

# PUBLIC WORKSHOP

## Future-Ready with AI - Navigating the New Era of Smart Workplaces

Date : 26 & 27 January 2026

Venue : Wyndham Grand Bangsar, Kuala Lumpur

Start a  
conversation with  
our AI Assistant



**Contact us**

info@atcen.com

+603-77282623

+6018-233 0760



www.atcen.edu4u.today

## Workshop Description

This training program is designed to equip the workforce with the essential knowledge and skills needed to effectively utilize AI tools in the workplace. It addresses the growing need for AI literacy in various professional domains, ensuring participants can harness AI for tasks like report writing, research, presentation creation, project management, and developing marketing materials. The course offers practical, hands-on learning experiences to make graduates AI-proficient in their respective fields.

## Methodologies

This program will be delivered using multiple methodologies as the program is designed to be theoretical and practical hands-on sessions.

- Facilitative
- Gamified
- Theoretical (Lecture style)
- Live demonstrations
- Hands-on practical work (technical)
- Group discussion & presentation

## Program Value Proposition

Enhances employability by equipping the workforce with in-demand AI skills. Facilitates smoother transition into AI-driven work environments, boosting productivity and innovation.

## Workshop Learning Objectives

Participants will learn to:

- To provide a comprehensive understanding of AI tools and their applications in professional settings.
- To develop proficiency in leveraging AI for research, reporting, project management, and marketing.
- To cultivate the ability to critically evaluate and effectively implement AI solutions in workplace tasks.

## Who Should Attend

Anyone who aspire to use AI to empower themselves for the workplace



[www.atcen.edu4u.today](http://www.atcen.edu4u.today)

## Workshop Outline / Agenda

### Day 1

Icebreaker

Introduction to Trainer, Keynotes & Program Objectives

#### 9:00 AM - 10:45 AM

##### Module 1: Introduction to AI in the Workplace

- Introduction to basic AI concepts: Machine Learning, Deep Learning, NLP
- Exploration of different AI technologies and platforms
- Brief history of AI development – how it started and why it now plays in modern work productivity.

**Activity:** Group activity & presentation

#### 10:45 AM - 1:00 PM

##### Module 2: Introduction to Generative AI

- Introduction to Generative AI: Concepts and Evolution
- Discovering AI applications in various domains – what are the applications of AI in domains such as text, image generation, industrial use and even video content.
- Hand-on usage of popular front-end AI tools like ChatGPT – Step-by-step guidance from registration to main functions.

**Activity:** Group activity & presentation

#### 2:00 PM - 3:45 PM

##### Module 3: Prompting 101

- How to use AI the “right” way using the prompting techniques
- Uncovering the 6 prompting techniques of open, close, template, example-based, templates, fill-in-the-blanks, and information retrieval.
- Feeding it right: Get what you want through the right words and structure by training the model for the right output.

**Activity:** Group activity & presentation

#### 3:45 PM - 5:00 PM

##### Module 4: Using AI for work ideation to boost productivity.

- Tools and tips for brainstorming – Using ChatGPT and open models to generate ideas, concepts, and solutions.
- Creative problem-solving with AI – Participants will use real-world scenario issues and leverage AI to help solve them creatively.
- Incorporating solution-focused techniques: Developing innovative solutions with AI through ChatGPT using the right prompting methodology.

**Activity:** Group activity & presentation

### Day 2

#### 9:00 AM - 10:45 AM

##### Module 5: AI in Text Generation

- Exploring AI tools for faster and better text creation and editing.
- Utilizing AI tools like Grammarly and Hemmingway.
- Practical session on AI-driven text creation – Hands-on activity where participants will undertake past work and utilize newly learned AI technology for text production.

**Activity:** Group activity & presentation

#### 10:45 AM - 1:00 PM

##### Module 6: AI in Image Generation

- Image prompting 101: The magic of turning words into visuals – by turning text into image.
- Exploring AI tools for image generation and editing using copilot (Dall-e) and Night Cafe.
- Using Canva as an image manipulation tool and its layout features to create stunning visuals.
- Discovering prompting basics to build captivating images that will capture your audience.

