

COMPANY PROFILE

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Kaizen is:

A foundational Lean manufacturing concept that refers to the gradual and continuous improvement of work operations.

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“We are driven by our passion to make a difference by transforming people through our solution-oriented training & consultancy services”

Jayakumar Raj
Principle Trainer & Consultant



“The capacity to learn is a gift,
The ability to learn is a skill,
The willingness to learn is a choice.”

WHO WE ARE

Driven by the passion to deliver desirable and sustainable change in human behavior, Optimum Professional Training Academy has been helping hundreds of corporate entities, big and small. Essentially, we deem our performance improvement training and consulting to be successful only when we see visible signs of your teams recording optimal levels of performance with confidence and ease.

OPTA has been playing an active role in igniting the desired changes in people, helping our clients to attain the desired performance levels in their teams. We enable organizations to manage and improve the collective skills, knowledge and performance of their people. Our client base consists of more than 300 organizations across Malaysia.

Over the years, we have built a consistent track record in developing and delivering people development programs in the areas of Individual Performance, Leadership Effectiveness and Team Synergy. We also provide Executive Coaching to help senior executives to be even better team leaders.

OPTA is one of the very few training companies that has strived on its quality and customer satisfaction. Our structured training approach has been endorsed and affirmed by industry professionals, making us a reliable training partner.

We view ourselves as a performance improvement training & consultancy having the confidence to deliver solutions relevant to the industrial and economic development of the country. Our confidence stems from the fact that we have helped numerous clients in building teams that perform synergistically only to outperform management expectations.

Excellence is the cornerstone of everything we do at Optimum Professional Training Academy. Excellence to us means ensuring winning outcomes for our clients and their team members in the most efficient and elegant manner.

We are fascinated by the process of decoding the principles that govern the mystery called human performance. We are equally thrilled by honing our program delivery in order to translate our insights into perceivable impact on individuals, leaders and teams.





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Our Vision

We aspire to be the finest training company primarily focused on human capital development.

Our Mission

To help our participants enhance their skill set, keep pace with the latest trends and prepare them for a successful career.

To motivate and inspire people to change their life to attain excellence.

To build lifelong learning skills to improve self-confidence and develop positive thinking.

Our Values

We act with **INTEGRITY** at all times.

We practice continuous **LEARNING** to innovate and benefit our stakeholders.

We strive for team **SYNERGY**, not just individual achievements.

We deliver **RESULTS** and not just activities.

Our Objective

We strive towards achieving excellence in the field of training & consultancy. We aspire to combine the inventive learning ideas that strive to build professional competencies that would bring the revolution you need to boost your career.





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OUR TRAINING PROGRAMS

Management Training Programs

1. Creative Thinking & Problem Solving
2. Domestic Inquiry
3. Evaluation of Training
4. Good & Services Tax (GST)
5. Out of the Box Management
6. Project Management
7. Time & Stress Management
8. Total Quality Management (TQM)
9. Training Needs Analysis (TNA)

Operational Development Training Programs

1. 6 Sigma
2. Awareness on Energy Conservation
3. Corporate Social Responsibility Awareness
4. Corporate Social Responsibility
5. Cost of Quality
6. Cycle Time Reduction Techniques
7. Design of Experiment
8. Analytical Skills by 7 Quality Control Tools
9. Systematic Problem Solving Skill: 8D Approach
10. Energy Conservation Audit Program
11. Equipment Measurement & Calibration
12. Failure Mode Effect Analysis
13. Injection Moulding
14. Laboratory Management System
15. Metal Stamping
16. OGP & Smart Scope
17. OSH Legal Requirement
18. RoHS & REACH Compliance
19. Solar Energy Management
20. Statistical Process Control
21. Sustaining Energy Management Program

Personal Development Training Programs

1. 5S' Implementation
2. Call Center
3. Food and Beverage
4. Kaizen
5. Motivational Program
6. Strategic Management
7. Team Building
8. Train-the-Trainer

Safety Training Programs

1. 7 Principles of Hazard Analysis and Critical Control Point (HACCP) System
2. Chemicals Handling & Health Committee
3. CPR & First Aid
4. Emergency Response Plan (ERP) Fire Safety
5. Food Handling
6. Forklift Handling
7. Hazard Identification, Risk Assessment & Control (HIRAC)
8. Malaysia Occupational Safety & Health Act 1994 Legal Requirements
9. Managing Protective Equipment (PPE)
10. Office Health And Safety
11. OSH Awareness
12. Safe Check Food Safety
13. Workplace Inspection & Incident Investigations





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OUR TRAINING PROGRAMS

Finance Training Programs

1. Marketing for Non Marketing Personnel
2. How to Handle to Customer Complaints
3. Cash Flow & Credit Control Management
4. Practical Costing Essentials for Non-Finance
5. Finance for Non-Finance Managers
6. Basic Accounting for Non-Finance Managers
7. Effective Financial Budget and Control
8. Finance for Non-Finance people

Human Resource Training Programs

1. Talent Management
2. Employee Discipline Skills
3. Malaysian Labor Laws & Employment Act
4. Personal Grooming & Etiquettes
5. Compensation and Benefits
6. Performance Appraisal & KPI
7. New Employee Induction & Orientation
8. Effective Manpower Planning
9. Effective Interviewing Skills
10. Effective Employee Engagement
11. Developing HR Policies
12. Talent Acquisition & Retention Strategy
13. Employee Engagement: Strategy & Practice
14. Career Development & Succession Planning

Leadership Training Programs

1. Sun Tzu The Art of War “Business Strategy”
2. Effective Leadership Skills
3. Strategic Planning Skills
4. Building A Winning Team
5. Building High Performance Culture
6. Change Management
7. Leadership DNA
8. Adaptive Leadership Skill

Information Technology Training Programs

1. Building Financial Models with MS Excel
2. Internet of Things
3. IT Systems-Identity and Access Management
4. Managing IT Projects Effectively
5. Network Security Fundamentals
6. Microsoft Excel Basic Level
7. Microsoft Excel Intermediate Level
8. Microsoft Excel Advance Level

Food & Beverage Training Programs

1. Five Star Service for Frontliners
2. Front Office Management
3. Hotel Revenue Management
4. Professional Guestroom Management
5. Restaurant Management
6. F&B Cost Control Management
7. Food Safety Management
8. Up Selling Skills To Increase Sales
9. F&B Revenue Management





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OUR CLIENTELE

Panasonic
ideas for life

Seagate



flex



Rapiscan
systems
An OSI Systems Company



HARTA
HPI RESOURCES BERHAD

FOXCONN[®]



LINOCRAFT
International Printing & Logistic Solutions

LEADER
LEADER UNIVERSAL ALUMINIUM
SDN BHD (36093-H)

TKR
TKR Corporation

brother
at your side

OSI Optoelectronics
OSI Optoelectronics Corporation



SHINYEI
SHINYEI KAISHA



Palsgaard[®]
Heart working people

JVC
KENWOOD





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TRAINING GALLERY



**THANK
YOU**

“We deliver training programs with cutting edge techniques and methodology that equips people with the right skills and knowledge, to help them achieve their career ambitions”