

# SBF-MEF to offer various training

**KUCHING:** The Sarawak Business Federation (SBF) is collaborating with the Malaysian Employers Federation (MEF) in providing various courses to improve and develop employees' skills to increase productivity and efficiency and provide actionable insights that inspire overall performance.

The courses offered under this collaboration are funded through the SBF Recovery BizFund and thus, they are of no charge to all participating members of MEF and SBF accordingly.

The courses are Workplace Communication & Conflict Resolutions Skills, Microsoft Excel – Basic, Intermediate and Advance, Occupational Safety & Health Coordinator (OHSC) Training and HRDC Certified Train the Trainer. These courses are

carried out throughout the State in Kuching, Sibul, Miri and Bintulu.

The course on Workplace Communication & Conflict Resolutions Skills is designed to help individuals to improve their professional communication and conflict resolution skills and build confidence in their ability to effectively communicate in various workplace.

Through interactive sessions and practical exercises, participants will develop their presentation skills as well as learn strategies for effective collaboration and conflict resolution.

The objective of the course is to enable employee to express themselves more clearly and effectively, listen actively and respond appropriately to others, and understand the importance of non-verbal com-

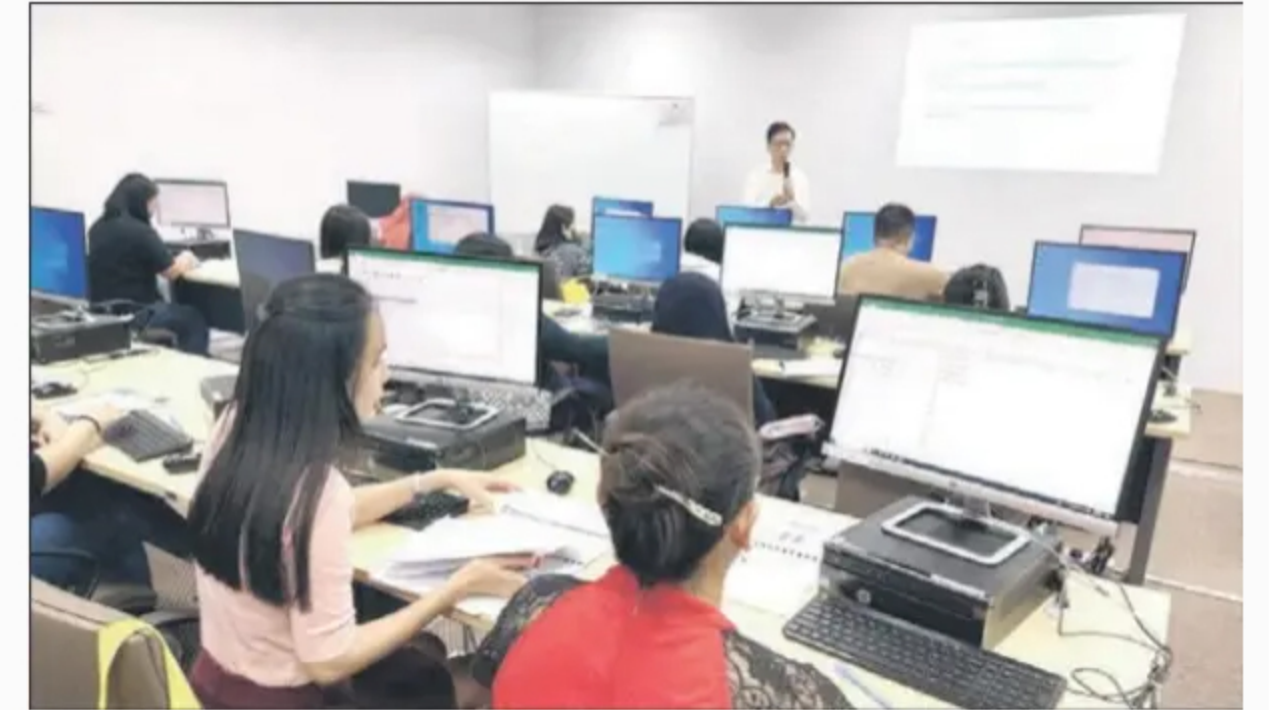
munication; and to enable employees to feel more confident in themselves, their abilities, and their interactions with others. They may be better equipped to handle challenges and make decisions with greater self-assurance. The target group for this course are junior executive, probationary employees, supervisor and support staff.

Today, learning Excel is a must for every company. Excel is important for many reasons. It helps complete a variety of projects and tasks more efficiently. It is relied on by many finance and accounting positions to analyse financial modelling and report documentation. It is used by engineers or data analysts to prepare valuable datasets for forecasting performances and making decisions.

For this reason, MEF and SBF collaborated and decided to provide

courses on Microsoft Excel – Basic level, Intermediate level and Advance level courses. Excel is considered the industry standard piece of software in data analysis. Learning to use Excel can have many benefits both in personal and professional life, such as organising data, automating tasks, and creating dashboards. Excel can also be used to make accurate analysis, formulate reports, and extract information from data. This course is designed for clerks, officers, executives, supervisors, administrators, managers of all levels; and personnel who already know and understand and want to further enhance their knowledge and practical uses of Microsoft Excel.

The Occupational Safety and Health (Amendment) Act 2020 (Act 1648) will make significant changes to the Occupational Safety and Health Act (1994). Unlike the previous OSHA, which only applied to certain industries like manufacturing, hospitality, and construction, the amended OSHA will cover all workplaces in Malaysia, including the public sector and statutory agencies. This will also imply that an employer has



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obligations at all locations where work is done.

This course is made possible through MEF's subsidiary MEF Academy Sdn Bhd which had collaborated with the National Institute of Occupational Safety and Health in conducting Occupational Safety & Health Coordinator (OHSC) courses in the towns of Kuching, Sibul, Bintulu and Miri, Sarawak.

The objective of this course is to provide the accurate exposure of

OSH to the small and medium industry (SMI), to enhance OSH awareness to employer and employee in SMI sector, and to introduce OSH Coordinator and the roles in OSH Management.

The course is expected to increase the number of Occupational Safety and Health, SMEs Companies must each designate at least one employee as a trained person for OSH Coordinator; and to produce 100 OSH Coordinator for SMEs among members of MEF and SBF



**The skill focus area of this course is in training and development whereby it is designed for managers, executives, trainers, instructors, team leaders and supervisors in organisation who wish to provide structured, training and conduct relevant and fair assessment in their organisation to achieve maximum performance.**



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accordingly. The target group for this course are operational managers, supervisors and team leaders.

Another course offered is the HRDC Certified Train the Trainer. The skill focus area of this course is in Training and Development whereby it is designed for managers, executives, trainers, instructors, team leaders and supervisors in organisation who wish to provide structured, training and conduct relevant and fair assessment in their organisation to achieve maximum performance.

The course is to enable them to use adult learning strategies to conduct effective training at workplace; to conduct training needs assessments and develop competency-based training specific to the skills gap

within the organisation; and to be able to demonstrate professional training and presentation skills, that will ensure effectiveness of the training and meet the evaluation assessments of the organisation.

The five-day training was conducted by HRDC appointed trainers from MEF Academy, providing structured approach for Training and Development and sharing of professional training skills with experiential learning for participants.

For those interested in the courses, contact MEF Sarawak Regional Office: 082-405 200 or email [mefkch@mef.org.my](mailto:mefkch@mef.org.my).