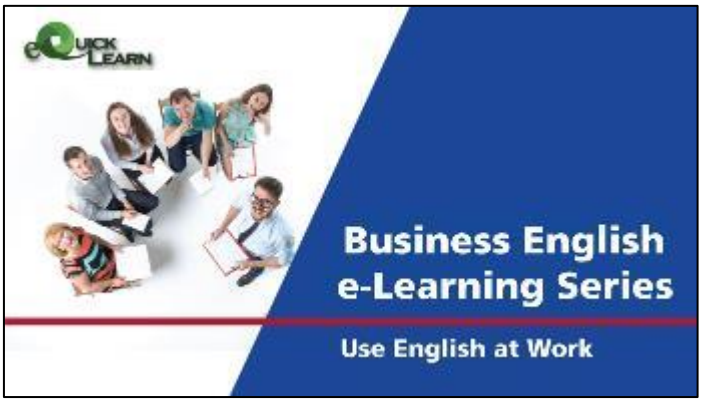
Learning Duration Per Module: 10-15 mins

Assessment: There will be a graded assessment of 5 multiple-choice questions at the end of each module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

PD-BE01

Business English Series: Use English at Work



The *Business English e-Learning series* consists of a bundle of e-courses designed for self-paced learning in the workplace. Employees will learn essential English phrases and constructions for common business scenarios.

Use English at Work is the first module in the Business English eLearning Series. This introductory module focuses on proper usage of English in the workplace through common business scenarios.

Course Lessons

- Lesson One: Introduce Yourself and Others
- Lesson Two: Ask Questions At Work
- Lesson Three: Exchange Contact Information
- Lesson Four: Daily Work Activities

Each of the e-modules teach learners key aspects of the English Language such as grammar, reading, listening, vocabulary and speaking. They provide common business scenarios and guides learners on proper English usage in these situations.

Learning Duration: 1 hour

Exercises, Activities and Assessment

The e-modules are filled with exercises to keep the learners engaged.

- Grammar exercises - drag-and-drop, matching, filling in the blanks and multiple-choice exercises on grammar usage
- Vocabulary exercises – learn new words and description related to common business contexts
- Reading activity - read an article and answer the questions to help learner build their comprehension skills.
- Listening activity - listen to an audio and answer the questions
- Speaking activity – listen to an audio recording and practise saying the statements out loud

There will be a graded Assessment at the end of the module with a specified pass percentage.

Product Code:

PD-BE02

Business English Series: Converse English at Work

The *Business English e-Learning series* consists of a bundle of e-courses designed for self-paced learning in the workplace. Employees will learn essential English phrases and constructions for common business scenarios.

Converse in English at Work focuses on English conversation skills in the workplace and provides guidelines on how to deal with complaints in the workplace.

Course Lessons

- Lesson One: Talk About Work Routines
- Lesson Two: Discuss Skills and Experiences
- Lesson Three: Describe Your Workplace
- Lesson Four: Deal With Complaints

Each of the e-modules teach learners key aspects of the English Language such as grammar, reading, listening, vocabulary and speaking. They provide common business scenarios and guides learners on proper English usage in these situations.

Learning Duration: 1 hour

Exercises, Activities and Assessment

The e-modules are filled with exercises to keep the learners engaged.

- Grammar exercises - drag-and-drop, matching, filling in the blanks and multiple-choice exercises on grammar usage
- Vocabulary exercises – learn new words and description related to common business contexts
- Reading activity - read an article and answer the questions to help learner build their comprehension skills.
- Listening activity - listen to an audio and answer the questions
- Speaking activity – listen to an audio recording and practise saying the statements out loud

There will be a graded Assessment at the end of the module with a specified pass percentage.

Product Code:

PD-BE03

Business English Series: Write in English at Work

Click and Watch

The *Business English e-Learning series* consists of a bundle of e-courses designed for self-paced learning in the workplace. Employees will learn essential English phrases and constructions for common business scenarios.

Write in English at Work focuses on proper grammar usage and style when composing reports, business proposals and emails. It explains the objectives and essential components of official reports, business proposals and emails to help learners enhance their English writing skills.

Course Lessons

- Lesson One: Writing a Report
- Lesson Two: Writing a Business Proposal
- Lesson Three: Writing a Business Email

Each of the e-modules teach learners key aspects of the English Language such as grammar, reading, listening, vocabulary and speaking. They provide common business scenarios and guides learners on proper English usage in these situations.

Learning Duration: 1 hour

Exercises, Activities and Assessment

The e-modules are filled with exercises to keep the learners engaged.

- Grammar exercises - drag-and-drop, matching, filling in the blanks and multiple-choice exercises on grammar usage
- Vocabulary exercises – learn new words and description related to common business contexts
- Reading activity - read an article and answer the questions to help learner build their comprehension skills.
- Listening activity - listen to an audio and answer the questions
- Speaking activity – listen to an audio recording and practise saying the statements out loud

There will be a graded Assessment at the end of the module with a specified pass percentage.

Product Code:

PD04A

Customer Service Basics

Customer Service Basics is designed for employees who must deal with internal and external customers on a daily basis. The module embraces a broad perspective of who our customers are, and helps learners build customer service mindset.

It addresses the importance of customer service in an organisation and provides useful techniques to help us deal with different types of customers in various situations.

Learning Duration: 1 hour

Course Objectives

At the end of the course, learners will be able to:

- Identify customers who are important to them
- Evaluate things that are important to their customers
- Recognise effective customer service techniques

Course Lessons

- Part One: Customer Service Fundamentals
- Part Two: Customer Service Techniques

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

PD12

Digital Marketing Strategy and Planning

Click and Watch

In today's ever-evolving digital landscape, it is crucial for businesses to stay ahead by effectively leveraging digital marketing strategies. This module guides you through the fundamentals of digital marketing strategy and planning, and provides goal-driven marketing strategies to help you maximise your online presence, identify your target audiences, create compelling buyer personas and select suitable digital marketing channels for your business.

Digital Marketing Strategy and Planning provides you with a solid understanding of the digital marketing ecosystem and discusses the key elements in an effective digital marketing ecosystem. You will also learn 8 crucial steps to help you build a successful digital marketing strategy.

Learning Duration: 1 hour

Course Objectives

At the end of the course, learners will be able to:

- Define the digital marketing ecosystem and its components
- Describe the key elements of an effective and successful digital marketing ecosystem
- Identify 8 key steps to developing an effective Digital Marketing Strategy

Course Lessons

- Part One: Digital Marketing Ecosystem
- Part Two: Building an Effective Digital Marketing Ecosystem
- Part Three: Digital Marketing Strategy

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

PD05

Effective Coaching in the Workplace

Effective Coaching in the Workplace introduces the importance of coaching as a method to empower, engage and develop employees in your workplace.

The module discusses the benefits of coaching, the attributes of a good coach and use of motivational coaching in management. This module suggests ways for managers to adapt to their roles as motivators and role models in the workplace.

Effective Coaching in the Workplace is available as standard module as well as micro-learning module.