**Activity:** Group activity & presentation

#### 2:00 PM - 3:45 PM

##### Module 7: Utilizing AI for video creation

- Exploring platforms for AI-powered video creation like InVideo and CapCut
- Creating and developing AI-driven videos based on text prompts.
- Practical hands-on exploring various AI-driven video tools and platforms.

**Activity:** Group activity & presentation

#### 3:45 PM - 5:00 PM

##### Module 8: The great AI challenge.

Using all newly learned knowledge, participants are tasked with a project.

Mission: To work together, leveraging on all learned AI tools to complete the given mission.

**Activity:** Group activity & presentation

### Closing

Q&A

Debriefing

## Formal and Professional Education

- Chartered Global Management Account (CGMA), Associate Chartered Management Accountant (ACMA), Certified Accountant (Malaysia), CA(M)
- MSc. in Engineering Business Management (Warwick University, UK)
- Doctorate in Business Administration- ongoing (UNITAR, MY)

## Certifications

- John Maxwell Certified Speaker, Coach and Trainer
- Brian Tracy Certified Trainer (Sales, Personal Mastery and Leadership)
- Certified Personal Profiler in DiSC (Thomas International)
- Certified Professional Coach (CCA and MACC)
- Certified NLP Practitioner (NFNLP)
- Certified Master Trainer (Western Kentucky University, USA)
- HRD Corp TTT Certified and Accredited Trainer (PSMB)

## Working Experience

- Owner of College, Film Production House, Recruitment Agency, Event & Technology Firms.
- Worked in Accounting, External Audit, Internal Audit, IT, Vacation Ownership, Hotel, Oil Plantation, Consulting, BPO for Contact Centre and Customer Experience

## Significant Achievements:

**Jeremy** has facilitated sessions with Senior Managers and can manage diverse personalities. He has trained and consulted over 300 companies.

- He has over 3000 days of workshop training experience.
- He has conducted 1-to-1 coaching sessions (3-6 sessions each) for over 40 business owners, senior managers and senior executives.
- Designed, developed and completed Leadership/ Management/ Supervisory/ Graduate Development Programs for CNI, ELK Desa, Etiqa, Danone Dumex, DiGi, DCH Auriga, Heitech-Padu, Heineken, Havi-Logistics, IBM, Maxis, Polyplastics, Sony Marketing, Sony EMC (PG), TM, Toyota Capital, Universiti Malaya Hospital
- Conducted 360 Leadership Evaluation for over 90 participants from 5 different companies.
- Led the CX and Digital Transformation Project in Hong Leong Bank- 7000 participants & CX Value re-designed (2013-2015).
- Co-lead multiple CX and Transformation Projects in Amanah Raya Berhad, CIMB, Bank of China, Bank Negara, Bank Rakyat, DHL Express, Etiqa, Digi, EON, Intertouch, KWSP, MGCC, TMNet
- Facilitated Strategic Planning and Business Acumen Training for multiple MNC and large SME Companies.
- Partnered Siemens to upskill their clients.
- Partnered HP to successfully brand 20 MSC status companies via MDEC in 2010
- Successfully got approval for 2 MSC status companies 2000 and 2008.
- Set up in-house Training Academy for Berhad Company 2001.
- Undertaken multiple mid-size M&A personally and for clients.
- Team Lead on joint Accenture IT Project to develop online trading system 2000.
- Project Manager for 1st worldwide ISO 9002:1994 for Vacation Ownership and Hotel Operations, completed in 18 months 1999.



