



TED LEARNING

COMPANY PROFILE

Contact Us

TED Learning Sdn Bhd
12-7 Binjai 8 Premium SOHO,
No. 2 Lorong Binjai, 50450 Kuala Lumpur

☎ 03-2386 7788 / 03-2742 1828

☎ 03-2742 1829

✉ training@ted.com.my

🌐 www.ted.com.my

About Us

TED LEARNING Sdn Bhd (known as Training, Education and Development), a registered training solutions company was founded by three (3) experienced, passionate and dedicated professionals involved in the training industry in 2010. Their combined experience in the training industry totaled 35 years.

TED is a registered HRDF or PSMB and MOF Company. Our office strategically located at Binjai 8, Lorong Binjai, Kuala Lumpur. Our core business is delivering in-house and public program for IT and Soft skills in association with qualified trainers to deliver programs with quality & meeting clients need and expectation



What Program Do We Offer?



List of Course

Microsoft Application

Microsoft Word 2003/2007/2013/2016/365 *Beginner/Intermediate/Advanced*
Microsoft Excel 2003/2007/2013/2016/365 *Beginner/Intermediate/Advanced*
Microsoft Outlook 2003/2007/2013/2016/365 *Beginner/Intermediate/Advanced*
Microsoft PowerPoint 2003/2007/2013/2016/365 *Beginner/Intermediate/Advanced*
Microsoft Access 2003/2007/2013/2016/365 *Beginner/Intermediate/Advanced*
Microsoft SQL Server 2014
Microsoft SharePoint 2010/2013/2016/365
Microsoft Exchange Server 2010/2012/2013
Microsoft Visual Studio 2010/2012/2013
Microsoft Windows 7
Microsoft Windows 8
Microsoft Project 2010/2013
Effective Time Management with Microsoft Outlook (1 day)

Customized Excel Program

Functions and Formulas in Microsoft Excel
Microsoft Power BI Desktop (Level I & II)
Maximizing Pivot Table in Excel 2010/2013
Dashboard and Interactive Reports Using Excel 2010/2013
Macro VBA for Non-Programmers (I & II)
Reporting Made Easy
Financial Modelling & Analysis in Excel
High Impact Power Point Presentation
Tips and Tricks in Excel, Power Point and Word
Advanced Charting
Microsoft Excel: Power Query 2010/2013 Level I
Microsoft Excel: Power Pivot 2010/2013 Level I
Manipulating Big Data using Power Query and Power Pivot Level I
Manipulating Big Data using Power Query and Power Pivot Level II

List of Course

Other IT Technical Course

Autodesk AutoCAD 2015 Beginner/Intermediate and Advanced
Adobe Creative Suite CS5 and CS6
Adobe Flash 8
Adobe Dreamweaver 8
Adobe Fireworks 8
Microsoft ITIL
Web Application in Java
EC-Council Certified Security Analyst (V6.0)
EC-Certified Ethical Hacker
EC-Council Computer Hacking Forensics Investigator (V6.0)
Web Programming with PHP
C# Programming
Programming in Visual C++ using MFC
ASP. NET Programming using Visual Basic .NET
HTML Foundations
HTML5
Introduction to XML
Fundamentals of AJAX Programming
JQUERY
Architecting and Designing J2EE Application
Developing Applications for J2EE Platform
Enterprise Javabeans (EJB)
RD110 Crystal Reports XI Report Design I Fundamental Of Report Design
RD210 Crystal Reports XI Report Design II Business Reporting Solution
RD310 Crystal Reports XI Report Design III Report Processing Strategies
Introduction to Data Science
Introduction to Programming
Python Programming 1
Database Management Systems
R Programming 1 & 2
Data Visualization and Storytelling

List of Course

Communication & Presentation

- Business Communication Skills
- Business Writing Skills
- Effective Communication using MBTI/NLP
- Effective Public Speaking*PDL
- Interpersonal Skills
- Presentation Skills

Foreign Language

- Bahasa Malaysia
- Chinese Language (Mandarin/Cantonese)
- English Program
- German Language
- Japanese Language

Administration Skills

- Clerical & Officers Development Programme
- Effective Document Filling & Storage
- Grooming & Business Etiquette (with/without make up)
- Managing & Supporting Bosses
- The Art of Taking Minutes of Meeting
- The Positive Working Attitude

Customer Service

- Customer Service (front liner, call center)
- Handling Difficult Customer
- Managing Customer Complaints
- Professional Phone Etiquett

List of Course

Management & Leadership

Analytical & Critical Thinking Skills
Anger Management
Basic Counselling Skills
Business Negotiation Skills
Change Management
Change Management - Inspired by Who Moved My Cheese
Coaching Management & Creative Thinking Skills
Conflict Management & Resolution
Counselling & Motivation Skills
Creative Thinking & Decision Analysis
Creative Thinking Skills
Creative Thinking Skills and Problem Solving
Crisis & Time Management Enhancement skills
Developing Effective Managerial Skills
Effective Leadership and Interpersonal Skills
Effective Supervisory Skills
Effective Time Management Skills
Effectively Setting and Managing KPIs
Emotional Intelligence (EQ) @ Work
Grooming and Business Etiquette (with/without make up)
Handling Difficult Employees
Innovative and Creativity Thinking Skills
Leadership Skills
Millennium Manager
Mind Set Transformation for Peak Performance
Negotiation Skills
Office and Time Management
People Management Skills for Managers
Personal Effectiveness
Personal Impact - The Essence of Leadership
Stress Management

