



**MUSE ASIA 2021 TRAINING OFFERINGS
(REMOTE ONLINE OR SOP COMPLIANT CLASSROOM WORKSHOPS)**

No	Programs	Target Audience	Duration (On-Site)	Online Learning (Min)
1	The Disruptive Leadership (Lead like an Alpha Wolf) Workshop	Front Line Managers, Executives, Managers, Leaders	1 or 2 Days	7 hours
2	Interpersonal Communication & Effective Listening Workshop	All Employees, Team Members, Executives, Managers, Leaders	1 or 2 Days	7 hours
3	Self-Awareness using DISC Profiling Training (Engagement Workshop)	All Employees, Team Members, Executives, Managers, Leaders	1 or 2 Days	7 hours
4	Leading Self, Leading Others and Leading Change	Front Line Managers, Executives, Managers, Leaders	1 or 2 Days	7 hours
5	Business Process Re-engineering Workshop	Front Line Managers, Management, Leaders	1 or 2 Days	7 hours
6	Finance Management 4.0 (Simulation Workshop)	Front Line Managers, Executives, Managers, Leaders	1 or 2 Days	7 hours
7	Coaching & Mentoring Leadership Skills	Front Line Managers, Executives, Managers, Leaders	1 or 2 Days	7 hours
8	The Role Model Leader Workshop	Front Line Managers, Executives, Managers, Leaders	1 or 2 Days	7 hours
9	Leading in the VUCA World	Front Line Managers, Executives, Managers, Leaders	1 or 2 Days	7 hours
10	Industrial Revolution (IR) 4.0 Training	All Employees, Team Members, Executives, Managers, Leaders	1 or 2 Days	7 hours

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11	Leading Towards a Hi-Performance Culture	All Employees, Team Members, Executives, Managers, Leaders	1 or 2 Days	7 hours
12	Leading Change in a VUCA Environment	Front Line Managers, Executives, Managers, Leaders	1 or 2 Days	7 hours
13	Leading with your H.E.A.R.T Workshop (Drive Empowerment through Engagement)	Front Line Managers, Executives, Managers, Leaders	1 or 2 Days	7 hours
14	Emotional Intelligence at Workplace	All Employees, Team Members, Executives, Managers, Leaders	1 or 2 Days	7 hours
15	Good to Great Workshop	Front Line Managers, Executives, Managers, Leaders	1 or 2 Days	7 hours
16	8 Habits of Highly Effective Managers	Front Line Managers, Executives, Managers, Leaders	1 or 2 Days	7 hours
17	Strategic Sales & Marketing Planning Workshop	Business Leaders, Sales Managers & Sales Executive	1 or 2 Days	7 hours
18	Cold Calling and Effective Sales Closing Workshop	Sales Executives, Call Centre Agents and Sales Team Leads	1 or 2 Days	7 hours
19	Strategic Stakeholder Management Workshop	Managers, Business Partners, COE Team Leaders, Front Line Managers	1 or 2 Days	7 hours
20	Design Thinking & Problem-Solving Techniques	Project Leaders, Managers, Executives, Front Line Managers	1 or 2 Days	7 hours
21	Coaching & Mentoring for High Performance Teams	Managers, HOD, Mentors, Front Line Managers	1 or 2 Days	7 hours

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22	Leading Diversity & Inclusiveness in Workplace	Managers, HOD, Front Line Managers, HR Managers, Executives	1 or 2 Days	7 hours
23	Goal Setting, KPI Management & Performance Scorecards	Managers, Front Line Managers, HR Managers, Executives	1 or 2 Days	7 hours
24	Goal Setting & Performance Management	People Managers, Managers, Leaders	1 or 2 Days	7 hours
45	Key Performance Indicators & Balanced Scorecard & Matrixes	All Employees, Executives, Managers	1 or 2 Days	7 hours
26	Managing Performance & Dealing with Difficult Employees	Front Line Managers, Managers and Business Leaders	1 or 2 Days	7 hours
27	Employment Laws & Domestic Inquiry Procedures	Managers, Panel Members and Leaders	1 or 2 Days	7 hours
28	Powerful Presentation Skills using Story Telling Techniques - SYSTEM Model	Executives, Managers, Leaders, Front Line Managers	1 or 2 Days	7 hours
29	Mindfulness & Executive Presence Workshop	Executives, Managers, Leaders, Front Line Managers	1 or 2 Days	7 hours
30	Influencing & Persuasion Skills for Leaders	Executives, Managers, Leaders, Front Line Managers	1 or 2 Days	7 hours
31	Conflict Management	All Employees, Team Leaders, Managers	1 or 2 Days	7 hours
32	Critical Thinking Skills	All Employees, Team Leaders, Managers	1 or 2 Days	7 hours
33	Problem Solving Skills	All Employees, Team Leaders, Managers	1 or 2 Days	7 hours