### Companies Jeremy has trained inhouse:

ACI Worldwide, ADT, AEON Credit, Alegion, Acer Sales and Service, Affin Hwang, Altera, Alam Flora, Alliance Bank, Al Rajhi Bank, Ajinomoto, Atos Origin, AIA, AIA Shared Services, Air Liquide, AMEX, Altera, AmBank, Amanah Raya Berhad, Antah Schindler, Asia Assistance Network, Atlas Capco, Astro AXA, Baby Kiko, Bandaraya Development, Bank Islam, Bank Rakyat, Bangkok Bank, Bank of China, Bacfree, BASF, BASF Petronas, Big Dutchman Agriculture, Blackchem, Bolton, Brand Suntory, Bursa Malaysia, Bytedance, Cambodia Brewery, Cambodian Public Bank, Canon Marketing, Carlsberg Malaysia, Celcom, Cellnet, Cerebos Asia Pacific, CCGC, Chuan Huat, CIMA(UK), Cima, CIMB Bank, CMA-CGM, Chin Hin, Comex Genesys, CNI Bhd, Continental Automotive, CSC, CTOS, Danone Dumex, Danisco, DCH Auriga, Dell, DHL Express, DHL IT, DHL Logistics, DiGi, Duopharma, Easy Call, ELK-Desa, ENVO BPO, EON, EON Bank, EPIC Group, Etiqa, EPIC-I Exxon Mobil, Fibertex, Fuji Xerox, FXM, Gamuda, Great Eastern, GE Engine, GRAB, Grand Millennium Hotel, Guinness Anchor Berhad, Havi Logistics, Healthmetrics, Heitech Padu, Hitachi, Hitachi ebwrox, Hong Leong Bank, HP, Hilti, Hwang-DBS, IBBM, IBM, ICDM, IJM Corp, IOI Corporate, Inokom, Intertouch, Inti University College, IPG Media Brands, ISATEC, Iskandar Regional Development Board, JCL Management (China), Kenanga Investment Bank Berhad, KLK Oleo, KLK Kepong, Kuwait Finance House, KWAP, KWSP, LaFarge, Lenovo, Ilaollao, LHDN, MAA, Maxis, Maybank, Maybank Life, Maybank General Assurance, Mazars, MBF Cards, MCIS, MMC Corporation, MMC-Gamuda JV MRT, MDEC, Merck, Mesiniaga, MLRe, Monarch, MSIG, MYOB, NIAM, Nike, Nirvana, Nistrans Logistic, Nokia, North-West, Nu Skin, OCBC, OSK Securities, UOB Bank, Pantai Hospital, Palm Oleo, Perodua, Pharmaniaga, Philips, Petronas, PLUS, Prestech, Prometric, Prominent, Protank, PSDC, Public Bank, Puswari Hospital, Quinetics Rangkaian Segar, Resource Entity, Resmed, RHB Bank, RHB Insurance, Sapura Crest, Scomi, Sony EMC, Sony Marketing, Shell Trading, Shell (Miri), Siemens, Siemens Healthcare, Sipco, SIRIM, Silverlake, SME Corp, Spices and Seasoning, SP Setia, SRG, Standard Chartered, STAR CNC Penang, Sudong, Sunway, Sunway Medical, SWIFT, Takaful Ikhlas, The Food Purveyor, The STAR, Telekom Malaysia, Telekom Sales and Service, Tanco Berhad, TM Touch, TM Net, TNT Worldwide Express, Tenaga Nasional Berhad, Tokio-Marine, TimeDotcom, Top Glove, Toshiba, Toyota Capital, U-Mobile, UMW Toyota, UKM Holdings, UOB Bank, VADS, Vsourse, Volvo Trucks, Vision IP, Waterco, Zenith Media, Zuellig Pharma, ZTE.