Course Objectives

At the end of the course, learners will be able to:

- Recognise the importance of coaching in their organisation
- Identify ways to adopt a "coach approach"

Course Lessons (Standard Module):

- Part One: Benefits of Coaching
- Part Two: Attributes of a Good Coach
- Part Three: Motivational Coaching

Learning Duration: 1 hour

Assessment: There will be a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One: Benefits of Coaching
- Module Two: Attributes of a Good Coach
- Module Three: Motivational Coaching

Learning Duration Per Module: 10-15 mins

Assessment: There will be a graded assessment of 5 multiple-choice questions at the end of each module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

PD03A

Effective Communication in the Workplace

Click and Watch

Effective Communication in the Workplace guides learners on how to communicate effectively in the workplace. It is aimed at employees at all levels - from entry level to managerial positions. It provides refreshing content to help learners be more aware of the various types of communication and how to use them effectively.

The module explores the key elements of a communication process, types of communication as well as ways to improve our business communication. It identifies communication barriers in the workplace and suggests ways to overcome them.

Learning Duration: 1 hour

Course Objectives:
At the end of the course, learners will be able to:
- Identify key elements in a communication process
- Name four main types of communication
- Identify practical ways to overcome communication barriers

Course Lessons
- Part One: Communication Process
- Part Two: Types of Communication
- Part Three: Communication Barriers

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

PD01

Email Etiquette

Email is still the tool of choice for business communication despite the many new cloud-based platforms and tools available today. This module explains email trends and addresses common emailing mistakes. It also explains proper email 'code of conduct' for business communication.

The e-module provides relevant examples and interactive exercises to keep learners engaged with the content.

Learning Duration: 1 hour

Course Objectives
At the end of the course, learners will be able to:
- Identify common mistakes in business emails
- Construct compelling emails to enhance their professional image

Course Lessons
- Part One: Email Trends and Common Mistakes in Business Communication
- Part Two: Proper Email Etiquette in the Workplace

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.
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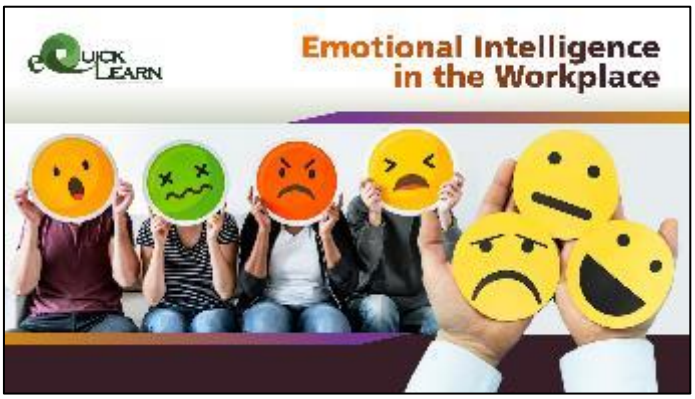
Product Code:

PD09

Emotional Intelligence in the Workplace



Click and Watch

Emotional intelligence skills are important in the workplace. Emotional intelligence impacts work productivity, employee satisfaction and organisational success. In the current AI age, emotional intelligence remains highly significant, being a key contributor of success in the marketplace.

Emotional Intelligence in the Workplace breaks down the emotional intelligence concept into key components to help learners understand the traits and characteristics of strong emotional intelligence. It explains why it is so crucial in today's marketplace and provides practical ways to help learners cultivate emotional intelligence in their workplaces.

Emotional Intelligence in the Workplace is available as standard module as well as micro-learning module.

Course Objectives

At the end of the course, learners will be able to:

- State how emotional intelligence contributes to personal and professional success
- Explain how to apply emotional intelligence to your personal life and work life
- Discuss ways to strengthen skills and qualities related to emotional intelligence

Course Lessons (Standard Module):

- Part One: Importance of Emotional Intelligence
- Part Two: Understanding Emotional Intelligence
- Part Three: Cultivating Emotional Intelligence

Learning Duration: 1 hour

Assessment: There will be a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One: Importance of Emotional Intelligence
- Module Two: Understanding Emotional Intelligence
- Module Three: Cultivating Emotional Intelligence

Learning Duration Per Module: 10-15 mins

Assessment: There will be a graded assessment of 5 multiple-choice questions at the end of each module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

PD06

Essential Coaching Skills

Coaching skills are in high-demand during the current changing landscape of work. Every business leader and manager is expected to use coaching techniques to guide their workforce on the path of success. This e-module discusses four practical coaching skills - powerful listening, asking good questions, effective mentoring and providing effective feedback. This engaging course provides examples and situations to help you apply these skills to the workplace.

Essential Coaching Skills is available as standard module as well as micro-learning module.

Course Objectives

At the end of the course, learners will be able to:

- Identify higher level of listening
- As effective questions that bring positive results
- Discuss effective mentoring as an approach to motivate
- Explain effective feedback approaches

Course Lessons (Standard Module):

- Part One: Powerful Listening
- Part Two: Effective Mentoring
- Part Three: Asking Good Questions
- Part Four: Providing Effective Feedback

Learning Duration: 1 hour

Assessment: There will be a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One: Powerful Listening
- Module Two: Effective Mentoring
- Module Three: Asking Good Questions
- Module Four: Providing Effective Feedback

Learning Duration Per Module: 10-15 mins

Assessment: There will be a graded assessment of 5 multiple-choice questions at the end of each module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

PD10

Finance for Non-Finance in the Workplace

Click and Watch

Finance for Non-Finance in the Workplace is a back-to-basics course on finance that is specially designed for employees who do not have formal finance discipline backgrounds.
The module discusses common financial terms, identify key elements in financial statements such as the income statements, balance sheets and cash flow statements, as well as explains the principles of budgeting and costing.

The module helps non-finance employees understand the financial consequences of the decisions they make at work. Learners will be presented with interactive exercises and practical examples to help them apply the financial concepts they learn.

Finance for Non-Finance in the Workplace is available as standard module as well as micro-learning module.

Course Objectives

At the end of the course, learners will be able to:

- Define key processes in the business model
- Identify financial terms and principles in the income statement, balance sheet and cash flow statement
- Identify financial terms and principles associated with costing and budgeting

Course Lessons (Standard Modules):

- Part One: The Business Model, Income Statement and Balance Sheet
- Part Two: Cash Flow, Costing and Budgeting

Learning Duration: 1.5 hours

Assessment: There is a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One: The Business Model
- Module Two: Income Statement
- Module Three: Balance Sheet
- Module Four: Cash Flow
- Module Five: Costing
- Module Six: Budgeting

Learning Duration Per Module: 15 mins
Assessment: There is a graded assessment of 5 multiple-choice questions *at the end of each module*. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

PD11

Managing Misinformation in the Workplace

Misinformation and disinformation are pervasive issues in today's digital age, posing significant risks to individuals, societies and companies. Misinformation can cause significant impacts on companies resulting in reputation damage, operational disruption, financial losses, employees' morale and productivity as well as legal and regulatory risks.