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34	Effective Facilitation Skills	All Employees, Team Leaders, Managers	1 or 2 Days	7 hours
35	Expert Negotiation Skills	All Employees, Team Leaders, Managers	1 or 2 Days	7 hours
36	Coaching Skills for Managers & Leaders	Executives, Managers, Leaders	1 or 2 Days	7 hours
37	Data Analytics in Strategic Planning	Executives, Managers, Leaders	1 or 2 Days	7 hours
38	Stress Management & Relaxation Techniques at Workplace	All Employees	1 or 2 Days	7 hours
39	Business Etiquette & Executive Grooming Workshop	All Employees, Executives, Managers, Marketing & Sales Executives & Managers	1 or 2 Days	7 hours
40	Social Etiquette & Self Awareness Workshop	Front Line Managers, New Hires, Executives	1 or 2 Days	7 hours
41	Customer Service and Hotel F&B Management Workshop	F&B Managers, Hotel Executives, F&B Staff and Caterers	1 or 2 Days	7 hours
42	Striving in Malaysia Workshop	Expats, HR Managers, Mobility Teams	1 or 2 Days	7 hours
43	Leading in Diverse & Complex Work Demographics & Geographies	Managers, Leaders, Front Line Managers	1 or 2 Days	7 hours
44	Leading Diversity and Millennials in Workplace	Executives, Managers, Leaders, Front Line Managers	1 or 2 Days	7 hours
45	Workforce Planning & Optimization	People Managers, Managers, Leaders	1 or 2 Days	7 hours
46	Training Needs Analysis and ROI Management	Training Managers, Training Coordinators, HR Managers and Business Leaders	1 or 2 Days	7 hours
47	HR for Non-HR Managers	Executives, Managers, Leaders	1 or 2 Days	7 hours

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48	HR 4.0 for HR Business Partners	HR Executives, HR Managers, HR Leaders	1 or 2 Days	7 hours
49	Finance for Non-Finance Managers	All Employees, Team Leaders, Managers	1 or 2 Days	7 hours
50	Social Media and Online Marketing Workshop	All Employees, Team Leaders, Managers	1 or 2 Days	7 hours
51	Lean Six Sigma Workshop	All Employees, Projects Leaders, Engineers	1 or 2 Days	7 hours
52	6S Training Workshop	All Employees, Projects Leaders, Engineers	1 or 2 Days	7 hours
53	Teambuilding – Core Values	All Employees	1 or 3 Days	7 hours
54	Team bonding Excursions & Retreats	All Employees	1 or 3 Days	7 hours
55	Leadership Bootcamp - Outbound	Managers, Leaders, CEO	5 Days	7 hours
56	Mastering INCORTERM 2020 Workshop	Supply Chain & Export Functional Executives	1 or 2 Days	7 hours
57	Distributor Management Training	Export and Supply Chain Distributors	1 or 2 Days	7 hours
58	Microsoft Office Application Software Training	All Employees	2 Days	7 hours
59	Sexual Harassment Workshop	All Employees	1 Days	7 hours
60	Digital Transformation Workshop	Executives and Leaders	1 or 2 Days	7 hours
61	Business Report Writing Workshop	Document Controls & All Report Writing Agents	1 or 2 Days	7 hours
62	Intergenerational Leadership Workshop	Supervisors, Managers & Leaders	2 Days	7 hours
63	Design Thinking & Problem-Solving Workshop	All Employees	2 Days	7 hours

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64	Statistical and Analytical Thinking & Problem-Solving Methodologies Workshop	All Employees	2 Days	7 hours
65	Sales Strategy; How to Win & Retain Customers with NLP	Sales Managers	2 Days	7 hours
66	Secretarial and Administrative Skills Workshop	Administration Staff	1 or 2 Days	7 hours
67	Crisis & Disaster Management Workshop	Crisis and Leadership Team	1 or 2 Days	7 hours
68	Project Management and Implementation; Going Practical and Beyond PMI Best Practices	Project Leaders and Managers	2 Days	7 hours
69	Managing Emotion, Conflict and Change using NLP Skills	All Employees	1 or 2 Days	7 hours
70	Production Resource Planning, Scheduling and Activity Control	Production Supervisors and Managers	1 or 2 Days	7 hours
71	Risk Management & Business Process Recovery Workshop	All Employees	1 or 2 Days	7 hours

Note: We can further customise any courses and program contents based on the Training Needs and Business priorities identified by the Client.

Muse Asia is an endorsed HRDF training provider and appointed HR Consultant under Malaysia National Human Resources Centre.



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