List of Course

Sales & Marketing

- Event Mangement
- Selling Skills
- Customer Account Management
- Developing Effective Marketing Plan
- Professional Telemarketing Skills

Finance

- Balanced Scorecard & Monitoring Performance
- Effective Budgetary Control Using Rolling Forecast
- Finance for Non Finance

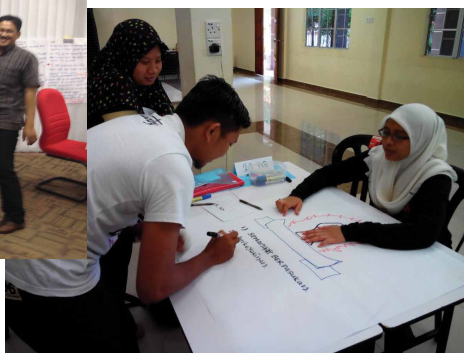
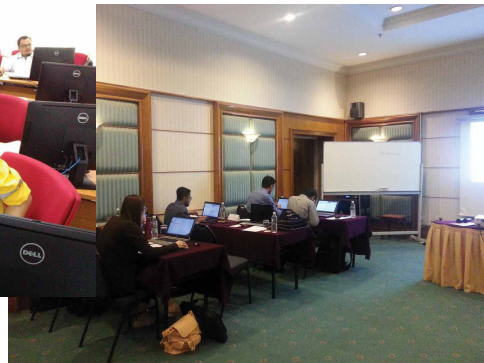
Human Resource

- DiSC Profiling
- MBTI Profiling
- Competency Based Interview for Managers
- Developing & Writing KPI
- Effective Interview Selection Techniques
- Effective Performance Appraisal and Training
- Conducting Effective TNA
- Monitoring & Measuring Training Effectiveness
- Train the Trainer
- Change Management
- Change Management - Inspired by Who Moved My Cheese
- Coaching Management & Creative Thinking Skills
- Conflict Management & Resolution
- Counselling & Motivation Skills
- Creative Thinking & Decision Analysis
- Creative Thinking Skills
- Creative Thinking Skills and Problem Solving

Project Management

- Advanced Project Management
- Basic Project Management
- Managing Multiple Projects, Priorities, Decision Making & Problem Solving

From Previous Courses



Testimonials

Please extend my warmest regards to Ms Prisca Loke for a great performance and a job well done. The feedback from the participants were very positive and they expressed that ...

HATTEN GROUP – Eric De Rozaio, HR

Thank you for the Business Communication in Mandarin training conducted for our company. I must applaud for the work well done by your company in engaging a creditable trainer

Maxis Berhad – Agnes Customer Service

Thank you for the Executive Development Program training conducted recently for our company. Indeed it was a great experience over 2-3 months of learning journey. I must applaud you for the work well ...

Bank Muamalat – Zuraina Harun
Head, HR Strategy & Training

Overall impressed with Creativity and Innovation training organized by TED at KL Convention Center. So far my participants or delegates satisfied with training conducted by Elaine under TED.

Jabatan Perkhidmatan Awam – Fairul Hafiz Bin Mohamed

It was a great learning and experience over 2 days of Team building. This is a program that is different and there were lots of learning and application from the ...

CBTL – Coffee Bean

Our Previous Clients

- Agro Bank
- Bank Islam
- CIMB Bank
- Felda Global Ventures Holdings Sdn. Bhd.
- GD Express Sdn. Bhd
- Institut Latihan DBKL
- Lembaga Tabung Haji
- MMC Corporation Berhad
- Malaysian Petroleum Resources Corporation
- Pantai Premier Pathology Sdn. Bhd.
- Petronas Dagangan Berhad
- Petroliam Nasional Berhad (HSE)
- Petronas Holdings Berhad
- Pusat Perubatan Universiti Kebangsaan Malaysia
- South African High Commission
- Tokio Marine Lige Insurance Malaysia Berhad
- Axiata Group Berhad
- Bank Muamalat Berhad
- Coscon (M) Sdn. Bhd.
- Fujitsu (Malaysia) Sdn. Bhd.
- Jabatan Perkhidmatan Awam
- Maxis Berhad
- Merchantrade Asia Sdn. Bhd.
- Mcat Box Office Sdn. Bhd.
- Pejabat Setiausaha Kerajaan N. Sembilan
- Alam Sekitar Malaysia Sdn. Bhd.
- Camfil (Malaysia) Sdn. Bhd.
- Cybersecurity Malaysia Sdn. Bhd.
- Fuji Xerox Asia Pacific Pte. Ltd.
- Indah Water Konsortium Sdn. Bhd.
- Kelana Jaya Medical Centre
- MCT Berhad
- Mitsui & Co. (Asia Pacific) Pte. Ltd.
- Malaysian Green Technology Corporation
- Petronas Chemicals Group Berhad
- Petronas Carigali Sdn. Bhd.
- Petronas ICT Sdn. Bhd.
- Putrajaya Hospital
- Seadrill Offshore Malaysia Sdn. Bhd.
- Share-Roxy Sales & Service Company (M) Sdn. Bhd.
- RHB Bank
- Sepang International Circuit Sdn. Bhd.
- Tenaga Nasional Berhad
- Tresenergy Sdn. Bhd.
- Watson's Personal Care Stores Sdn. Bhd.
- Telekom Malaysia Berhad
- Vivaki (Malaysia) Sdn. Bhd.
- Petroliam Gas Berhad
- Petronas LNG Sdn. Bhd.
- Petco Labuan Trading Sdn. Bhd.
- SME Bank
- Hatten Group

