




# **MANN RESOURCES**

## **Training Profiling**

---

This profile can serve as a comprehensive guide for our clients, helping to understand the scope and benefits of the training programs that we offers.



# TABLE OF CONTENTS

1

About Company

---

2

Welcome Message

---

3

Our Courses

---

4

Meet Our Team

---

5

Our Contact

---



**Mann Resources Sdn Bhd** is a fully fledged training provider which has collaboration arrangements with our trainers to provide comprehensive soft & hard skills training programs to meet the industry requirements. We have fully qualified trainers backed up with suitable training modules and are approved Training Providers under the Ministry of Human Resources.

With our qualified trainers and vast experiences at company level as our people have strong belief and giving full assurance to provide your organization with the appropriate training needs either through the extensive standard modules or tailor-made and customized models to meet your training needs. We also provide non-obligation advisory and consultancy services where required, to ensure your organization's training are satisfactory executed, within the time and budgetary allocation available.

#### **STATEMENT DIRECTION**

*"Human capital development is the process of improving an organization's employee performance, capabilities and resources. It is vital to the growth and productivity of the organization. The people that make an organization run are an asset to be invested in. The skills provide economic value since a knowledgeable workforce can lead to increased productivity"*



# ABOUT COMPANY

## **VISION**

**To be a trusted partner in unlocking the potential of individuals and organizations, driving sustainable growth and success.**

## **MISSION**

- **Empower:** Equip individuals with essential skills for personal and professional growth.
- **Transform:** Foster collaboration and innovation through dynamic team-building activities.
- **Excel:** Deliver expert consultancy to drive organizational performance and strategic outcomes.

## **CORE VALUES**

- **Excellence:** Commitment to delivering top-quality training and services.
- **Innovation:** Adopting creative and adaptive approaches for impactful learning.
- **Integrity:** Building trust through transparency and ethical practices.
- **Collaboration:** Strengthening relationships with clients and stakeholders.
- **Empowerment:** Inspiring individuals to reach their full potential.

# WELCOME MESSAGE



## **Dato' Mohd Yusof Ahmad** CEO Company

Dear Valued Client,

Welcome to Mann Resources (MRSB), your future partner training provider!

We are delighted to present you with our comprehensive training program profile. Our offerings encompass a wide range of topics designed to enhance your organization's effectiveness and support your team's professional growth.

This profile serves as a guide to understand the scope and benefits of our training programs in Leadership and Management Skills, Personal Development, Organizational Development, Technical and Career Skills, and Health and Well-being. Each section provides an in-depth look at the key topics covered and the numerous benefits your team can expect.

At MRSB, we are committed to deliver high-quality, impactful training that empowers individuals and organizations to achieve their full potential. We look forward to partner with you to create a thriving, productive, and healthy work environment.

Thank you for choosing us as your training partner. Let's embark on this journey of growth and success together.

Warm regards,

# OUR SERVICES

## TRAINING & EVENT MANAGEMENT



### 1- PUBLIC COURSES

Public training generally open to all the individual or organizations to attend. We have different type of interesting training courses. As a result form the training, participants will have better skills, broaden their idea & solution



### 2- IN-HOUSE COURSES

In-house training is always the best choice to train a group of participants within the organization. Participants are more focus and training program will be more specific and customized based on the client needs. Training is more focus on the company current issue and able to discuss the solution among the employee within the organization with the expertise.



### 3- TEAM BUILDING

Team building not just only have fun, but also learn different type of skills through activities. It can help to reduce the barrier between departments, reduced employee stress, and able to identify new talent in your organization. The employee often feel more refreshed and better productivity after teambuilding



### 4- CONSULTANCY

Consultancy is a complex and long-term process whereby we have to understand in-depth about your business and issue. Our experts are always ready to give advice and recommended solutions



# OUR COURSES

## 1. Leadership and Management Skills

**Overview:** Leadership and management skills are critical for guiding teams, making strategic decisions, and driving organizational success. Training in this area focuses on developing the ability to inspire, influence, and manage others effectively.

### Key Topics:

- Leadership Styles: Understanding different leadership approaches (e.g., transformational, transactional, situational) and when to apply them.
- Strategic Planning: Techniques for setting long-term goals and creating actionable plans.
- Team Building: Strategies for fostering collaboration, trust, and strong team dynamics.
- Conflict Resolution: Methods for addressing and resolving disputes within teams.
- Decision Making: Tools and frameworks for making informed and effective decisions.
- Change Management: Leading and managing change within an organization.