This module equips employees at all levels with the knowledge and skills to recognise, address and mitigate the impact of misinformation in the workplace. Learners will learn why and how people get things wrong, as well as the prevalence and of misinformation in society today. This module also provides best practices in promoting accurate and reliable communication within the organisation.

Learning Duration: 1 hour

Course Objectives

At the end of the course, learners will be able to:

- Identify the various forms of misinformation and its impact on your organisation
- Recognise and assess misinformation in your workplace
- Discuss effective strategies to mitigate the spread of misinformation

Course Lessons

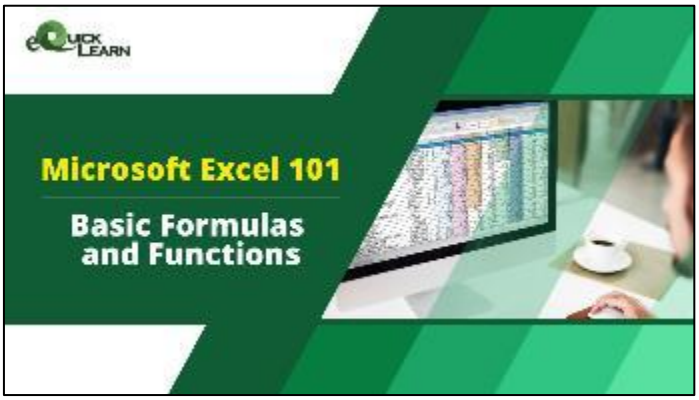
- Part One: Understanding Misinformation
- Part Two: Recognising Misinformation
- Part Three: Strategies for Addressing Misinformation

There will be engaging exercises and downloadable worksheets to help learners apply what they have learned in this module. Learners are expected to complete graded Assessment at the end of the module with a specified pass percentage.

Product Code:

PD07

Microsoft Excel 101: Basic Formulas and Functions



Click and Watch

The *Microsoft Excel 101* is an interactive e-module that provides an easy-to-reference guide to help employees get familiarised with Excel quickly. By completing this course, employees should be able to have sufficient knowledge in using Excel to perform job tasks such as entering, editing, formatting and calculating data.

Basic Formulas and Functions teaches how to build formulas and array formulas, as well as introduces different types of functions in Excel including a comprehensive library of statistical functions that can be used in your work. The module also discusses how to work with text and numeric data in Excel.

This module covers Excel 2022 Office 365 version.

Learning Duration: 1 hour

Course Objectives

At the end of the course, learners will be able to:

- Enter, edit and format text and numeric data
- Create and edit basic formulas
- Work with Excel functions

Course Lessons

- Lesson One: Excel Workbook Structure
- Lesson Two: Text and Numeric Data
- Lesson Three: Basic Formulas
- Lesson Four: Basic Functions

There will be engaging exercises and downloadable worksheets to help learners apply and practise what they have learned in this module. Learners are expected to complete graded Assessment at the end of the module with a specified pass percentage.

Product Code:

PD13

Microsoft Excel 101: Data Management

Click and Watch

The *Microsoft Excel 101* is an interactive e-module that provides an easy-to-reference guide to help employees get familiarised with Excel quickly.

Data Management is the second module in the Microsoft Excel 101 series. This interactive e-module equips learners with the essential skills to manage, organise, and analyse data effectively using Microsoft Excel. Through a structured, step-by-step approach, learners will progress from building and managing tables to applying advanced filtering and formatting techniques and building PivotTables for powerful data analysis.

The course also provides worksheets, exercises, and a graded assessment to ensure practical application and measurable achievement of learning outcomes.

This module covers Excel 2022 Office 365 version.

Learning Duration: 1 hour

Course Objectives
At the end of the course, learners will be able to:
- Build and manage data tables
- Apply advanced filtering and formatting techniques
- Create and analyse data with PivotTables

Course Lessons
- Lesson One: Building and Managing Tables
- Lesson Two: Filtering and Formatting
- Lesson Three: PivotTables

There will be engaging exercises and downloadable worksheets to help learners apply and practise what they have learned in this module. Learners are expected to complete graded Assessment at the end of the module with a specified pass percentage.

Product Code:

PD02

Text Messaging Etiquette

Click and Watch

Text messaging has become the preferred communication tool in the business world. It is fast, convenient, efficient and has high response rates. However, there are communication pitfalls in using text messaging, potentially causing companies to suffer reputation loss, loss of sales or existing business.

This module discusses the trends of text messaging in the workplace as well as its pitfalls. It also addresses proper text messaging etiquettes that are important to maintain professionalism and mutual respect in our work relationships.

The e-module provides relevant examples and interactive exercises to keep learners engaged with the content.

Learning Duration: 1 hour

Course Objectives
At the end of the module, the learner will be able to:
- Know how to get the most out of text messaging at work
- Adopt proper text messaging etiquette in the workplace

Course Lessons
- Part One: Text Messaging Trends and Pitfalls
- Part Two: Proper Text Messaging Etiquette

Assessment: The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

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Safety and Health

Product Code:

SH06A

Fire Safety Awareness

Click and Watch

The *Fire Safety Awareness* e-module is designed to provide employees useful insights on the danger of fire and conditions conducive to its growth and spread. The module also introduces fire safety management strategies that can be deployed in the workplace.

This module teaches what each employee ought to know about fire risks at their workplaces, as well as how to prevent fire incidences from happening.

Learning Duration: 1 hour

Course Objectives

At the end of the course, learners will be able to:

- Identify the fire elements and fire classes in Malaysia
- Explain fire safety management strategies

Course Lessons

- Part One: Fire Safety Basics
- Part Two: Fire Safety Management

Assessment: The course ends with a graded assessment that consists of 15 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

SH07

Food Handling and Hygiene

Click and Watch

The *Food Handling and Hygiene* e-module discusses proper food handling practices that are in line with Malaysia's Food Hygiene Regulations 2009.

It defines the roles and responsibilities of food handlers and focuses on the importance of personal hygiene of food handlers. The modules discusses proper food handling practices in four key areas, such as food preparation, food equipment and appliances, food packaging and food storage.

Food Handling and Hygiene is available as standard module as well as micro-learning module.

Course Objectives

At the end of the course, learners will be able to identify and adopt proper food handling practices in four key areas:

- food preparation and handling
- food equipment and appliances
- food packaging
- food storage

Course Lessons (Standard Module):

- Part One: Roles and Responsibilities of Food Handlers
- Part Two: Proper Food Handling Practices

Learning Duration: 1 hour

Assessment: There will be a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One: Roles and Responsibilities of Food Handlers
- Module Two: Proper Food Handling Practices

Learning Duration Per Module: 30 mins

Assessment: There will be a graded assessment of 5 multiple-choice questions *at the end of each module*. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

SH04

Good Hand Hygiene Practices

Click and Watch

Hand hygiene is the cornerstone of every infection prevention programme. Statistics show that good hand hygiene reduces absenteeism and the spread of illnesses in the workplace.

