



# **SOFT SPHERE 2025 TRAINING CATALOGUE**

# COMPANY PROFILE



**SSC**  
**SOFT SPHERE TRAINING**

# COMPANY PROFILE





# Company Information

**Company Name:****Soft Sphere Training****Core Business:****HRDC Training** ( Soft Skills Training/Consultancy)**Field of Expertise:**

Soft Skills Training

**SSM Registered Number:**

003587769-K

**HRDC Registered Number:**

202403078015

## Our Team

Our trainers are more than just experts in their fields—they are committed to unlocking your team's full potential and driving remarkable results. With a deep understanding of both industry trends and the unique challenges organizations face, our trainers are here to help elevate your workforce. Let us partner with you to take your organization to new heights of success and performance.





## Company Philosophy

At the heart of our philosophy is a commitment to ensuring that participants not only achieve their learning objectives but also acquire the essential skills needed to perform effectively in their roles. As passionate advocates for education, our ultimate goal is to make learning resources more accessible online, creating a more seamless and engaging learning experience.

Guided by our principle of 'Empowering Potential,' we carefully match clients with the ideal trainer to guarantee the successful achievement of training goals, unlocking the full potential of every participant. Dedicated to providing exceptional training programs, we work closely with our clients to identify and customize the most relevant and impactful courses to meet the unique needs of their organization.

## Our Vision

Our vision is to be the foremost driver of personal and professional development, empowering individuals and organizations to realize their full potential and achieve remarkable success through innovative training solutions.

## Our Mission

Our mission is to make education accessible to all by offering free, high-quality online training resources that enable individuals worldwide to develop new skills, advance their careers, and reach their personal and professional aspirations.

# Our Approach

## Step 1



### Identify the Need for a Solution

Encountering challenges? You've already taken the crucial first step by recognizing the need for a solution tailored to your goals and objectives.

## Step 2



### Consult with Our Experts

Engage with us for a complimentary consultation. Our team of experts will work closely with you to understand your specific needs and provide actionable insights to address your challenges.

## Step 3



### Enroll in the Program

Once your goals are defined, simply join our program. We will take care of all the arrangements, ensuring a seamless and efficient process for you.

## Step 4



### Experience Transformation

Congratulations on taking the next step in your professional journey! You've embarked on a path of empowered upskilling, setting the stage for lasting career growth and success.

# How Do We Train:



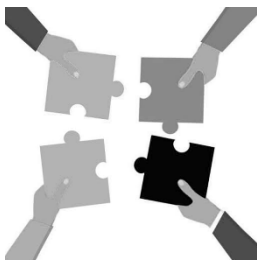
Needs Assessment and  
Customization



Expert-Led Workshops and  
Seminars



Blended Learning Approach



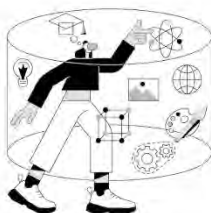
Interactive and Practical  
Learning



Continuous Support and  
Mentoring



Performance Tracking and  
Feedback



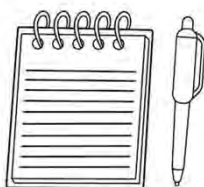
Post-Training Evaluation  
and Impact Assessment



Tailored Corporate  
Solutions



Scalable and Flexible  
Delivery



Cutting-Edge Content and  
Tools

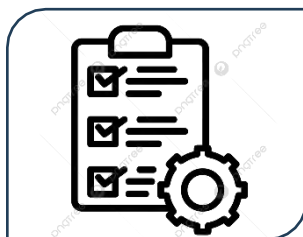
# Our Services

Whether you're looking to overcome industry-specific obstacles or focus on personal growth, our courses deliver the specialized knowledge necessary to approach any goal with assurance and success. With expertise across 12 distinct domains, we provide the insights and tools that enable both individuals and organizations to excel in all areas of their professional development.