### Benefits:

- Enhanced ability to lead and motivate teams.
- Improved decision-making and problem-solving skills.
- Increased organizational effectiveness and efficiency.



# OUR COURSES

## 2. Personal Development

**Overview:** Personal development focuses on enhancing individuals' self-awareness, emotional intelligence, and overall effectiveness. It encompasses a range of skills that contribute to personal and professional growth.

### Key Topics:

- Self-Awareness: Techniques for understanding personal strengths, weaknesses, and values.
- Emotional Intelligence: Developing skills to recognize, understand, and manage emotions.
- Time Management: Strategies for prioritizing tasks and managing time effectively.
- Goal Setting: Methods for setting and achieving personal and professional goals.
- Communication Skills: Enhancing verbal and non-verbal communication abilities.
- Mindfulness and Stress Management: Techniques for managing stress and maintaining mental well-being.

### Benefits:

- Improved self-awareness and emotional intelligence.
- Greater personal and professional fulfillment.
- Enhanced ability to manage stress and maintain work-life balance.



# OUR COURSES

## 3. Organizational Development

**Overview:** Organizational development focuses on improving the overall effectiveness of an organization through planned interventions in its processes and structures. This training aims to align the organization's culture, values, and operations with its strategic goals

### Key Topics:

- Organizational Culture: Understanding and shaping the values, beliefs, and behaviors within an organization.
- Change Management: Strategies for implementing and managing organizational change.
- Process Improvement: Techniques for analyzing and improving organizational processes.
- Talent Management: Developing and retaining top talent within the organization.
- Performance Management: Methods for measuring and enhancing employee performance.
- Innovation and Creativity: Fostering a culture of innovation and continuous improvement.

### Benefits:

- Enhanced organizational efficiency and effectiveness.
- Improved employee engagement and retention.
- Greater alignment of organizational goals and processes.



# OUR COURSES

## 4. Technical and Career Skills

**Overview:** Technical and career skills training equips individuals with the specific knowledge and competencies needed to excel in their current roles and advance in their careers. This training covers a wide range of industries and job functions.

### Key Topics:

- **Technical Proficiency:** Training on industry-specific tools, technologies, and best practices.
- **Project Management:** Skills for planning, executing, and closing projects successfully.
- **Data Analysis:** Techniques for analyzing and interpreting data to inform decision-making.
- **Digital Literacy:** Understanding and utilizing digital tools and platforms effectively.
- **Career Planning:** Strategies for setting career goals and creating a roadmap for advancement.
- **Networking:** Building and maintaining professional relationships.

### Benefits:

- Enhanced job performance and technical expertise.
- Greater career advancement opportunities.
- Improved ability to adapt to technological changes.



# OUR COURSES

## 5. Health and Well-being

**Overview:** Health and well-being training focuses on promoting physical, mental, and emotional health among employees. This training aims to create a healthier, more productive workforce.

**Key Topics:**

- Physical Health: Importance of regular exercise, nutrition, and healthy lifestyle choices.
- Mental Health: Strategies for managing stress, anxiety, and mental health challenges.
- Work-Life Balance: Techniques for balancing professional and personal responsibilities.
- Healthy Work Environment: Creating a supportive and healthy workplace culture.
- Resilience: Building the ability to recover from setbacks and stay motivated.
- Employee Wellness Programs: Implementing and maintaining wellness initiatives within the organization.

**Benefits:**

- Improved overall employee health and well-being.
- Increased productivity and reduced absenteeism.
- Enhanced workplace morale and engagement.