This short module contains a guided video demonstrating proper hand washing techniques. Learner will also learn the importance of maintaining good hand hygiene in the workplace.

Learning Duration: 20 minutes

Course Objectives

At the end of the course, learners will be able to:

- Explain the importance of good hand hygiene
- Demonstrate proper hand-washing techniques

Assessment: The course ends with a graded assessment that consists of 5 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

SH05

Introduction to Food Safety

In the food industry, food safety compliance is extremely important. Food safety practices, or the lack of it can either make or break a company.

Introduction to Food Safety is an awareness course for employees working in food processing plants, food supply chains, distribution centres and retail operations. The modules provides a comprehensive overview on Food Safety by discussing the importance of food safety, food safety laws, food safety hazards and preventive measures that can be taken to keep food safe.

Introduction to Food Safety is available as standard module as well as micro-learning module.

Course Objectives

At the end of the course, learners will be able to:

- Recognise the importance of Food Safety
- Identify risks associated with food contamination
- State the preventive measures to keeping food safe

Course Lessons (Standard Module):

- Part One – What is Food Safety?
- Part Two – Food Safety Hazards
- Part Three – Preventive Measures for Food Safety

Learning Duration: 1 hour

Assessment: There will be a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One – What is Food Safety?
- Module Two – Food Safety Hazards
- Module Three – Preventive Measures for Food Safety

Learning Duration Per Module: 20 mins

Assessment: There will be a graded assessment of 5 multiple-choice questions *at the end of each module*. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

SH03A

Introduction to Personal Protective Equipment (PPE)

Click and Watch

Introduction to Personal Protective Equipment provides an introduction to Personal Protective Equipment (PPE) and discusses the seven main categories of PPE. This module also explains the functions of PPE and how to select the required PPE at your area of work.

The e-module provides engaging exercises and interactive lesson to help learners understand the functions of PPE in the workplace.

Introduction to PPE is available as standard module and micro-learning module, as well as in English and Bahasa Melayu.

Course Objectives

At the end of the course, learners will be able to:

- State the importance of PPE and their functions
- Identify the PPE categories
- Know the PPE requirements at their workplaces

Course Lessons (Standard Module):

- Part One – What is PPE?
- Part Two – PPE Categories
- Part Three – Know your PPE Requirements

Learning Duration: 1 hour

Assessment: There will be a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One – What is PPE?
- Module Two – PPE Categories
- Module Three – Know your PPE Requirements

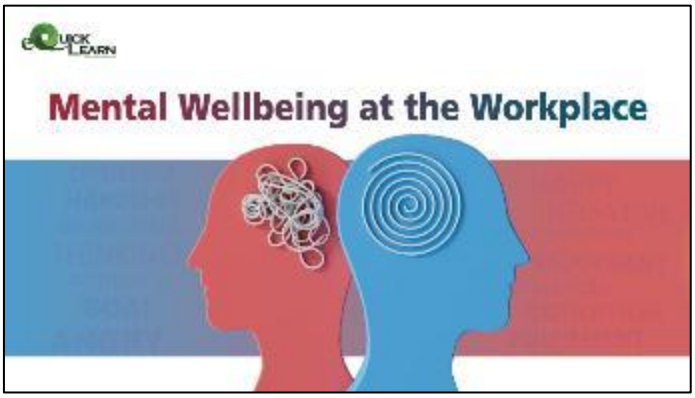
Learning Duration Per Module: 20 mins

Assessment: There will be a graded assessment of 5 multiple-choice questions *at the end of each module*. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

SH09

Mental Wellbeing at the Workplace



Employees' mental wellbeing is just as important as their physical wellbeing. Happy and healthy employees will produce positive outcomes and growth for businesses. *Mental Wellbeing at the Workplace* is an interactive e-module that aims to create awareness on the importance of mental health in the workplace.

This module defines mental illness and identifies two common mental health conditions faced by employees by discussing their respective signs, symptoms and risk factors. This module also addresses practical measures we can take to support those suffering mental health risks at work as well to manage our physical and mental wellbeing in the workplace.

Mental Wellbeing at the Workplace is available as standard module as well as micro-learning module.

Course Objectives

At the end of the course, learners will be able to:

- Define mental health and mental illness
- State common symptoms and risk factors associated with Depression and Anxiety Disorder
- Identify ways to cultivate mental wellbeing in the workplace

Course Lessons (Standard Module):

- Part One: Understanding Mental Illness
- Part Two: Depression and Anxiety Disorder
- Part Three: Mental Health in the Workplace

Learning Duration: 1 hour

Assessment: There will be a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One: Understanding Mental Illness
- Module Two: Depression and Anxiety Disorder
- Module Three: Mental Health in the Workplace

Learning Duration Per Module: 10-15 mins

Assessment: There will be a graded assessment of 5 multiple-choice questions at the end of each module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

SH08A

Road Safety Awareness for Dispatch Riders

Click and Watch

Road Safety Awareness for Dispatch Riders is a highly interactive course that is specially designed for delivery and dispatch riders in Malaysia.

The module presents good practice guidelines that prioritise the occupational safety and health of riders on the roads. The module is divided into three parts, namely risky riding behaviour, traffic rules and signs and safety hazards on the road.

Road Safety Awareness for Dispatch Riders is also available in Bahasa Melayu.

Course Objectives

At the end of the course, learners will be able to:

- Recognise risky riding behaviour that cause accidents
- Reinforce your knowledge on traffic rules and signs, and
- Identify common hazards on the road

Course Lessons (Standard Module):

- Part One: Riding Behaviour
- Part Two: Traffic Rules and Signs
- Part Three: Safety Hazards on the Road

Learning Duration: 1 hour

Assessment: There will be a graded assessment that consists of 10 multiple-choice questions at the end of the module. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Course Lessons (Micro-learning):

- Module One: Riding Behaviour
- Module Two: Traffic Rules and Signs
- Module Three: Safety Hazards on the Road

Learning Duration Per Module: 20 mins

Assessment: There will be a graded assessment of 5 multiple-choice questions *at the end of each module*. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

SH02A

Safety Signs at the Workplace

Click and Watch

Safety Signs at the Workplace introduces the elements of safety signs at the workplace and emphasizes the importance of knowing and obeying safety signs to stay safe at the workplace. This module explains five main types of safety signs at the workplace, and their main functions.

Safety Signs at the Workplace is an occupational safety awareness course that is targeted at new employees at a plant. It can also be used as a refresher training for experienced team members.

Learning Duration: 1 hour

Course Objectives

At the end of the course, learners will be able to:

- Explain the purposes of Safety Signs
- Recognise the types of Safety Signs at their workplaces

Course Lessons

- Part One: What are Safety Signs?
- Part Two: Types of Safety Signs
- Part Three: Common Safety Signs and their Meanings

Safety Sign at the Workplace is available in both English and Bahasa Melayu.