## Training Domains



Microsoft  
Training



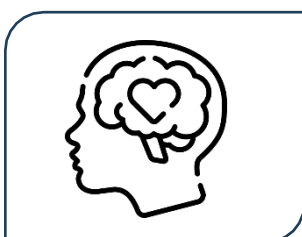
Project  
Management



Health and  
Safety



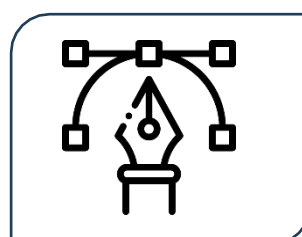
Soft Skills



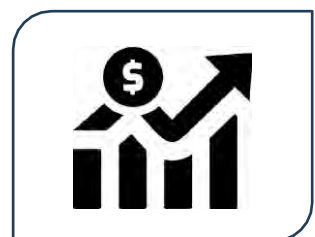
Mental Health



Team Building



Graphic Design



Finance



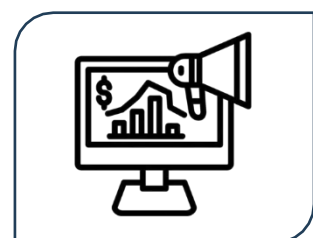
Digital  
Marketing



ISO Training



Process  
Improvement



Sales and  
Marketing



## MEET SOME OF OUR CLIENTS



MARA



DIGITAL PENANG



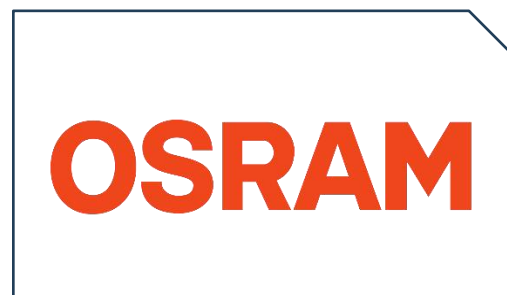
MICRON



INTEL



NXP SEMICONDUCTOR



OSRAM SEMICONDUCTOR



AMERICAN AIR FILTER  
MANUFACTURING

# Our Contact Information

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## Visvanathan Sundram

Chief Executive Officer

**Address:** 156 , Persiaran Mayang  
Pasir, 11950, Bayan Baru, Pulau  
Pinang, Malaysia.

**Email:** visvanathansundram@softspheretraining.my

**Contact:** 0146335816

**[www.softspheretraining.my](http://www.softspheretraining.my)**



# **PROGRAM FEES**

Course Name	Duration	Price (RM)	No of Pax	Instructor
Microsoft Word Essentials	1 day	RM 3000/day	20-25	En Fakhrul
Microsoft Power Point Essentials	1 day	RM 3000/day	20-25	En Fakhrul
Microsoft Excel Beginner	1 day	RM 3000/day	20-25	En Nik Khaidhir
Microsoft Excel Intermediate	1 day	RM 3000/day	20-25	En Nik Khaidhir
Microsoft Excel Advanced	1 day	RM 3000/day	20-25	En Nik Khaidhir
Microsoft Excel- Mastering Formulas and Functions	2 day(s)	RM 3000/day	20-25	En Nik Khaidhir
Microsoft Excel-Pivot Table to Dashboard	1 day	RM 3000/day	20-25	En Nik Khaidhir
Microsoft Excel-Charting and Graphing Techniques	1 day	RM 3000/day	20-25	En Nik Khaidhir
Microsoft Excel – Visual Basic Application (VBA)	3 day(s)	RM 2700/day	20-25	Mr Ong
Microsoft Visio Essentials	1 day	RM 3000/day	20-25	Mr Ong
Microsoft Power BI For Business Analysis	2 day(s)	RM 2500/day	20-25	En Fakhrul
Microsoft Power BI Essentials	2 day(s)	RM 2500/day	20-25	En Fakhrul
Microsoft Project Essentials	2 day(s)	RM 2500/day	20-25	Dr Irene
Microsoft Power Apps Essentials	2 day(s)	RM 2500/day	20-25	En Nik Khaidhir
HIRARC – Hazard Identification Risk Assessment Risk Control	1 day	RM 3000/day	20-25	En Haniff
Accident Investigation Training	2 day(s)	RM 2500/day	20-25	En Haniff
Basic Life Support (BLS) Training	2 day(s)	RM 2500/day	20-25	En Haniff
Safety & Health Management training	2 day(s)	RM 2500/day	20-25	En Haniff
Introduction of Occupational Safety and Health Act (OSHA) 1994	1 day	RM 3000/day	20-25	En Haniff
OSHA 2022	2 day(s)	RM 2500/day	20-25	En Haniff
Emergency Response Plan Training	2 day(s)	RM 2500/day	20-25	En Haniff
Basic Occupational First Aid, CPR & AED	1 day	RM 3000/day	20-25	En Haniff
First Aid for Burn Incident Injury Management	1 day	RM 3000/day	20-25	En Haniff
Basic Occupational First Aid ( BOFA) Training	1 day	RM 3000/day	20-25	En Haniff
Behavioural Based Safety Training	1 day	RM 3000/day	20-25	En Haniff
Confined Spaces Awareness Training	2 day(s)	RM 2500/day	20-25	En Haniff