## OUR CLIENTS

AB Mauri  
ACSON Malaysia  
AEON Credit  
Affin Holdings  
Agensi Kaunseling & Pengurusan Kredit (AKPK)  
Agro Bank  
AHAM Asset Management  
AIA Group  
Air Asia  
Airfoil Services  
Air Liquide  
Air Selangor  
Ajinomoto  
Al-Futtaim  
Al Rajhi Bank  
Alam Flora  
Alliance Bank  
Allianz  
Amanah Raya  
Amanah Saham Nasional (ASNB)  
AmBank  
Amcorp  
AmGeneral Insurance  
Amway  
Apex Dental  
ASTRO  
Atomy  
Auto Bavaria  
Averis  
AXA Group  
B Braun Medical Industries  
Bacteria Free Water Filter  
Baker Hughes Malaysia  
Bangkok Bank  
Bank Islam  
Bank Rakyat  
Bank Muamalat  
Bank Negara Malaysia  
Bank of China  
Bank of Maldives  
Bank Simpanan Nasional  
BASF Petronas Chemicals  
Bausch & Lomb  
BBDO Asia  
BD Agriculture  
Berjaya Sampo Insurance  
Bermaz Motor Trading  
BigPay  
Blackhem  
BMW Group  
Bonuslink  
Boustead  
Bridgestone  
British Council  
Brother International  
Bursa Malaysia  
ByteDance (TikTok)  
Canon Marketing  
Carlsberg  
CCM Pharmaceuticals  
Celcom  
Cement Industries of Malaysia (CIMA)  
Cerebos  
Chin Hin Group  
Chuan Huat Resources  
Chubb Insurance  
CIBB  
Cigna International Health Services  
CIMB Bank  
Cisco Systems Malaysia  
Citibank Malaysia  
ClubMed  
Columbia Asia  
Continental Tyre PJ Malaysia  
Credit Guarantee Corporation  
CTOS Data System  
Cuckoo  
Cycle & Carriage  
Daikin Refrigeration Malaysia  
Danone Dumex  
DayThree  
Dagang Net Technologies  
Decathlon Malaysia  
Dell Asia Pacific  
Dhiraaghu Maldives  
DHL Group  
Digi  
DRB-Hicom

DKSH Malaysia  
Duopharma  
E.H. Utara Holdings  
Eastern Pacific Industrial Corporation  
Edaran Otomobil Nasional  
Edaran Tan Chong Motor  
ELK Desa  
ELKEN  
Entegris  
Envo BPO  
Eppendorf  
Etiga Insurance  
EXACT Malaysia  
Exxon Mobil Corporation  
F&N Dairies (Malaysia)  
Felda Group  
Fibertex Personal Care  
FireFly  
FoodPanda Malaysia  
Fuji Xerox Malaysia  
Fujitsu Telecommunications  
Gamuda  
GCH Retail  
General Electric  
Generali Insurance Malaysia  
Gene Martino  
Genting Malaysia  
Gleneagles Kuala Lumpur  
Golden Screen Cinema  
GRAB Malaysia  
Grand-Flo  
Grand Millennium Hotel  
Great Eastern  
Gucci (Malaysia)  
GuocoLand  
Habib Jewels  
Hai-O Enterprise  
Halal Industry Development Corporation  
HAVI Logistics  
HealthMetrics  
Heineken Malaysia  
HeiTech Padu  
HELP University College  
Hilti Asia IT Services  
Hitachi eBworx  
Honda Malaysia  
Honeywell  
Hong Leong Group  
Hospital Pusrawi  
HSBC Bank  
Hua Yang  
Huawei Technologies  
IBM Malaysia  
IBPO Group  
iFast Service Centre  
IJM Corporation  
IKEA Malaysia  
Infineon Technologies  
Inokom Corporation  
Institut Jantung Negara  
Intel Malaysia  
International Medical University  
International School of Kuala Lumpur (ISKL)  
INTI College  
IOI Group Corporation  
IPG Mediabrand  
Iskandar Investment  
Jobstreet Malaysia  
Johnson Controls  
Johor Corporation  
Johor Port  
Jotun Paints  
Juristech  
KDU College  
Kementerian Kesihatan Malaysia  
Kementerian Pelajaran Malaysia  
Kenanga Investment Bank  
Kerry Ingredients  
Khazanah Nasional  
KLK Oleo Group  
KPJ Healthcare  
KPMG Malaysia  
Kumpulan Wang Persaraan (Kwap)  
Kumpulan Wang Simpanan Pekerja (KWSP)  
Kuwait Finance House  
Lee Kum Kee  
Lembaga Hasil Dalam Negeri (LHDN)  
Lembaga Tabung Angkatan Tentera (LTAT)

