

# 2018 IN-HOUSE COURSES

LAST UPDATED 27-02-2018

Having to choose the right training provider can be one of the toughest decision for you and your HR or Training personnel.

## Reasons to register with IDC Training House:

- 1. Trained professionals from over 52 Countries and still counting.**  
 Participants from all over the world join our training. As of now, IDC has participants from more than 52 countries.
- 2. Engage with Training Specialist worldwide**  
 Working hand-in-hand with specialist with minimum 20 years of experience in the related field. IDC is bringing you the world class training specialist so that you can learn from the best.
- 3. Using simplified course notes - Making Learning Easy**  
 Those who came for our training always praise us for the course notes that we use. Our course note makes learning easy for them when it comes to theories and formulas.
- 4. Committed to providing Quality Training and Services**  
 Assuring you the best service at all times, we remain. From API exam registration assistance, hotel room booking, complimentary shuttle service from hotel to training venue and customer service, IDC staff commit to giving their best.

## SOFT SKILLS

HIGH PERFORMING INDIVIDUAL & TEAM EFFECTIVENESS	
<b>CREATIVITY, INNOVATION &amp; PRODUCTIVITY</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Creative Thinking &amp; Problem Solving using Lego</li> <li><input type="checkbox"/> BrainPower: Whole Brain Creativity and Innovation</li> <li><input type="checkbox"/> Eating an Elephant - Time Management</li> <li><input type="checkbox"/> Managing Stress with Colour Therapy</li> <li><input type="checkbox"/> Cost Reduction Without People Reduction</li> <li><input type="checkbox"/> Excellence Mindset In Achieving Success Using NLP</li> <li><input type="checkbox"/> Others: _____</li> </ul>	<b>COMMUNICATION &amp; INTERPERSONAL DEVELOPMENT</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Connecting with Anyone, Anywhere!</li> <li><input type="checkbox"/> Dealing with Difficult People Effectively using NLP</li> <li><input type="checkbox"/> Effective Business Writing Skills</li> <li><input type="checkbox"/> Elevating EI (Emotional Intelligence) in Workplace</li> <li><input type="checkbox"/> Outstanding Presentation Skills</li> <li><input type="checkbox"/> Think on Your Feet Using NLP</li> <li><input type="checkbox"/> Managing Stress with Colour Therapy</li> <li><input type="checkbox"/> Others: _____</li> </ul>
<b>MOTIVATION &amp; ATTITUDE</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Connect! Effectively Building Instant Rapport With NLP</li> <li><input type="checkbox"/> Changing Mindsets For High Performance</li> <li><input type="checkbox"/> Attitude Can Affect Performance</li> <li><input type="checkbox"/> I Am Empowered</li> <li><input type="checkbox"/> Mind Transformation: Inspire Team to Embrace Change</li> <li><input type="checkbox"/> Positive Work Attitude: The Power to Peak Performance</li> <li><input type="checkbox"/> Achieving Dreams with Mind Power</li> <li><input type="checkbox"/> Others: _____</li> </ul>	<b>WEALTH MANAGEMENT</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Business Way To Freedom: How To Build Your Business &amp; Niche</li> <li><input type="checkbox"/> Finance and Investment</li> <li><input type="checkbox"/> Finance for Non Finance Managers</li> <li><input type="checkbox"/> Others: _____</li> </ul>

DEPARTMENT SPECIFIC & ORGANIZATIONAL	
<b>SALES &amp; NEGOTIATION (ENGLISH / MANDARIN)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> High Sales Effectiveness using NLP</li> <li><input type="checkbox"/> Psychology of Influencing &amp; Negotiation Using NLP</li> <li><input type="checkbox"/> Are you still a sales Champion?</li> <li><input type="checkbox"/> Key Account Management Sales Skills</li> <li><input type="checkbox"/> Sales Motivation using NLP</li> <li><input type="checkbox"/> Smart Selling Skills</li> <li><input type="checkbox"/> Ultimate Persuasive Selling Skills using NLP</li> <li><input type="checkbox"/> Winning Sales through Consultative Selling</li> <li><input type="checkbox"/> Others: _____</li> </ul>	<b>SERVICE LINE &amp; HOSPITALITY</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Art of Handling Difficult Customers</li> <li><input type="checkbox"/> Customer Service Excellence</li> <li><input type="checkbox"/> Your Image, Your Brand</li> <li><input type="checkbox"/> Phone Calls that People Remember</li> <li><input type="checkbox"/> Retail Selling and Front Line Customer Service Skills</li> <li><input type="checkbox"/> The Art of Dinners for Top Management / Directors</li> <li><input type="checkbox"/> Others: _____</li> </ul>
<b>TEAM BUILDING</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Urban Race ~ a.k.a. Amazing Race</li> <li><input type="checkbox"/> Finish Strong</li> <li><input type="checkbox"/> Positive Power Bus</li> <li><input type="checkbox"/> Tribal Planet ~ a.k.a. Survivor</li> <li><input type="checkbox"/> M.O.V.E. on Superb Mindset</li> <li><input type="checkbox"/> Align! Beyond Teambuilding / Aligning Teams with a Common Purpose</li> <li><input type="checkbox"/> Others: _____</li> </ul>	<b>QUALITY, PRODUCTION, PROCESS IMPROVEMENT &amp; MAINTENANCE MANAGEMENT</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 5S - The Japanese Art of Achieving Success at Workplace</li> <li><input type="checkbox"/> Chemical Safety</li> <li><input type="checkbox"/> Occupational Safety And Health Awareness</li> <li><input type="checkbox"/> Practical KAIZEN for Continuous Improvement</li> <li><input type="checkbox"/> Pumps &amp; Compressors Fundamentals</li> <li><input type="checkbox"/> Root Cause Failure Analysis</li> <li><input type="checkbox"/> Safety Incidents Investigation</li> <li><input type="checkbox"/> Others: _____</li> </ul>

