



2020 TRAINING LIST

NO.	TRAINING	DURATION (DAYS)	AREA
1.	Change Management	1 – 3	LEADERSHIP
2.	Leading and Managing Change	1 – 3	LEADERSHIP
3.	Transformational Leadership and Organizational Management	1 – 3	LEADERSHIP
4.	Management Tools	1 – 3	LEADERSHIP
5.	Global Leadership Training (G-LEAD): Leadership Without Title	1 – 3	LEADERSHIP
6.	Global Leadership Training (G-LEAD): Servant Leaders	1 – 3	LEADERSHIP
7.	Global Leadership Training (G-LEAD): The Tiger in Me	1 – 3	LEADERSHIP
8.	Global Leadership Training (G-LEAD): Synergy and Effective Communication	1 – 3	LEADERSHIP
9.	Effective Supervision	1 – 3	LEADERSHIP
10.	Global Leadership Training and Tour	1 – 3	LEADERSHIP/PERSONAL DEVELOPMENT
11.	Project Management	1 – 3	MANAGEMENT
12.	Decision Making	1 – 3	MANAGEMENT
13.	Problem Solving	1 – 3	MANAGEMENT
14.	Conflict Handling	1 – 3	MANAGEMENT
15.	Protocol and Social Etiquette	1 – 3	MANAGEMENT
16.	Critical & Analytical Thinking	1 – 3	MANAGEMENT
17.	Creative & Innovative Thinking	1 – 3	MANAGEMENT
18.	Discipline in the Workplace	1 – 3	MANAGEMENT
19.	Integrity and Work Ethics	1 – 3	MANAGEMENT
20.	Frontline: Enhancing Customer Service	1 – 3	MANAGEMENT
21.	Managing Meeting Effectively	1 – 3	MANAGEMENT
22.	Health and Safety Environment	1 – 3	MANAGEMENT
23.	Microsoft Office Word	1 – 3	ICT
24.	Microsoft Office Excel	1 – 3	ICT
25.	Microsoft Office PowerPoint	1 – 3	ICT
26.	Google Drive: Google Docs	1 – 3	ICT
27.	Google Drive: Google Sheets	1 – 3	ICT
28.	Google Drive: Google Forms	1 – 3	ICT
29.	Basic Bahasa Melayu For Communication	1 – 3	COMMUNICATION
30.	Effective Communication	1 – 3	COMMUNICATION
31.	Verbal and Non-Verbal Communication	1 – 3	COMMUNICATION
32.	Dealing With Difficult People	1 – 3	COMMUNICATION
33.	Listening and Questioning Skills for Effective Communication	1 – 3	COMMUNICATION

Owned by: **ONE BILLION SOLUTIONS** (002318916-K)

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NO.	TRAINING	DURATION (DAYS)	AREA
34.	Negotiations in Win-Win Outcome	1 – 3	COMMUNICATION
35.	Building Positive Habits	1 – 3	PERSONAL DEVELOPMENT
36.	CAD - Handling Emotions	1 – 3	PERSONAL DEVELOPMENT
37.	Emotional Intelligence with NLP	1 – 3	PERSONAL DEVELOPMENT
38.	Malaysian Social Ethics	1 – 3	PERSONAL DEVELOPMENT
39.	Personality Plus	1 – 3	PERSONAL DEVELOPMENT
40.	Positive Thinking	1 – 3	PERSONAL DEVELOPMENT
41.	Time Management	1 – 3	PERSONAL DEVELOPMENT
42.	Stress Management	1 – 3	PERSONAL DEVELOPMENT
43.	Money Matters	1 – 3	PERSONAL DEVELOPMENT
44.	NLP: Self Excellence Technology	1 – 3	PERSONAL DEVELOPMENT
45.	Power Up Your English: Better Pronunciation	1 – 3	PERSONAL DEVELOPMENT
46.	Power Up Your English: Speak Better English	1 – 3	PERSONAL DEVELOPMENT
47.	Self Defense	1 – 3	PERSONAL DEVELOPMENT
48.	Women Empowerment: Managing Emotions	1 – 3	PERSONAL DEVELOPMENT
49.	Women Empowerment: Self-Care And Work-Life Balance	1 – 3	PERSONAL DEVELOPMENT
50.	Financial Management	1 – 3	ECONOMY
51.	Online Business: Building Your Own E-Store	4	ECONOMY
52.	Online Business: Shopee Marketplace	4	ECONOMY
53.	Zero Cost Marketing Via Social Media	1 – 3	ECONOMY
54.	Team Building	3	ORGANIZATIONAL DEVELOPMENT
55.	Excellence Work Culture	1 – 3	ORGANIZATIONAL DEVELOPMENT
56.	NLP: Professionalism at Work Place	1 – 3	ORGANIZATIONAL DEVELOPMENT

NOTE:

- The duration of the training session depends on organizational needs. Thus, the training modules/content will be tailor-made based on training duration.
- Certificates will be provided for a minimum of one-day training (5 hours).

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