Luno  
Lexus  
llaolao  
Maclean Services  
Mah Sing Group  
Majlis Amanah Rakyat (MARA)  
Malakoff Utilities  
Malaysia Airlines  
Malaysia Airports  
Malaysian Life Reinsurance  
Malaysian Rubber Council  
Malaysian Resources Corporation  
Mandarin Oriental Kuala Lumpur  
Manpower Staffing Services  
Manulife  
Mary Kay  
Mass Rapid Transit Corporation  
Maxis  
Maybank Group  
Mazars  
MBSB Bank  
MCIS  
MCMC  
Measat Broadcast Network Systems  
Media Prima  
Mercedes-Benz Malaysia  
Merchantrade Asia  
Mesiniaga  
MIDA  
Microsoft  
MIDF Property  
MIMOS  
MISC  
MIT Insurance Brokers  
Mitsubishi Motors  
MMC Corporation  
MNRB Holdings  
Monash University  
Mr. D.I.Y  
MSIG Insurance  
Mydin Mohamed Holdings  
MYOB Asia  
NAIM  
Nanyang Press  
Naza TTDI  
NEC Corporations of Malaysia  
Nestle Products  
Nike Sales Malaysia  
Nirvana  
Nistrans  
Nokia  
Northport  
NS BlueScope  
OCBC Bank  
OMRON Malaysia  
Pacific Mutual Fund  
Panasonic  
PayNet  
PayPal  
Pembangunan Sumber Manusia (PSMB)  
Penang Port  
Penang Skills Development Center (PSDC)  
Perkeso  
Pernec  
Perodua  
Petronas  
Pfizer  
Pharmaniaga  
PHHP Marketing  
PLUS  
Pokka Ace  
Polyplastic  
Pos Malaysia  
PPG Coatings  
Prasarana  
Primer Kenrich  
Prince Court Medical Centre  
Prokhas  
Prometric Technology  
ProMinent Fluid Controls  
ProtectHealth Corporation  
Proton Holdings  
Prudential  
PTPTN  
Public Bank  
QES Group  
QSR Brands  
Reckitt Benckiser

ResMed  
RHB Bank  
RHB Insurance  
RIA IME  
Ricoh  
Robert Bosch  
Royal Selangor Marketing  
Samsung Malaysia  
Sanofi-Aventis  
Sarawak Energy  
Sarawak Information Systems (SAINS)  
Sarawak Metro  
Schlumberger  
Seagate  
Securiforce Logistics  
Securities Industry Development Corporation  
SEGi College  
Senheng Electric (KL)  
Shangri-La Hotels  
Shell  
Siemens Group  
Silverlake  
Sime Darby  
SME Bank  
SME Corp  
Sony EMCS  
Sonoco Products  
SP Setia  
SRG Asia Pacific  
Standard Chartered Bank  
Star Publication  
StemLife  
Success Electronics  
Sudong (Singtel)  
Sumitomo Mitsui Banking Corporation  
Sunpower Malaysia Manufacturing  
Sunway Group  
Suruhanjaya Syarikat Malaysia (SSM)  
SWIFT Support Services Malaysia  
Symphony BPO  
Takaful Ikhlas  
Taylor's University  
Telecontinent  
Tele-Flow  
Telekom Malaysia  
TGV Cinemas  
The Food Purveyor  
The Hilton Group  
The New Straits Times Press  
TIME dotcom  
TMC Care  
TNB  
TNT Worldwide Express  
Tokio Marine Insurans  
Top Glove  
Toshiba  
Touch 'n Go  
Tourism Malaysia  
Toyota  
Toyota Capital  
Toyota Tsusho  
Toyo Tyre  
U Mobile  
UEM Group  
UITM  
UKM Group  
UMW Group  
United Overseas Bank (UOB)  
UOA Group  
VADS  
Vale Malaysia  
ViewPoint Research Corporation  
Volvo Malaysia  
Wasco Berhad  
Waterco  
Watsons Personal Care Store  
Weir Minerals  
Western Digital  
Wilmar  
WISE Payments  
Worldline  
X-FAB Sarawak  
Yeo Hiap Seng (Yeo's)  
YTL Corporation  
Zakat Selangor  
Zenith Media  
Zuellig Pharma  
Zurich Insurance



