



**Minda Sfera**

Sdn Bhd



# COURSE CATALOGUE

EMPLOYER  
VERSION

Elevate Your Work Productivity

[www.mindasfera.com.my](http://www.mindasfera.com.my)



Our courses are crafted based on the urgent needs of the society. Our courses strive to provide actionable and self-based solutions, for the applicability of the solutions in their daily tasks.





**Minda Sfera**  
Sdn Bhd



# Table of Content

**Occupational Wellness**

page 4

**Business English**

page 5

**Business Communication**

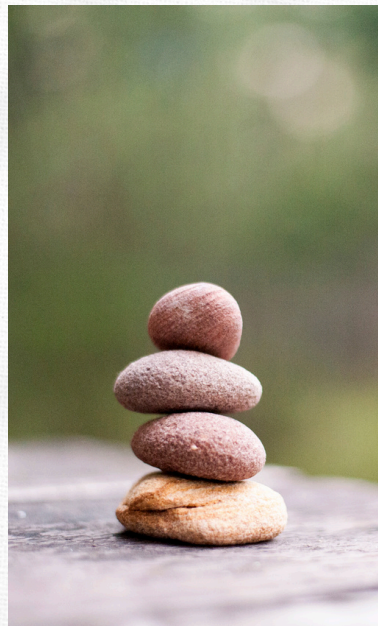
page 6

**The AI Skills Series**

page 7

**AI Skills – Effective  
Marketing With AI Clone  
Application**

page 8







**Minda Sfera**  
Sdn Bhd



## SIGNATURE COURSE



# Occupational Wellness

A 2-day programme focusing on aspects of wellness such as

- Mental wellness
- Health wellness
- Financial wellness
- Workspace wellness





**Minda Sfera**  
Sdn Bhd



## PARTNERED COURSE



# Business English

2-day in-depth course focusing on:

- Business reading with techniques
- Business writing with enhanced skills
- Business speaking with presentation skills
- Note-taking skills



Contact us for pricing.



**Minda Sfera**  
Sdn Bhd



## PARTNERED COURSE



# Business Communication

1-day course focusing on:

- Listening with enhanced skills
- Confidence in presentation
- Hands-on practice on overcoming communication barriers





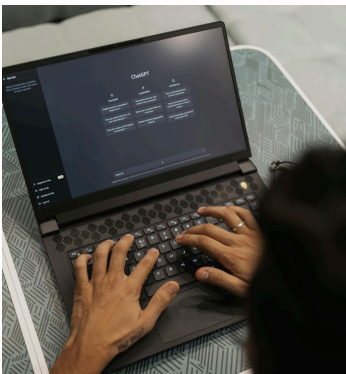
## AI Skills – Prompt Writing For Accountants And Secretaries

A half-day course providing useful techniques in AI chatbots to increase productivity of accountants



## AI Skills – Prompt Writing For Educators And Trainers

A half-day course on improving educators' productivity in course preparation using AI



## Customisable AI Skills Course

Design a course based on your AI needs in your industry and your work

Minimum number of participants: 5





**Minda Sfera**  
Sdn Bhd



**Uncle Clone**  
Group

**PARTNERED COURSE**

## AI Skills – Effective Marketing With AI Clone Application

A 1-day course to create your personal branding, recording spoken video and utilising AI tools in designing AI short videos crafting to your marketing needs.



**SPECIAL:** Course available in English, Malay and Chinese.  
This course is inclusive of a paid application.



**Minda Sfera**  
Sdn Bhd

## Your Employee Productivity Improvement Begins Here

Thank you for exploring our courses offerings.  
Each course is crafted with compassion and  
applicability.



+6 016-372 0976



[csai.mindasfera.com.my](http://csai.mindasfera.com.my)

[www.mindasfera.com.my](http://www.mindasfera.com.my)