ELCO Management Consultants has been established to be the professional organization with the mission of promoting the advancement of management system to any or organizations to achieve world-class status.

Committed to our business partners for a continuous growth and prosperity by imparting excellent management practices and a one-stop solution through training and consultancy thereby achieving business excellence.

Over the years, Elco Learning & Knowledge Center has designed and developed more than 150 training modules covering a wide range of skills in Management

System and more than 20,000 executives from difference sectors have attended our training programs.

We offer both standard and customized learning solutions in the form of public, in-house, on-site or off-site sessions.

LEAN SIGMA

Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
LS-101	Lean Sigma Executive Overview	2 days				12 & 13									1100
LS-108	Making Total Productive Maintenance (TPM) Works	2 days		21 & 22											1100
LS-109	Reduce Machine Setup Time through Single Minute Exchange of Dies (SMED) Techniques	1 day											6		650
LS-110	Poka Yoke (mistake proofing) to Achieve Zero Defects	1 day					9				12				650
LS-111	Value Stream Mapping for Effective Lean Implementation (VSM)	2 days						6 & 7							1100
LS-112	Effective Inventory Control through Pull Production System & Kanban	1 day							7						750
LS-113	Practical Techniques For Production Line Balancing and Standardized Work	1 day						12							750
LS-114	Practical 5S and Visual Management Techniques for Effective Workplace Organisation	1 day	10								6				650
LS-116	Cost Effective Sampling Techniques for Quality Control	2 days			7 & 8										1000
LS-123	Practical Approach to Implement an Effective Kaizen System	2 days		13 & 14								9 & 10			1100
LS-124	Practical Techniques for Effective Production Planning and Scheduling	2 days						10 & 11							1100
LS-202	5S Housekeeping Untuk Pengurusan Tempat Kerja Yang Berkesan	1 day					10							13	650

SIX SIGMA

Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
SS-101	Six Sigma Methodology for Breakthrough Performance	2 days					17 & 18								1200
SS-103	Six Sigma Champion Training	2 days			19 & 20										1400
SS-104	Six Sigma Black Belt Certification Training (incl. of ASQ Examination)	20 days					14 - 18	11 - 15	9 - 13	6 - 10					10500
SS-105	Six Sigma Green Belt Certification Training (incl. of ASQ Examination)	10 days											5 - 9	10 - 14	6500

LEAN MANUFACTURING

Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
LM-106	Increase Profit & Reduce Cost Using Lean Principles Tools	1 day							16						750

Code	OTHER TRAINING MODULES NEW	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
OT-101	Practical Geometric Dimensioning & Tolerancing (GD&T) Training course	2 days				17 & 18						16 & 17			1400
OT-102	Understanding and Implementing Electronic Industry Code Of Conduct (EICC)	1 day						19							750

Code	ORGANISATION & HUMAN CAPITAL MANAGEMENT	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
HC-104	Competency Development & Competency-Based Interviewing NEW	2 days		16 & 17								18 & 19			1500
HC-107	Succession Planning & Talent Management for Organization Development NEW	2 days	12 & 13						18 & 19						1500

Code	HUMAN RESOURCE MANAGEMENT	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
HR-104	Personal Effectiveness (Using DISC personality profiling assessment tool) NEW	2 days					22 & 23						27 & 28		1500
HR-103	Training Needs Analysis (TNA)	2 days				11 & 12							20 & 21		1000
HR-106	Pragmatic Change Management – Towards Organisational Excellence	1 day						13							750
HR-107	Managing Absenteeism	2 days			12 & 13										1000
HR-108	Misconduct & Domestic Inquiries	2 days								24 & 25					1000
HR-109	Understanding of Employment Act 1955	2 days		9 & 10								22 & 23			1000
HR-110	Payroll Computation And Administration	2 days								14 & 15					1000
HR-112	How to develop a Job Description	1 day												5	650
HR-113	Organisational Effectiveness and Leadership NEW	2 days				19 & 20									1100

Code	INTERPERSONAL DEVELOPMENT PROGRAMS	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
HI-103	Effective Presentation Workshop	2 days								8 & 9					1000
HI-106	Coaching People for Better Performance	2 days				24 & 25									1000
HI-113	The Power of Excellent Public Speaking Skills NEW	2 days			21 & 22										1000
HI-114	Effective Tools for Dynamic People NEW	2 days						11 & 12							1000
HI-115	Gear up your Communication Skills NEW	2 days											19 & 20		1000