# OUR LIST OF PROGRAMME

## 1. LEADERSHIP AND MANAGEMENT SKILLS

- FAST CLOSING MONTHLY & YEAR END ACCOUNT
- KURSUS KONSEP DAN PELAKSANAAN [MULTI TASKING] DALAM ORGANISASI ERA BAHARU
- PROFESIONALISME DALAM KEJURULATIHAN
- PROFESIONALISME DALAM PENGURUSAN ORGANISASI
- THE POWER OF SALES & MARKETING
- I COACH, I LEAD
- ANALYTICAL TROUBLE SHOOTING (PROBLEM SOLVING AND DECISION MAKING)

## 2. PERSONAL DEVELOPMENT

- MOTIVASI DIRI DAN PENINGKATAN PRODUKTIVITI KERJA
- BASIC ENGLISH (WRITING, SPEAKING & LISTENING)
- KURSUS PEMANTAPAN KOMUNIKASI GAYA NLP
- TOWARDS A GOOD NEGOTIATOR
- CREATIVE AND ANALYTICAL THINKING
- GROOMING AND ETIQUETTE
- SOFTSKILL MICROSOFT EXCEL (BASIC INTERMEDIATE)
- EMOTIONAL RELEASE MELALUI TEKNIK SEFT
- SMART REPORTING WITH MICROSOFT EXCEL (INTERMEDIATE)
- COSTING ANALYSIS
- TRANSFORMASI MINDA
- POWER UP YOUR ENGLISH SERIES: EFFECTIVE REPORT WRITING
- BENGKEL PENULISAN RASMI AWAM



# OUR LIST OF PROGRAMME

## 3. ORGANIZATIONAL DEVELOPMENT

- BASIC FOR TRAINING NEEDS ANALYSIS (TNA)
- ANALYZING AND VISUALIZING DATA USING EXCEL
- CUSTOMER SERVICE TIPS & TRICKS
- STRATEGIC PROCURING
- PANDUAN DAN KESELAMATAN REKOD AWAM
- CREDIT MANAGEMENT AND DEBT RECOVERY - ZERO DEBT INITIATIVE
- PENINGKATAN KELESTARIAN SETIAUSAHA
- TAXATION IN MALAYSIA -PLANNING AND STRATEGIES-
- FINANCE FOR NON-FINANCE EXECUTIVES
- CERTIFIED SALES PROFESSIONAL
- PRA PERSARAAN (RETIRED NOT EXPIRED)
- KURSUS PENGURUSAN ASET ALIH KERAJAAN
- PROCUREMENT
- MULTI-TASKING INCREASE EFFECTIVENESS IN ORGANIZATION
- EFFECTIVENESS OF PROCUREMENT
- PRINCIPLES IN PURCHASING
- HR MANAGEMENT - HANDLING EMPLOYEE GRIEVANCES, DISCIPLINE & TERMINATION



# OUR LIST OF PROGRAMME

## 4. TECHNICAL AND CAREER SKILLS

- PROFESIONALISME DALAM KEJURULATIHAN
- WAREHOUSE AND INVENTORY MANAGEMENT IN SUPPLY CHAIN
- SAFETY AND HEALTH COMMITTEE DEVELOPMENT IN ORGANISATION
- SUPPLY CHAIN AND LOGISTICS MANAGEMENT
- KURSUS PEMANDUAN SELAMAT KENDERAAN 4X4
- DATA EXPLORATION WITH PYTHON
- UNDERSTANDING MALAYSIAN CUSTOMS PROCEDURES AND DOCUMENTATION
- EXCEL FUN FORMULA - SPEED UP YOUR TASK DONE
- INCOTERM 2020 & SHIPPING IMPORT AND EXPORT DOCUMENTATION PROCEDURES
- MEET CURRENT TREND IN DIGITAL MARKETING
- FORKLIFT TRAINING
- SALES WARRIOR
- FORKLIFT SAFE OPERATION AND MAINTENANCE TRAINING
- PROGRAM KESELAMATAN PENGOPERASIAN KREN
- PENYELIAAN DALAM
- PACU KOMPETENSI & PRODUKTIVITI MELALUI CHATGPT & KECERDASAN BUATAN (AI)

## 5. HEALTH AND WELL-BEING

- ERGONOMIC AND MANUAL HANDLING
- EMOTIONAL INTELLIGENCE
- WORKLIFE BALANCE

# MEET OUR TEAM



**DATO' YUSOF AHMAD**  
Chief Executive Officer



**SITI HAWA AHMAD**  
Managing Director



**MOHD RASHIDI ISA**  
Marketing Manager



**HASFARIZAL HASHIM**  
Operation Senior Manager



**NURASHIKIN JAMALUDDIN**  
Finance Manager



## CONTACT INFORMATION



019-225 9197



info@mannresources.com.my



www.mannresources.com.my