Assessment: The e-module provides engaging exercises and interactive lesson to help learners identify the safety signs at the workplace. There will be a graded assessment at the end of the course that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

Product Code:

SH01A

Workplace Safety for Employees

Click and Watch

This module provides learners with essential knowledge and practices to maintain a safe working environment. It introduces the concept of workplace safety and why safety is critical for all employees.
The module also covers employee rights and responsibilities under the Occupational Safety and Health Act and offers practical ways to stay safe at work.

Workplace Safety for Employees is an occupational safety awareness course that is targeted at all employees including entry-level employees. It can also be used as a refresher training for experienced team members.

Learning Duration: 1 hour

Course Objectives
At the end of the course, learners will be able to:
- Recognise the importance of Safety at their workplaces
- Explain employees' duties and responsibilities on Safety
- Identify ways to stay safe in the workplace

Course Lessons
- Part One: Introduction to Workplace Safety
- Part Two: Safety Rights and Responsibilities
- Part Three: Eight Ways to Stay Safe

Workplace Safety for Employees is available in both English and Bahasa Melayu.

Assessment
The e-module provides engaging exercises and interactive lesson to help learners identify the safety risks at the workplace as well as to be mindful of their safety.

The course ends with a graded assessment that consists of 10 multiple choice questions. Learners are required to pass the assessment with a pass percentage to be determined by the company.

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e-Modul Bahasa Melayu

Product Code:

LC06B

Amalan dan Pentadbiran ESG di Tempat Kerja

Click and Watch

'*Amalan dan Pentadbiran ESG di Tempat Kerja*' terdiri daripada lima modul pembelajaran mikro yang bertujuan untuk membimbing pekerja tentang cara meningkatkan prestasi ESG mereka dengan menentukan strategi, inisiatif amalan terbaik dan metrik bagi pelaksanaan yang lebih berkesan.

Kandungan kursus ini adalah selaras dengan buku panduan ESG Bursa Malaysia mengenai 'Syarikat Tersenarai Awam (PLCs) yang Mampan, Mempunyai Tanggungjawab Sosial dan Beretika'. Ia membincangkan topik utama yang masing-masing berada di bawah dimensi ESG.

Menjelang akhir kursus, peserta akan dilengkapi dengan pengetahuan serta alat untuk melaksanakan amalan mampan, menggalakkan tanggungjawab sosial dan memastikan tadbir urus yang kukuh dalam organisasi.

Objektif Pembelajaran

Di akhir modul ini, anda akan dapat:

- mengenal pasti pemacu utama ESG bagi kejayaan perniagaan
- Membincangkan hala tuju ESG di peringkat global dan tempatan

Isi Kandungan (Modul Standard):

- Bahagian Satu:
  - Bab Satu– Penciptaan Nilai ESG
  - Bab Dua – Strategi ESG yang Berkesan
- Bahagian Dua:
  - Bab Satu– Tadbir Urus Kemampanan
  - Bab Dua – Kelestarian Alam Sekira
  - Bab Tiga – Prestasi Sosial

Tempoh Pembelajaran : 1.5 jam

Isi Kandungan (Modul Pembelajaran Mikro):

- Modul Satu: Penciptaan Nilai ESG
- Modul Dua: Strategi ESG yang Berkesan
- Modul Tiga: Tadbir Urus Kemampanan
- Modul Empat: Kelestarian Alam Sekitar
- Modul Lima: Prestasi Sosial

Tempoh Pembelajran Setiap Modul: 15-20 minit

Penilaian

Kursus ini menyediakan kuiz dan aktiviti menguji pengetahuan untuk memperkukuhkan pembelajaran. Terdapat juga ujian penilaian di bahagian akhir untuk membantu anda menggariskan isi-isi penting yang telah dipelajari.

Product Code:

LC03B

Antirasuah dan Sogokan Di Tempat Kerja

Click and Watch

Antirasuah dan Sogokan di Tempat Kerja menyentuh berkenaan rasuah dan sogokan di tempat kerja. Ia mengandungi penjelasan berkenaan rasuah dan kesan-kesannya dari segi perundangan dan membincangkan juga situasi-situasi di mana rasuah cenderung berlaku di tempat kerja.

Modul ini menawarkan latihan interaktif untuk membantu anda dalam membuat pertimbangan mengikut sisi perundangan, moral dan profesional ke atas rasuah yang berlaku berdasarkan situasi sebenar di tempat kerja.

Tempoh Pembelajaran: 1.5 jam

Objektif Pembelajaran:
Di akhir modul ini, anda akan dapat:
- menentukan terma, penalti dan kesalahan-kesalahan berdasarkan undang-undang pencegahan rasuah
- mengenal pasti amalan rasuah di tempat kerja anda dan cara mengelakkannya
- mempraktikkan pengetahuan anda dalam situasi sebenar tempat kerja

Bahagian Satu: Sogokan Di Tempat Kerja
Bahagian Satu adalah pengenalan kepada rasuah di mana penerangan kepada istilah-istilah utama, penalti dan kesalahan berkenaan rasuah akan dibincangkan.
- Bab Satu: Rasuah Secara Ringkas
- Bab Dua: Rasuah di Tempat Kerja

Bahagian Dua: Pengenalan Kepada Liabiliti Korporat
Bahagian Dua berbincang tentang tanggungjawab perundangan terhadap organisasi komersial dalam membanteras rasuah.

Penilaian
Kursus ini menyediakan kuiz dan aktiviti menguji pengetahuan untuk memperkukuhkan pembelajaran. Terdapat juga ujian penilaian di bahagian akhir untuk membantu anda menggariskan isi-isi penting yang telah dipelajari.

Product Code:

PD04B

Asas Khidmat Pelanggan

Click and Watch

E-modul ini disediakan khas untuk para pekerja yang terlibat dalam menangani para pelanggan syarikat setiap hari, tidak kira pelanggan dalaman atau pun pelanggan luaran. Modul ini memberikan perspektif yang luas berkenaan siapa pelanggan kita dan membantu para pekerja memupuk pemikiran berfokuskan khidmat pelanggan.

Ia mengangkat kepentingan khidmat pelanggan di dalam sesebuah organisasi dan mengajar teknik-teknik yang berguna untuk membantu kita menguruskan beraneka ragam dan jenis pelanggan di dalam pelbagai keadaan.

Tempoh Pembelajaran: 1 jam

Objektif Pembelajaran

Di akhir modul ini, anda akan dapat:

- mengenal pasti pelanggan yang penting bagi anda
- menilai perkara-perkara yang penting untuk pelanggan anda, dan
- mengenali teknik-teknik khidmat pelanggan yang berkesan

Isi Kandungan

- Bahagian Satu: Asas Khidmat Pelanggan
- Bahagian Dua: Teknik-Teknik Khidmat Pelanggan

Penilaian

Kursus ini menyediakan kuiz dan aktiviti menguji pengetahuan untuk memperkukuhkan pembelajaran. Terdapat juga ujian penilaian di bahagian akhir untuk membantu anda menggariskan isi-isi penting yang telah dipelajari.

