DR ISO

ENPOWERING CONTINOUS IMPROVEMENT

TRAINING CATALOGUE

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MANAGEMENT SYSTEM TRAINING

DR ISO

ISO 9001 QUALITY MANAGEMENT SYSTEM

- Awareness Training
- Internal Audit Training & Workshop
- Effective Documentation

ISO 14001 ENVIRONMENTAL MANAGEMENT SYSTEM

- Awareness Training
- Industrial Waste Management
- Industrial Chemical Management
- Internal Audit Training & Workshop
- Environmental Aspects Identification, Impacts Assessment and Control Training & Workshop

ISO 45001 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

- Awareness Training
- Industrial Waste Management
- Industrial Chemical Management
- Internal Audit Training & Workshop
- Environmental Aspects Identification, Impacts Assessment and Control Training & Workshop

INTEGRATED MANAGEMENT SYSTEM (ISO9001/ ISO14001/ ISO45001)

- Awareness Training
- Internal Audit Training & Workshop

ISO / IEC27001 INFORMATION SECURITY MANAGEMENT SYSTEM (ISMS)

- Awareness Training
- Risk Management
- Statement of Applicability
- Internal Audit Training & Workshop

ISO13485 MEDICAL DEVICES QUALITY MANAGEMENT SYSTEM

- Awareness Training
- Effective Documentation & Practices
- Internal Audit Training & Workshop

MANAGEMENT SYSTEM TRAINING

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ISO50001 ENERGY MANAGEMENT SYSTEM

- Awareness Training
- Risk Management Training
- Internal Audit Training
- Energy Review Training
- Legal (EECA) Energy Efficiency and Conservation Act

ISO17025 LABORATORY MANAGEMENT SYSTEM

- Understanding of ISO/IEC 17025:2017 Laboratory Management System Requirements
- Risk Management Training
- Internal Audit Training

ISO28000 SECURITY MANAGEMENT SYSTEM (SEMS)

- Awareness Training
- Internal Audit Training & Workshop

ISO37001 ANTI-BRIBERY MANAGEMENT SYSTEM

- Awareness Training
- Corruption Risk Management Training
- Internal Audit Training & Workshop
- Understanding Anti Bribery Act 694 of section 16, 17, 17a,18 & 23 and How Its Related with ISO37001:2025

GOOD MANUFACTURING PRACTICE (GMP)

- Food Industry
- Medical Industry
- Cosmetic Industry
- Internal Audit Training & Workshop

HAZARD ANALYSIS CRITICAL CONTROL POINT (HACCP)

- Introduction to Hazard Analysis Critical Control Point (HACCP)
- Internal Audit Training

MANAGEMENT SYSTEM TRAINING

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GOOD DISTRIBUTION PRACTICE FOR MEDICAL DEVICE (GDPMD)

- Awareness Training
- Effective Documentation & Practices
- Internal Audit Training & Workshop

INTERNATIONAL AUTOMOTIVE TASK FORCE (IATF)

- Awareness Training
- Internal Audit Training & Workshop

FSSC22000 FOOD SAFETY MANAGEMENT SYSTEM

- Awareness Training
- Internal Audit Training & Workshop

HALAL

- Awareness Training
- Assurance System Training Program
- Internal Audit Training & Workshop

MALAYSIAN SUSTAINABLE PALM OIL (MSPO)

- Awareness Training
- Internal Audit Training & Workshop

ROUNDTABLE ON SUSTAINABLE PALM OIL (RSPO)

- Awareness Training
- Internal Audit Training & Workshop

BUSINESS CONTINUITY MANAGEMENT SYSTEM (BCMS)

- Awareness Training
- Risk Management Training
- Internal Audit Training & Workshop

SEDEX MEMBERS ETHICAL TRADE AUDIT (SMETA) 2 PILLAR/4 PILL AR

- Awareness Training
- Internal Audit Training & Workshop

INFORMATION TECHNOLOGY

1. Basic IT Skills for Office Staff
2. Cybersecurity Awareness
3. Data Protection & Privacy Awareness
4. Cloud Computing Basics
5. IT Risks & Controls
6. Digital Transformation Overview
7. System Implementation & User Adoption
8. TISAX
9. AI Awareness for Management
10. Using AI Tools for Office Productivity
11. AI in HR & Recruitment
12. ChatGPT & AI Tools for Daily Work
13. Effective Business Communications with AI Integration
14. Harnessing AI for Productivity and Efficiency in the Workplace
15. Corporate Communication with AI Integrations
16. Building Customer Champions using AI
17. Crisis & Risk Management using AI tools
18. Digital Awareness & Safe AI Practices
19. Artificial Intelligence & Machine Learning