	MANAGERIAL DEVELOPMENT PROGRAMS														
Code	**Programme Title**	**Duration**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Fees (RM)**
HM-101	Basic Supervisory at Work Place for Organisation Quality Transformation	2 days			15 & 16						10 & 11				1000
HM-102	Practical Techniques for Evaluating Training Effectiveness	1 day					14								650
HM-103	Supervisory Management In Action (Advanced Supervisory Skills)	2 days										11 & 12			1500
HM-104	Train the Trainers	2 days							28 & 29						1000
HM-105	Making an Effective Workplace (A problem solving & decision making programme)	2 days				9 & 10									1000
HM-106	HR for Non HR Executives	2 days						17 & 18							1000
HM-107	Effective Managerial Skills for Managers NEW	3 days					16 - 18					19 - 21			3000
HM-109	Effective Performance Appraisal	2 days						20 & 21							1000

	PERSONAL DEVELOPMENT PROGRAMS														
Code	**Programme Title**	**Duration**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Fees (RM)**
HP-103	Time Is Not Enough – Time Management Course	2 days	4 & 5												1000
HP-104	Life Motivation for Result	2 days					13 & 14								1000
HP-107	Effective Filing Record & Management	1 day									5				650
HP-108	Managing Stress and Complaints - The Professional Way NEW	2 days					15 & 16								1000

	SALES, MARKETING & CUSTOMER SERVICE														
Code	**Programme Title**	**Duration**	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Fees (RM)**
SM-101	What Customers Had Taught Me about Good Customer Service	1 day		23											750
SM-102	Customer Relationship Management & Service Excellence	2 days								14 & 15					1100
SM-103	How to create an Effective Customer Service Focus	2 days										3 & 4			1100
SM-105	Telephone Skills & Customer Care	2 days				11 & 12									990
SM-106	Business Etiquette & Professional Grooming NEW	1 day							16						750
SM-109	Effective Customer Retention Management NEW	2 days			13 & 14										1100
SM-112	Building Bridges to Customers NEW	2 days											7 & 8		1100

QUALITY SERIES															
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
QL-101	8-Disciplines Problem Solving Techniques	2 days					15 & 16					22 & 23			1000
QL-103	Practical 7 QC Tools for Process and Quality Improvement	2 days			12 & 13							11 & 12			1000
QL-104	Cost Effective Measurement and Calibration System	2 days				19 & 20				28 & 29				17 & 18	1000
QL-107	American Society for Quality (ASQ) Certified Quality Engineer *(Incl. of ASQ Examination)*	20 days						4 - 8	16 - 20	6 - 10	10 - 14				10000
QL-110	Structured Approach for Effective Root Cause Analysis	1 day	17												750
QL-201	Praktikal 7 Peralatan Kawalan Kualiti (7 QC Tools) Untuk Mempertingkatkan Kualiti Dan Proses	2 days					8 & 9								1000

AS 9100 AEROSPACE QUALITY MANAGEMENT SYSTEM															
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
AS-101	Understanding & Compliance To AS 9100:2009 (Rev C) Requirements (Aerospace QMS)	1 day		9											1200
AS-102	Process-Oriented Internal Auditing Training for AS9100 (Rev C) Requirements (Aerospace QMS)	2 days				11 & 12									1200
AS-103	Project Management for New Product Start Up & Aerospace First Article Inspection Requirements (AS 9102)	1 day						25							750

ISO 13485 MEDICAL DEVICES MANAGEMENT SYSTEM															
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
MD-101	Understanding Of ISO 13485:2003 Standard	1 day			6										650
MD-102	ISO 13485:2003 Internal Quality Auditing	2 days							17 & 18						1000
MD-103	Risk Management for Medical Device	1 day									12				650