Product Code:

LC08B

Gangguan Seksual Di Tempat Kerja

Click and Watch

Gangguan seksual adalah satu masalah di tempat kerja yang sentiasa wujud; ia boleh mengakibatkan kesan buruk yang serius kepada kedua-dua mangsa dan organisasi. Adalah penting bagi syarikat dan pekerja untuk memahami perihal gangguan seksual seperti yang digariskan dalam Akta Kerja 1955.

Modul ini menyediakan beberapa senario di tempat kerja bagi mengenal pasti tingkah laku yang merupakan gangguan seksual, menjelaskan salah tanggapan yang biasa berlaku, akibatnya dan bagaimana gangguan seksual boleh dicegah dan ditangani di tempat kerja.

Tempoh Pembelajaran Setiap Modul: 15-20 minit

Objektif Pembelajaran:
Di akhir modul ini, anda akan dapat:
- mengenal pasti jenis-jenis gangguan seksual di tempat kerja
- menerangkan bentuk-bentuk tingkah laku yang merupakan gangguan seksual
- menerangkan mitos dan akibat gangguan seksual
- membincangkan cara untuk mencegah gangguan seksual di tempat kerja

Isi Kandungan:
- Modul Satu: Jenis-jenis Gangguan Seksual
- Modul Dua: Bentuk-bentuk Tingkah Laku
- Modul Tiga: Mitos dan Kesan
- Modul Empat: Pencegahan dan Aduan

Penilaian
Kursus ini menyediakan kuiz dan aktiviti menguji pengetahuan untuk memperkukuhkan pembelajaran. Terdapat juga ujian penilaian di bahagian akhir untuk membantu anda menggariskan isi-isi penting yang telah dipelajari.

Product Code:

SH01B

Keselamatan Di Tempat Kerja

Modul ini bertujuan untuk mengajar para pekerja supaya peka terhadap hazard di tempat kerja yang berpotensi menyebabkan kecederaan, penderitaan malah kematian. Modul ini mengandungi perbincangan mengenai hak-hak pekerja, tanggungjawab dan tugas-tugas pekerja untuk memastikan keselamatan mereka di tempat kerja.

Tempoh Pembelajaran: 1 jam

Objektif Pembelajaran

Di akhir modul ini, anda akan dapat:

- menyatakan kepentingan keselamatan di tempat kerja
- menyenaraikan cara-cara untuk kekal selamat di tempat kerja

Isi Kandungan

- Bahagian Satu: Pengenalan ringkas kepada keselamatan di tempat kerja
- Bahagian Dua: Hak-hak keselamatan dan tanggungjawab anda di tempat kerja
- Bahagian Tiga: Lapan kaedah untuk menjaga keselamatan di tempat kerja

Penilaian

Kursus ini menyediakan kuiz dan aktiviti menguji pengetahuan untuk memperkukuhkan pembelajaran. Terdapat juga ujian penilaian di bahagian akhir untuk membantu anda menggariskan isi-isi penting yang telah dipelajari.

Product Code:

Kesedaran Keselamatan Jalan Raya Untuk Penunggang Penghantaran SH08B

Click and Watch

Modul ini dibuat khusus untuk para penunggang penghantaran barangan dan makanan di Malaysia. Ia membincangkan garis panduan berkenaan keselamatan dan kesihatan pekerjaan bagi penunggang-penunggang motosikal di jalan raya.

Tempoh Pembelajaran: 1 jam

Objektif Pembelajaran

Di akhir modul ini, anda akan dapat:

- mengenali tingkah laku berisiko ketika menunggang motosikal yang boleh menyebabkan kemalangan
- mengukuhkan pengetahuan anda tentang peraturan dan isyarat lalu lintas, dan
- mengenal pasti hazard keselamatan yang biasa wujud di jalan raya

Isi Kandungan

- Bahagian Satu: Tingkah Laku Menunggang Motosikal
- Bahagian Dua: Peraturan dan Isyarat Lalu Lintas
- Bahagian Tiga: Hazard Keselamatan di Jalan Raya

Penilaian

Kursus ini menyediakan kuiz dan aktiviti menguji pengetahuan untuk memperkukuhkan pembelajaran. Terdapat juga ujian penilaian di bahagian akhir untuk membantu anda menggariskan isi-isi penting yang telah dipelajari.

Product Code:

SH06B

Kesedaran Keselamatan Kebakaran

E-modul Kesedaran Keselamatan Kebakaran ini dihasilkan untuk memberi maklumat berguna kepada para pekerja tentang bahaya kebakaran dan keadaan-keadaan yang memudahkan api membesar dan merebak. Modul ini juga memperkenalkan strategi-strategi pengurusan keselamatan kebakaran yang boleh dilaksanakan di tempat kerja.

Tempoh Pembelajaran: 1 jam

Objektif Pembelajaran

Di akhir modul ini, anda akan dapat:

- mengenal pasti elemen-elemen api, klasifikasi dan peringkat kebakaran
- menjelaskan tentang strategi pengurusan keselamatan kebakaran

Isi Kandungan

- Bahagian Satu: Asas Keselamatan Kebakaran
- Bahagian Dua: Pengurusan Keselamatan Kebakaran

Penilaian

Kursus ini menyediakan kuiz dan aktiviti menguji pengetahuan untuk memperkukuhkan pembelajaran. Terdapat juga ujian penilaian di bahagian akhir untuk membantu anda menggariskan isi-isi penting yang telah dipelajari.

Product Code:

PD03B

Komunikasi Berkesan Di Tempat Kerja

Click and Watch

Komunikasi Berkesan Di Tempat Kerja memberikan garis panduan bagi komunikasi berkesan di tempat kerja. Ia membincangkan elemen-elemen penting bagi proses komunikasi, jenis-jenis komunikasi selain membicarakan tentang cara-cara untuk mempertingkatkan komunikasi perniagaan.

Module ini juga mengenal pasti halangan komunikasi di tempat kerja dan cara-cara mengatasinya.

Tempoh Pembelajaran: 1 jam

Objektif Pembelajaran
Di akhir modul ini, anda akan dapat:
- mengenal pasti elemen-elemen penting dalam proses komunikasi
- menamakan empat jenis komunikasi utama, dan
- mengenal pasti kaedah praktikal untuk mengatasi halangan dalam komunikasi

Isi Kandungan:
- Bahagian Satu: Proses Komunikasi
- Bahagian Dua: Jenis-jenis Komunikasi
- Bahagian Tiga: Mengatasi Halangan Komunikasi

Penilaian
Kursus ini menyediakan kuiz dan aktiviti menguji pengetahuan untuk memperkukuhkan pembelajaran. Terdapat juga ujian penilaian di bahagian akhir untuk membantu anda menggariskan isi-isi penting yang telah dipelajari.

Product Code:

SH02B

Papan Tanda Keselamatan Di Tempat Kerja

Modul ini memperkenalkan elemen-elemen papan tanda keselamatan di tempat kerja dan menekankan kepentingan mengetahui dan mematuhi papan tanda keselamatan agar keselamatan terjaga di tempat kerja.

Modul ini juga menerangkan lima jenis papan tanda keselamatan di tempat kerja dan fungsi-fungsi utamanya.