# 2018 IN-HOUSE COURSES

LAST UPDATED 27-02-2018

## SOFT SKILLS

HUMAN RESOURCES & MANAGEMENT ENHANCEMENT	
<b>TRAINING, LEARNING &amp; DEVELOPMENT</b> <input type="checkbox"/> Competency Based Interview <input type="checkbox"/> How To Conduct And Implement A Training Needs Analysis <input type="checkbox"/> Behavioural Interviewing Skills <input type="checkbox"/> Train the Trainer (TTT) <input type="checkbox"/> Training Needs Analysis <input type="checkbox"/> Others: _____	<b>MANAGING DIVERSITY</b> <input type="checkbox"/> Intercultural Understanding & Collaboration Across Cultures <input type="checkbox"/> Managing Today's Multi-Generational Workforce <input type="checkbox"/> MBTI (Myers-Briggs): Tool to Discover Personalities, Enhance Team Productivity & Reduce Conflicts <input type="checkbox"/> Unlocking the Keys to Managing Generation Y <input type="checkbox"/> Others: _____
<b>LEADERSHIP &amp; MANAGEMENT</b> <input type="checkbox"/> Dynamic Teamwork for Dynamic Performance <input type="checkbox"/> Business in Turbulent: How to build your business & niche in any economy <input type="checkbox"/> Performance Management by Evaluation <input type="checkbox"/> Psychology for People Management <input type="checkbox"/> Resilient Leadership skills using NLP <input type="checkbox"/> Anger Management & Violence Prevention Skills <input type="checkbox"/> Coaching and Mentoring <input type="checkbox"/> Effective Management & Leadership Skill using NLP <input type="checkbox"/> Manage Conflict Gracefully <input type="checkbox"/> Others: _____	<b>OTHERS</b> <input type="checkbox"/> Soft Skills in Mandarin by Taiwan Trainer ✓ 21世纪领导者的修炼『由对话引导凝聚团队共识』凝聚共识方向一致 Cultivation of 21st Century Leaders - Reaching Group Consensus Through Dialogue ✓ 开启销售的服务技巧 Turning Service into Sales ✓ 人际关系建立与沟通技巧提升及服务与客诉处理“心”技巧 Interpersonal & Communication Skill Improvement & Dealing with Customer Complaints with Your heart <input type="checkbox"/> Languages ✓ English / Mandarin / Business Communication

## TECHNICAL

API	OTHERS
<input type="checkbox"/> API 510 <input type="checkbox"/> API 579 <input type="checkbox"/> API 560 <input type="checkbox"/> API 580 <input type="checkbox"/> API 570 <input type="checkbox"/> API 653 <input type="checkbox"/> API 571 <input type="checkbox"/> API 936 <input type="checkbox"/> API 573 <input type="checkbox"/> API RP 2D & API SPEC 2C Offshore <input type="checkbox"/> API 577/ IICS 3.1       Crane Inspector / IICS 4.1 <input type="checkbox"/> Others: _____	<input type="checkbox"/> Coal Quality & Combustion <input type="checkbox"/> Piping Design & Arrangement <input type="checkbox"/> Piping Flexibility & Stress Analysis <input type="checkbox"/> Pump Operation, Maintenance & Troubleshooting <input type="checkbox"/> European Pressure Equipment Directive (PED) <input type="checkbox"/> Leak or Pressure Testing of Pressure Equipment <input type="checkbox"/> Material Certificate / Mill Certificate for Pressure Equipment & Steel Structure Components <input type="checkbox"/> Visual Inspection <input type="checkbox"/> CUI (Corrosion Under Insulation) <input type="checkbox"/> Corrosion Control in Petroleum Refining Plant <input type="checkbox"/> Protective Coating <input type="checkbox"/> Reliability Engineering <input type="checkbox"/> Gas Turbine Operational & Maintenance Issues <input type="checkbox"/> GE Frame Machines Operational & Maintenance Issues <input type="checkbox"/> Others: _____
<b>ASME</b> <input type="checkbox"/> ASME VIII <input type="checkbox"/> ASME IX / IICS 3.3 <input type="checkbox"/> ASME B31.1 <input type="checkbox"/> ASME B31.3 <input type="checkbox"/> ASME B31.8 <input type="checkbox"/> ASME BPVC Section 1 <input type="checkbox"/> Others: _____	

## ISO

ISMS (ISO / IEC 27001:2013)
<input type="checkbox"/> ISMS Implementor <input type="checkbox"/> ISMS Auditor / Lead Auditor (A17533)
BCMS (ISO / IEC 22301:2012)
<input type="checkbox"/> BCMS Implementor <input type="checkbox"/> BCMS Auditor / Lead Auditor (A17564)
OTHERS
<input type="checkbox"/> ISO (9001:2015) Transition <input type="checkbox"/> Others: _____

## WANT TO KNOW MORE?

Please EMAIL this form to [info@idc-training.com](mailto:info@idc-training.com) OR FAX to +603-80687720

Name: _____	Salutation: _____
Email: _____	Job Title: _____
Organization Name: _____	Mobile No: _____
Company Contact No. / Direct Line: _____	