HACCP, GMP, ISO 22000 FOOD SAFETY MANAGEMENT SYSTEM															
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
FS-101	Understanding and Application of HACCP Principles	2 days								13 & 14					1000
FS-102	Effective HACCP Auditing	2 days											7 & 8		1000
FS-104	Introduction to GMP	1 day	4												650
FS-107	Effective GMP Auditing	2 days				9 & 10									1000
FS-110	Understanding and Implementing the ISO 22000 Food Safety Management System	2 days							3 & 4						1000
FS-112	Internal Auditing for ISO 22000 System	2 days										10 & 11			1000

ISO/TS 16949 AUTOMOTIVE QUALITY MANAGEMENT SYSTEM

Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
TS-101	Understanding of ISO/TS16949:2002 Automotive Quality Management System	2 days		14 & 15											1000
TS-107	Statistical Process Control (SPC) for Process & Quality Improvement	2 days					17 & 18						19 & 20		1000
TS-108	Failure Mode and Effect Analysis (FMEA)	2 days			26 & 27				7 & 8						1000

INTEGRATED MANAGEMENT SYSTEM (IMS)

Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
IMS-101	Understanding of QESH Integrated Management System	2 days						18 & 19							1000
IMS-106	Integrating Effective Quality and Environmental Management System	2 days												10 & 11	1000
IMS-107	Conducting an Effective Internal QEMS Auditing	2 days									18 & 19				1000

OHSAS 110000 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
* SH-101	Understanding and Implementing an Effective OHSAS110001 Management System	2 days					8 & 9					8 & 9			1000
* SH-102	Conducting an Effective Internal OHSMS Auditing	2 days			14 & 15						26 & 27				1000
SH-103	Practical Hazard Identification, Risk Assessment & Control	1 day				11						20			650
SH-104	Understanding of Malaysia Occupational Safety and Health Law	2 days		9 & 10						15 & 16					1000
SH-105	Establishing an Effective Safety & Health Committee (SHC)	2 days			23 & 24										1000
SH-114	Highly Effective Accident Investigation	1 day							11						650
SH-122	How to Attain Zero Accident	2 days									20 & 21				1000
SH-124	Hearing Conservation Program	1 day						12							650
SH-126	Why Safety Committee Fails?	2 days	11 & 12												1000
SH-133	Certified First Aider NEW	2 days					19 & 20						26 & 27		1500
SH-135	Occupational Safety & Health In The Office NEW	2 days											18 & 19		1000

ISO 14000 ENVIRONMENTAL MANAGEMENT SYSTEM															
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
* EM-101	Understanding & Implementing an Effective ISO 14001:2004 Environmental Management System	2 days	17 & 18				24 & 25					15 & 16			1000
* EM-102	Conducting An Effective EMS Auditing	2 days				16 & 17								5 & 6	1000
EM-103	Understanding Malaysia Environmental Law *(updates on 2009 Regulations)*	1 day		10				8					20		650
EM-104	Identification and Assessment of Environmental Aspect and Impact	1 day			7					28					650
EM-106	Effective Waste Management	1 day							25						650
EM-108	Effective Hazardous Chemicals Handling & Control	1 day					17				11				650
EM-118	Effective Scheduled Waste Management	1 day						21							650

ISO 12000 QUALITY MANAGEMENT SYSTEM															
Code	Programme Title	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fees (RM)
* QM-101	Understanding of ISO 12001:2008 Quality Management System	2 days		13 & 14				21 & 22				10 & 11			1000
* QM-103	Internal QMS Auditing by Process Approach	2 days			20 & 21				17 & 18				19 & 20		1000
QM-104	Effective Techniques for Document Control	1 day				24					13				650
QM-105	Techniques & Skills for Highly Effective Quality Management Representative (QMR)	2 days			6 & 7							10 & 11			1000
QM-106	How to Implement an Effective Corrective and Preventive Action for ISO 12001 QMS	1 day							17						650
QM-107	Techniques for Developing Process Based Audit Checklist	1 day											11		650
QM-108	Common Mistake In Implementing ISO 12001 Standard	1 day					21								650
QM-109	Advanced Internal QMS Auditing	2 days						13 & 14							1400

Remarks:

(1) All our training programme are 100% claimable under HRDF SBL Scheme

(2) * Programmes registed under HRDF SBL Khas

(3) All dates are subject for changes from time to time

     Approved Training under 1 Malaysia Programme (based on the fund available)

For further enquiries, please do not hesitate to contact:

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