## CAPACITY BUILDING

ATCEN provides hands-on capacity building services that assist companies in developing and optimizing their business processes. Our Capacity Building services are divided into three main categories: Organizational Strategy Enhancement, Enterprise Customer Experience and Contact & Customer Interaction Centre. By supporting you on these three categories and their intersection, we can help your company develop your organization's growth and capacity.

### Amanah Raya Berhad

*(Malaysia's premier trustee company wholly owned by the Government of Malaysia)*  
Service mindset and Delivery transformation for branches and Contact Centre.

### Bank of China

Developed the service behaviours for front line staff in Malaysia and trained BOC Trainers from China on implementation.

### Digi Telecommunications

*(Mobile service provider in Malaysia)*  
Service Mindset and Transformation for Front Line and Contact Centre branding. Assist in the development of the SME Business Sales Division.

### DHL Express

Process improvement and training development of Customer Interaction Centre.

### Employees Provident Fund (KWSP)

*(Malaysia's and one of the world's oldest provident funds)*  
Part of KWSP Transformation Implementation. Managed the People and Mindset Segments of the Project. Been involved since 2010 and ongoing.

### interTouch

Improving the CX experience and Contact Centre process for global operations.

### Maybank

*(Malaysia's largest financial services group and the leading banking group in South East Asia)*  
Setting up of Maybank Group Contact Centre with Hewlett Packard as the Project Leader.

### Bank Rakyat

Consulting, Training and Auditing their new Contact Centre setup.

### CIMB

*(Leading ASEAN universal bank and one of the region's foremost corporate advisors)*  
Front Line and Contact Centre transformation and roll out Regionally. This was delivered during CIMB group restructuring in 2006-2007.

### Dell

Regional trainer for their global customer initiative

### Etika

*(Leading insurance and takaful business in ASEAN. It is part of the Malaysian banking group, Maybank)*  
Supported the re-branding of Maybank Ageas to ETIKA. Involved in Value and CX immersion of Branches and Contact Centre.

### Hong Leong Bank

*(Major public listed banking group in Malaysia)*  
Developed and Trained the Touch CX Spirit in HLB. Involved in numerous CX initiatives across several divisions and overall trained nearly 80% of their total staff-force.

### Maxis

*(Leading communications service provider in Malaysia)*  
Upskill and Develop the SME Division employees and partners. Includes digitalisation education of the various platforms as Maxis becomes a technology company. Been involved since 2016 and ongoing.

### SP Setia Berhad

Developing and enhancing the CX and interaction process in HQ and Branches.

# Enroll For Our *Practical English*

## READ, LISTEN, VOCABULARY & GRAMMAR

Practical English is a digital learning platform with 420 content-rich lessons designed for the working adult.

Introductory  
price of

**RM200**/user

for Practical English (112 days  
access) with every sign up of  
ATCEN's Public Course!

## READ, LISTEN, VOCABULARY & GRAMMAR



For 112 days, using the automated competency diagnostic available on Practical English 7, each participant can learn English based on their individual ability from the 420 lessons available.