BUSINESS MANAGEMENT

1. Business Strategies Planning Training
2. Project Management Fundamentals
3. Risk Management & Business Continuity
4. KPI Setting & Performance Management
5. Business Process Improvement
6. Entrepreneurial & Intrapreneurial Skills
7. Change Management
8. People Management
9. Accountability for Result & Achievement
10. Anger/ Stress/ Time Management
11. Achievement & Result Orientation
12. Competencies at Work
13. Basic Management Skills
14. Balance Score Card & Strategic Mapping
15. Business Continuity Management
16. Effective Negotiation Skills
17. 7 Pain Points of Entrepreneurs
18. Basic Entrepreneurship
19. Business Etiquette
20. Effective Supervisory, Leadership & Management Skills

SALES AND MARKETING

1. Sales Techniques & Closing Skills
2. Customer Relationship Management
3. Digital Marketing Basics
4. Negotiation Skills for Sales
5. Customer Service Excellence
6. Customer Relationship Management
7. Critical Thinking
8. Mastering Sales Excellence
9. Negotiation Skills
10. Problem Solving & Decision Making
11. Sales & Marketing Mastery
12. Digital Marketing
13. Social Media Marketing
14. Social Media Advertising
15. E-mail Marketing
16. Website Marketing
17. Search Engine Marketing
18. Search Engine Optimization

ENVIRONMENTAL

1. Green Technology
2. Sustainable Development Goals (SDG)
3. Environmental, Social and Governance (ESG)
4. Climate Action Awareness Talk
5. Fundamentals of Greenhouse Gas (GHG)/Carbon Reporting
6. Identifying Environmental Aspects & Impacts
7. Industrial Waste Management
8. Industrial Chemical Management
9. Environmental Aspects Identification, Impacts Assessment and Control Training & Workshop
10. Forest Stewardship Council (FSC)

ACCOUNTING & FINANCE

1. Finance for Non-Finance Professionals
2. E-Invoicing & Tax Compliance
3. Cash Flow Management
4. Tax Compliance Basics (Malaysia context)
5. Internal Controls & Fraud Prevention
6. Fundamentals in Accounting
7. Effective Credit Management & Debt Recovery
8. Sales and Service Tax (SST)
9. Financial Statement Analysis
10. Transfer Pricing
11. Plantation Accounting
12. Financial Statement Analysis
13. Real Property Gains Tax

SAFETY & HEALTH

1. Emergency Response & Evacuation
2. First Aid Awareness
3. Workplace Ergonomics
4. HIRARC Awareness
5. Safety Leadership for Supervisors
6. Chemical Spillage Control
7. Defensive Driving
8. Disaster Management
9. Incident Investigation and Reporting
10. Safety Fire Drill
11. The Use of Personal Protective Equipment (PPE)
12. Restriction of Hazardous Substances (ROHs)
13. Forklift Safety Training

HUMAN RESOURCES

1. Unfair Dismissal, Domestic Inquiry and Discipline at Work Place
2. Sexual Harassment at Work Place
3. Employment Law (Latest Amendment)
4. Payroll, Statutory Compliance (EPF, SOCSO, EIS) & Taxation
5. Sabah & Sarawak Labor Ordinance
6. Employment Contract
7. Compensation and Benefits
8. Performance Improvement Plan (PIP)
9. Career Planning VS Recruitment & Retention HUMAN RESOURCES
10. Fundamentals of HR Management
11. Handling Sexual Harassment at Workplace
12. Feedback Escalations
13. How to Conduct a Successful Interview
14. HR for Non-HR
15. KPI & Competencies Training
16. Maintaining Positive Attitude at Workplace
17. Motivating Employees & Building Commitment
18. Performance Appraisal VS Increment & Award
19. Talent Management Mastery
20. Domestic Enquiry