Tempoh Pembelajaran: 1 jam

Objektif Pembelajaran

Di akhir modul ini, anda akan dapat:

- menjelaskan tujuan papan tanda keselamatan diwujudkan
- mengenalpasti jenis-jenis papan tanda keselamatan di tempat kerja anda

Isi Kandungan

- Bahagian Satu: Apa itu Papan Tanda Keselamatan?
- Bahagian Dua: Jenis Jenis Papan Tanda Keselamatan
- Bahagian Tiga: Papan Tanda Keselamatan Di Tempat Kerja

Penilaian

Kursus ini menyediakan kuiz dan aktiviti menguji pengetahuan untuk memperkukuhkan pembelajaran. Terdapat juga ujian penilaian di bahagian akhir untuk membantu anda menggariskan isi-isi penting yang telah dipelajari.

Product Code:

LC05B

Pengenalan kepada ESG

Click and Watch

Pengenalan Kepada ESG mengenali subjek *Alam Sekitar, Sosial dan Tadbir Urus* atau terma Inggerisnya *Environment, Social and Governance (ESG)*. Modul ini membantu pelajar memahami ESG sebagai satu cara integrasi dalam melihat cara hidup korporat di Malaysia di samping membekalkan bimbingan praktikal untuk pendekatan ESG dengan menekankan kriteria-kriteria ESG yang penting kepada sebuah organisasi.

Tempoh Pembelajaran Setiap Modul: 15-20 minit

Objektif Pembelajaran:
Di akhir modul ini, anda akan dapat:
- mengenal pasti elemen-elemen ESG dan hubung kaitnya dengan penghasilan nilai
- menentukan peranan anda untuk meyokong inisiatif ESG syarikat dengan lebih baik

Isi Kandungan:
- Modul Satu: Kenali ESG
- Modul Dua: Kepentingan ESG
- Modul Tiga: E dalam ESG
- Modul Empat: S dalam ESG
- Modul Lima: G dalam ESG

Penilaian
Kursus ini menyediakan kuiz dan aktiviti menguji pengetahuan untuk memperkukuhkan pembelajaran. Terdapat juga ujian penilaian di bahagian akhir untuk membantu anda menggariskan isi-isi penting yang telah dipelajari.

Product Code:

SH03B

Pengenalan Kepada Peralatan Perlindungan Diri (PPE)

Modul ini memberikan pengenalan kepada Kelengkapan Perlindungan Diri atau *Personal Protective Equipment (PPE)* dan membincangkan tujuh kategori utama PPE. Modul ini juga menerangkan tentang fungsi-fungsi PPE dan bagaimana memilih PPE yang diperlukan dalam bidang kerja anda.

Tempoh Pembelajaran: 1 jam

Objektif Pembelajaran

Di akhir modul ini, anda akan dapat:

- menyatakan kepentingan PPE dan fungsinya
- mengenalpasti tujuh kategori PPE
- mengetahui syarat-syarat PPE di tempat kerja anda

Isi Kandungan

- Bahagian Satu: Apa itu PPE?
- Bahagian Dua: Kategori PPE
- Bahagian Tiga: Ketahui Keperluan PPE

Penilaian

Kursus ini menyediakan kuiz dan aktiviti menguji pengetahuan untuk memperkukuhkan pembelajaran. Terdapat juga ujian penilaian di bahagian akhir untuk membantu anda menggariskan isi-isi penting yang telah dipelajari.

Product Code:

LC13B

Perlindungan Privasi dan Data Peribadi

Perlindungan Privasi dan Data Peribadi merupakan e-modul interaktif yang menyediakan panduan praktikal dan mudah difahami kepada pekerja tentang cara mengendalikan data peribadi secara bertanggungjawab di tempat kerja. Berdasarkan pindaan terkini ke atas Akta Perlindungan Data Peribadi (Personal Data Protection Act – PDPA) 2024, modul ini menerangkan peranan anda dalam melindungi data pelanggan, pekerja dan pihak ketiga.

Modul ini boleh digunakan sebagai program latihan kesedaran untuk memenuhi keperluan pematuhan PDPA, agar semua warga organisasi memahami peranan mereka dalam menjaga keselamatan data peribadi. Anda akan mempelajari apa yang dimaksudkan dengan data peribadi dan data sensitif, prinsip-prinsip utama PDPA, kesilapan lazim dalam pengendalian data yang perlu dielakkan serta tindakan yang harus diambil sekiranya berlaku kebocoran data atau disyaki penyalahgunaan.

Tempoh Pembelajaran: 1 jam

Objektif Pembelajaran
Di akhir modul ini, anda akan dapat:
- Menerangkan definisi asas undang-undang Akta Perlindungan Data Peribadi, termasuk Pindaan 2024
- Menerangkan definisi Data Peribadi dan Data Sensitif
- Mengal pasti tujuh Prinsip PDPA

Isi Kandungan
- Bahagian Satu: Pengenalan kepada PDPA
- Bahagian Dua: 7 Prinsip PDPA
- Bahagian Tiga: Tanggungjawab Pekerja

Penilaian
Kursus ini menyediakan kuiz dan aktiviti menguji pengetahuan untuk memperkukuhkan pembelajaran. Terdapat juga ujian penilaian di bahagian akhir untuk membantu anda menggariskan isi-isi penting yang telah dipelajari.

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职场反贿赂与反贪污

Product Code:

职场反贿赂与反贪污 (Anti-Bribery and Corruption in the Workplace) LC01C

Click and Watch

《职场反贿赂与反贪污》是一个分为上下两册的电子学习课程，同时也是针对员工、供应商、供货商、伙伴、承包商、顾问或任何可能代表公司行事的第三方而设的合规课程。

学习时长 ： 1.5小时

课程目标

在本课程结束时，您将能够**学到：**

- 反贪污立法定义术语、处罚和罪行
- 识别工作场所的腐败行为以及如何避免职场贪污风险
- 讨论 MACC 法案的第17A条文所涵盖的各项主要课题
- 将知识应用于真实的职场情况

上册：职场贪污

课程的上册将探讨职场中的贿赂与贪污。它会提供一个有关贪污的快速指南，并提及它在法律方面的各种影响，同时讨论易于使人陷入贪污风险的职场情况。

- 单元一：贪污简介
- 单元二：职场贪污

下册：企业责任

课程的下册则会介绍贪污罪行中的企业责任。它将根据最新修订的《2009年马来西亚反贪污法令》（Malaysian Anti-Corruption Commission Act (MACCA) 2009）着重于探讨企业的义务，同时界定该法令中第17A条文所涵盖的各项主要课题。

评估： 每个电子学习课程单元的尾声将有一个涵盖10道问题的分级评估，以测试学员对课程的了解。

eQUICK LEARN

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Security Guard e-Learning Series

(English with BM Subtitle)

Product Code:

SG01

Private Security Industry in Malaysia

Click and Watch

Private Security Industry in Malaysia e-module is the first module of the Security Guard eLearning Series.
The module discusses the private security industry in Malaysia, focusing on the private security legislation in Malaysia. It also explains the roles of associations and regulatory bodies that regulate and administer the private security industry.