By completing self study lessons (online), participants can improve their reading, listening, vocabulary and grammar proficiency with our digital learning programs.

## Choose this Innovative Learning Program

- All Blended Learning lessons materials (online and classroom) are developed by Reallyenglish.
- Grammar: 119 lessons, Listening: 150 lessons, Reading: 151 lessons. Total 420 lessons.
- Practical English adaptive algorithms customises learning for each learner.
- Continuous assessment in each lesson to measure learner progress.
- Weekly coaching email to motivate.
- Seamless user experience from desktops to mobile devices.
- Easy to determine ROI with completion of lessons that are graded.

**Step 1:** Complete Grammar, Reading & Listening diagnostic test.

**Step 2:** From the diagnostic test, the learning system algorithm recommends lessons based on competency level.

**Step 3:** Start your lessons for 17 weeks (112 days), with 420 graded lessons available.

**Step 4:** Complete 70 lessons in 112 days and print the Certificate of Completion.



## Participant 1

Name: (Mr/Ms) \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

IC No: \_\_\_\_\_  
(for HRD Corp grant and examination purpose, if any)

## Participant 2

Name: (Mr/Ms) \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

IC No: \_\_\_\_\_  
(for HRD Corp grant and examination purpose, if any)

## Participant 3

Name: (Mr/Ms) \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

IC No: \_\_\_\_\_  
(for HRD Corp grant and examination purpose, if any)

## Human Resource / Approving Manager

Name: (Mr/Ms) \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Authorize Signature: \_\_\_\_\_

## Workshop Investment

Please choose your option by ✓ the box below

Classroom Face-to-face (F2F)		
	RM2,750 per pax	RM5,000 for 2 pax RM7,200 for 3 pax
<div> <div>EARLY BIRD SPECIAL</div> <div> <b>Early Bird Discount!</b>            Get 15% off for registration before 29<sup>th</sup> August 2025         </div> </div>		
	RM2,338 per pax	

F2F + Practical English eLearning (+RM200/pax) (more info on page Practical English)		
	RM2,950 per pax	RM5,400 for 2 pax RM7,800 for 3 pax

## HRD Corp Claimable Course

(Inclusive of all training materials, lunches and tea breaks, examination fees if any, HRD Corp 4% Service Fee and 8% SST)

## To register, complete this form:

- Email form back to sender's email address/ info@atcen.com
- WhatsApp this form to +6018-233-0760

## By Direct Transfer:

Account Name: ATCEN Sdn Bhd  
Bank: Public Bank Berhad  
Acc No: 3130460034

## By Credit Card via PayPal:

(4.2% PayPal transaction fees is applicable)

Job Title: \_\_\_\_\_

Contact No: \_\_\_\_\_

Fax: \_\_\_\_\_

Invoice Attention To / Finance Email: \_\_\_\_\_

Are you using your company's HRD Corp Levy for this training?

☐ Yes ☐ No

Company Chop:



## TERMS & CONDITIONS

1. Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend our programs.
2. Payment is required with registration and must be received prior to the event to guarantee the seat.
3. Payment has to be received 7 working days prior to the event date to confirm registration.
4. Payment is non-refundable if cancellation occurs 7 working days prior to event commencement. However, a substitute is welcome at no additional charges.
5. Walk-in participants with payment will only be admitted on the basis of seat availability at the event and with immediate full payment.
6. The organizer reserves the right to make any amendments and/or changes to the workshop, venue, facilitator replacements and/or modules if warranted by circumstances beyond its control.
7. The certificate of completion will be awarded by ATCEN Sdn. Bhd.
8. The personal information that you provide in this Registration Form and information provided at any other time during the event, can be used by the organizer and related parties to market, advertise and promote our goods and services via various communication mediums. Participants are responsible to advise the organizer if they do not wish to be included in the above.

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### For Office Use Only

Corporate Sales Consultant:

Invoice Number:

Invoice Date:

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