



**Minda Sfera**

Sdn Bhd



# COURSE EMPLOYER VERSION CATALOGUE

Elevate Your Work Productivity

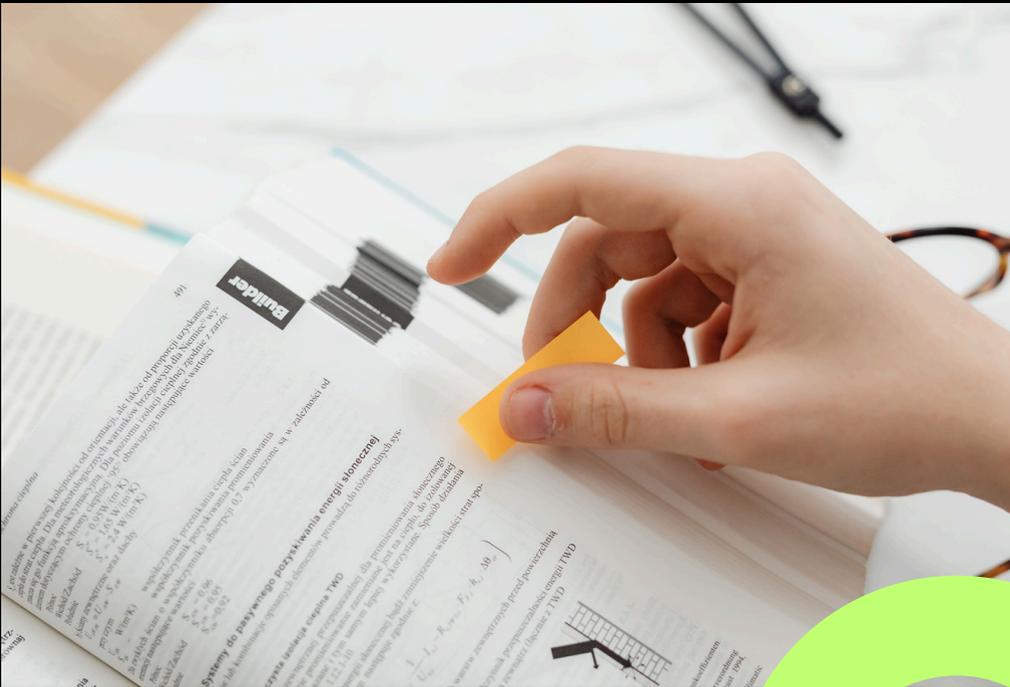
[www.mindasfera.com.my](http://www.mindasfera.com.my)



# Welcome to Our Course Catalogue

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.

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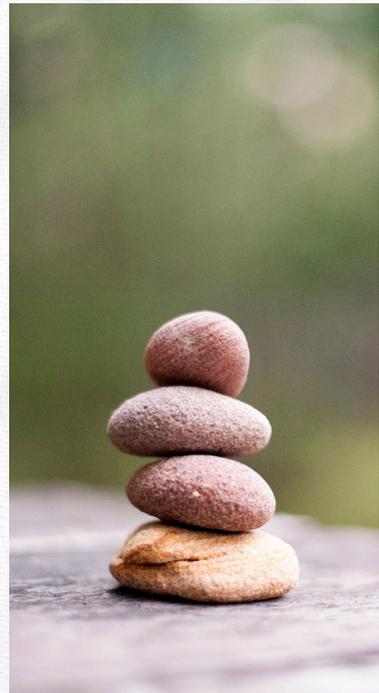
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## SIGNATURE COURSE



# Occupational Wellness

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

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



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**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.



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**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



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THE PRODUCTIVITY  
SERIES



## Positive Mindset

A course which focuses on positive thinking in the workspace with immense pressure and deadlines. It explores the psychological principles behind optimism, resilience and constructive thinking among participants.

## Time Management Through LaKa DC With AI

A 1-day course equips employees with the skills to manage their working time with better techniques and aids from artificial intelligence to improve their productivity.





## Finance For Non-Finance Executives

This course equips employees with the tools to interpret financial statements and understand how their daily operational decisions impact the company's bottom line, even when employees have no formal financial backgrounds.

## Holistic SOP Through ADKAR Model For Employee Wellness

A 1-day course equips employees with the skills to understand the needs of implementing SOPs within an organisation. Recommended for executives and above, this course encourages workspace wellness through organisation regulations.





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THE CUSTOMER  
SERVICE SERIES



## Customer Service For Hospitality Industry

A course which focuses on teaches professionals how to deliver exceptional guest experiences by mastering anticipatory service, active listening and refined communication techniques for the best guest experiences.

## Hospitality Mindset For Non-hospitality Industry

A course equips employees with the skills to transform standard transactions into memorable experiences that drive long-term client loyalty and brand value.



# WORKSPACE ETIQUETTE & COMMUNICATION



## Workspace Etiquette

This course equips employees with the emphasis of using emotional intelligence and clear boundaries to foster a collaborative, inclusive and productive work environment for all employees.



## Say No To Sexual Harassment

A course equips employees with the skills to define legal and ethical boundaries of professional conduct to help employees identify, report, and effectively prevent sexual harassment



## Effective Communication & Interpersonal Skills

This course equips the participants master the art of active listening and verbal clarity to build stronger, more collaborative working relationships



## THE LEADERSHIP SERIES



### Strategic Agility & Change Leadership Mastery

This course equips leaders with the ability to detect market shifts early and pivot organizational strategies with speed and precision.



### Power BI For Leaders

This course focuses on mastering high-level data storytelling and trend analysis to drive faster, evidence-based decision-making across the business.



### Luxury Guest Experience Leadership Labs

The course allows participants learn to cultivate a culture of excellence that transforms standard luxury into a unique, indelible brand memory through emotional intelligence.



## Leadership In The VUCA Era

This course equips leaders with the focus on developing the vision and agility, to steer organizations through rapid global shifts and unpredictable market disruptions.

## Accountability & Execution For Results

This course equips with tools to eliminate ambiguity and establish a cadence of accountability that ensures strategic plans are successfully executed across all levels of the business through discipline follow-through.





## THE LEADERSHIP SERIES



### Sales Leadership & Growth

This course empowers leaders to drive sustainable revenue growth by aligning sales behaviors with customer-centric strategies and scalable execution frameworks.



### High-ticket Sales Leadership Mastery

This course equips leaders with the framework for coaching teams to master value-based selling and executive-level influence, ensuring consistent performance in premium market segments.



### Elite Customer Approach For Leaders

The course empowers leaders with the leadership framework necessary to instill a culture of prestige that treats every high-profile client interaction as a strategic asset.



## The Dompert Blueprint – Duit Your Way

This course provides practical strategies for managing personal finances, focusing on budgeting, debt reduction and the psychology of spending to reduce personal financial stress.

## The Dompert Blueprint – Emergency Fund Management

This course provides a strategic framework for calculating, building and maintaining a liquid safety net to protect against unexpected financial shocks with the ideal fund sizes based on their financial profiles.





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THE DOMPET  
BLUEPRINT SERIES  
SIGNATURE COURSE



## The Dompet Blueprint – Personal Risk Management

A course which focuses on managing prolonging unexpected events through available personal risk management methods without affecting life and reducing impacts on their hard-earned money.

## The Dompet Blueprint – Personal Debt Management

A course equips employees with the skills to prevent over-borrowing, saving interest on debt repayments and promote debt-free life for better financial well-being.





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## Your Employee Productivity Improvement Begins Here

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



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