The module aims to familiarise new security guards on the private security infrastructure in Malaysia as well as the relevant legislations that govern their profession.

This module is offered on HRD Corp's e-LATiH platform.

Learning Duration: 1 hour

Course Objectives
At the end of the course, learners will be able to:
- Define Private Security Agency in Malaysia
- Explain the scope of the Private Agencies Act 1971
- Discuss the roles of KDN, PIKM and PPiKK in the private security industry
- Apply their knowledge to their security profession

Course Lesson
- Part One: Private Agencies Act 1971
- Part Two: Ministry of Home Affairs (KDN)
- Part Three: Security Industry Associations

Assessment: The course provides engaging exercises as well as a graded Assessment at the end that consists of 10 True/False questions.

Product Code:
SG02

Security Guard – Roles & Responsibilities

Click and Watch

Security Guard – Roles & Responsibilities e-module is the second module of the Security Guard eLearning Series.

The module provides an introduction to the legal status, duties and responsibilities of security guards in Malaysia. It defines the attributes and qualities of a good security guard. The module also introduces equipment that are used by security guards on-duty, as well as discusses the essential elements in security reporting.

Learning Duration: 1 hour

Course Objectives
At the end of the module, the learner will be able to:
- State the legal status and power of Security Guards in Malaysia
- Describe the qualities and attributes of a good security guard
- Discuss the duties and responsibilities of private guards
- Identify the equipment and proper security reporting techniques

Course Lessons
- Part One: Security Guard: Legal Status and Power
- Part Two: Security Guard: Qualities and Attributes
- Part Three: Security Guard: Duties and Responsibilities
- Part Four: Security Guard: Equipment and Reports

Assessment: The course provides engaging exercises as well as a graded Assessment at the end that consists of 10 True/False questions, with the pass percentage to be determined by the company.

Product Code:

Security Guard – Discipline and Effective Communication

SG03

Discipline & Effective Communication e-module is the third module of the Security Guard eLearning Series.

Security guards interact with people on a daily basis. Discipline and good communication skill are fundamental to the success of a security personnel.

This module focuses on the importance of keeping security disciplined and accountable by providing ways to create a disciplined culture in the workplace. The module also discusses three main types of communication and how communication skills contribute to the success of a security guard.

Learning Duration: 1 hour

Course Objectives
At the end of the module, learners will be able to:
- Recognise the importance of discipline and communication skills
- Discuss ways to stay disciplined at work
- Identify elements of effective communication and communication barriers

Course Lessons
- Part One: Discipline
- Part Two: Communication

Assessment
The course provides engaging exercises as well as a graded Assessment at the end that consists of 10 True/False questions, with the pass percentage to be determined by the company.

eQUICK LEARN

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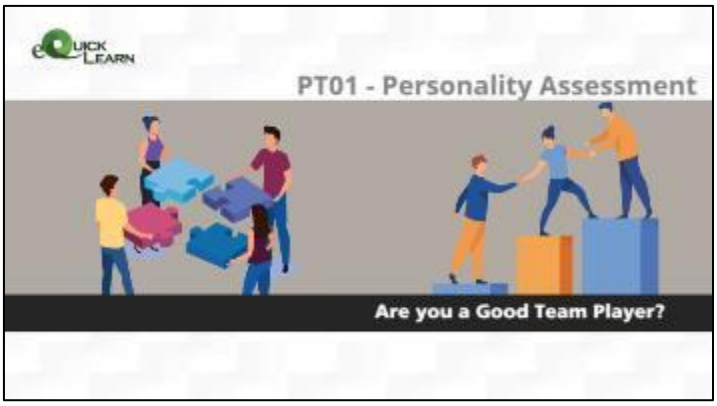
Psychometric Tests

Product Code:

PT01

Are you a Good Team Player?



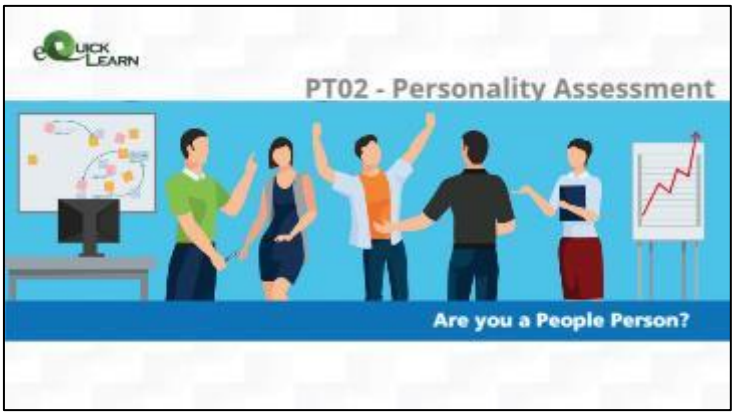
This personality assessment is an online hiring tool to help HR or recruitment agencies source the right people for the right jobs. This assessment consists of 24 rating-scale statements to help assess a candidate's understanding of teamwork and whether they will make a good team player.

Respondents will be able to select either English or BM version.

Product Code:

PT02

Are you a People Person?



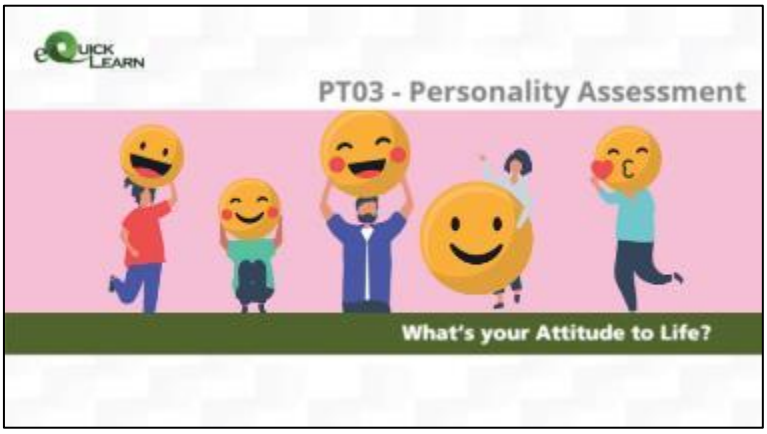
This personality assessment is an online hiring tool to help HR or recruitment agencies source the right people for the right jobs. This assessment consists of 36 rating-scale statements to help employers assess if a candidate is generally good at dealing with people.

Respondents will be able to select either English or BM version.

Product Code:

PT03

What is your Attitude in Life?



This personality assessment is an online hiring tool to help HR or recruitment agencies source the right people for the right jobs. This assessment helps to assess a candidate's attitude to life. One's attitude is often noticed by other people more than our ourselves. Attitude is formed by our experiences and the influences in our lives. Attitude determines our choice or actions in life. If a candidate has an attitude problem, he/she may have difficult time adapting or thriving in a corporate culture.

Respondents will be able to select either English or BM version.

eQUICK
LEARN