MANUFACTURING / SUPPLY CHAIN

1. Industrial Relations & Trade Union Awareness
2. Industrial Safety Practices
3. Manufacturing Operations Management
4. Workplace Efficiency & Productivity
5. Industrial Compliance & Regulations
6. Toyota Production System
7. 5S Methodology
8. Root Cause Analysis
9. Eliminating Waste: The 7 Types of Waste in Lean
10. Lean Manufacturing Fundamentals
11. Lean Six Sigma (White, Yellow, Green Belt)
12 .Advanced Product Quality Planning (APQP)
13. Production Part Approval Process (PPAP)
14. Failure Mode & Effects Analysis (FMEA)
15. Statistical Process Control (SPC)
16. Measurement System Analysis (MSA)
17. Warehouse and Inventory Management
18. 7QC Tools
19. Supply Chain Fundamentals
20. Procurement & Vendor Management
21. Inventory and Warehouse Management
22. Logistics and Supply Chain Management
23. Cost Reduction in Supply Chain
24. Quality Control Basic and QC Tools

COMMUNICATION & PRESENTATION

1. Effective Business Communication
2. Professional Email & Report Writing
3. Workplace Communication & Etiquette
4. Negotiation & Influencing Skills
5. Conflict Management & Resolution
6. Effective Communication for High Performance
7. Effective Communication Skills
8. Effective Intra and Interpersonal Skills Building
9. Effective Performance Management
10. Cross-Cultural Communication
11. Presentation Skills & Public Speaking
12. Virtual Presentation Mastery
13. Executive Presence Development
14. Star Presentation, Professional Speaking & Reading People
15. Influence & Persuasion
16. Enhancing Customer Service & Customer Relationship
17. Effective Telephone Techniques
18. Handling Difficult Customers
19. Managing Customer Complaints

PERSONAL DEVELOPMENT

1. Neuro Linguistic Programming (NLP)
2. Interpersonal Skills & Communication
3. Critical Thinking and Design Thinking
4. Stress Management
5. Conflict Resolution & Emotional Intelligence
6. Career Development
7. Motivation & Goal Setting
8. Responsible, Accountable, Consulted and Informed
9. Successful Coaching and Mentoring Skills
10. Self-Awareness & High-Performance Mindset Program
11. Supervisory Skills
12. Personal Empowerment
13. Personal Finance & Wealth Empowerment

LEADERSHIP DEVELOPMENT

1. Leadership Management
2. Operation Management
3. Team Effectiveness
4. Change Management
5. Strategic Planning
6. Leadership & Management Skills
7. Motivating Employees & Building Commitment
8. Successful Coaching and Mentoring Skills

OFFICE PRODUCTIVITY

1. Microsoft PowerPoint/Excel/Word
2. Microsoft Word & Report Formatting
3. PowerPoint for Professional Presentations
4. Designing with Canva & AI
5. Video Editing (CapCut /TIKTOK)

TECHNICAL

1. CNC Machining
2. Hydraulic & Pump
3. Nanotechnology
4. Building and Facility Maintenance Management
5. Geometric Dimension And Tolerancing (GD&T)
6. Welding Fundamentals, Drawing and Symbol Training

LEGAL

1. Contract Management Basics
2. Corporate Liability and Section 17A of the MACC Act
3. Council Management
4. Customs Act, LMW Issues
5. Whistle Blower Act
6. Data Protection & PDPA Awareness
7. Anti-Money Laundering and Anti-Terrorism Financing Act 2001 (Act 631)

LANGUAGE

1. Business English Communication
2. Professional Writing Skills
3. English for Customer Service
4. Workplace Conversational English
5. Technical English for Technical and NonTechnical Personnel
6. Presentation Language Skills
7. English Writing and Reporting

WELLNESS

1. Workplace Mental Health Awareness
2. Stress & Burnout Management
3. Work-Life Balance
4. Employee Wellness Programs
5. Mindfulness at Work
6. Healthy Lifestyle Awareness
7. Mental Health & Counseling Awareness

WOMEN EMPOWERMENT

1. Women Leadership Training
2. Confidence Building
3. Work-Life Integration
4. Personal Branding
5. Networking Skills

HOSPITALITY

1.Professional Grooming & Business Etiquette
2. Hospitality Excellence (Frontliner)

CONTACT US FOR ENQUIRIES

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