Chemical Handling Training	2 day(s)	RM 2500/day	20-25	En Haniff
Ergonomics and Manual Handling	2 day(s)	RM 2500/day	20-25	En Haniff
ISO 9001: 2015 Quality Management Systems Internal Quality Auditor Training	2 day(s)	RM 2500/day	20-25	Dr Thomas
ISO 9001: 2015 Quality Management Systems Awareness Training	1 day	RM 2500/day	20-25	Dr Thomas
ISO 14001: 2015 Environmental Management Systems Awareness Training	1 day	RM 2500/day	20-25	Dr Thomas
ISO 45001: 2018 Occupational Health and Safety Management Systems Awareness Training	1 day	RM 2500/day	20-25	Dr Thomas
Mental Wellness Through a Mindset Change	1 day	RM 3000/day	20-25	Miss Karen
4 Steps to Supercharge your Abundance Mindset	1 day	RM 2500/day	20-25	Mr Andrew
Healthy Lifestyle and Wellness Program	2 day(s)	RM 2500/day	20-25	En Hisam
The Counselling Transformation in the Workplace	2 day(s)	RM 2500/day	20-25	En Hisam
Stress Management Program	2 day(s)	RM 2500/day	20-25	En Hisam
Design Like A Pro Using Canva	2 day(s)	RM 2500/day	20-25	Mr Calvyn
Digital Marketing Zero To Hero	2 day(s)	RM 2500/day	20-25	Mr Calvyn
Digital Marketing Zero To Hero – Become an Authority in Digital Marketing	3 day(s)	RM 2500/day	20-25	Mr Calvyn
Search Engine Optimization (SEO) for Business	2 day(s)	RM 2500/day	20-25	Mr Calvyn
Building Professional Business Website Using WordPress	3 day(s)	RM 2500/day	20-25	Mr Calvyn
Digital Business and Entrepreneurship	2 day(s)	RM 2500/day	20-25	Mr Calvyn
Content Creation on Social Media	2 day(s)	RM 2500/day	20-25	Mr Yogesh
Adobe Photoshop Essentials	1 day	RM 2500/day	20-25	Dr Thomas
Adobe Illustrator Essentials	1 day	RM 2500/day	20-25	Dr Thomas
Adobe Premiere Pro Essentials	1 day	RM 2500/day	20-25	Dr Thomas
Project Management Leadership	2 day(s)	RM 2500/day	20-25	Mr Lim
Project Planning and Scheduling	3 day(s)	RM 2500/day	20-25	Mr Lim
Critical Chain Project Management (CCPM)	2 day(s)	RM 2500/day	20-25	Mr Lim
Theory of Inventive Problem Solving (TRIZ) Level 1 Practitioner	2 day(s)	RM 5000/pax	20-25	Dr Thomas
PDCA Training	1 day	RM 3000/day	20-25	Mr Yogesh

5S	2 day(s)	RM 2500/day	20-25	Mr Yogesh
How to Conduct Effective Why-Why Analysis for Root Cause Identification	2 day(s)	RM 2500/day	20-25	Mr Yogesh
Kaizen Excellence: A Journey of Continuous Improvement	2 day(s)	RM 2500/day	20-25	Mr Yogesh
Mastering Root Cause Analysis	2 day(s)	RM 2500/day	20-25	Mr Yogesh
E-Invoicing	1 day	RM 3000/day	20-25	Pn Zye Zyani
Finance for Non-Finance Professionals	2 day(s)	RM 2500/day	20-25	Cik Aisyah
Financial Management (Product Costing and Cost Benefit)	2 day(s)	RM 2500/day	20-25	Cik Aisyah
Personal Finance Management	1 day	RM 3000/day	20-25	Cik Aisyah
Sales and Service Tax (SST) in Malaysia	1 day	RM 3000/day	20-25	Cik Aisyah
Business Communication & Professional Writing	2 day(s)	RM 2500/day	20-25	En Amir
Communication Skills Program for Executive	2 day(s)	RM 2500/day	20-25	En Amir
Creative and Analytical Thinking Program	2 day(s)	RM 2500/day	20-25	En Amir
Leadership Skills for Executive	2 day(s)	RM 2500/day	20-25	En Amir
Seronoknya Bekerja!	2 day(s)	RM 2500/day	20-25	En Amir
Superb Communication Program	2 day(s)	RM 2500/day	20-25	En Amir
Time Management Program	2 day(s)	RM 2500/day	20-25	En Amir
Team Development Program	2 day(s)	RM 2500/day	20-25	En Amir
Management Skills Program For Executive	2 day(s)	RM 2500/day	20-25	En Amir
Supervisory Skills Program For Executive	2 day(s)	RM 2500/day	20-25	En Amir
Team Building Program	2 day(s)	RM 3000/day	20-25	En Hisam

# SSM LICENSE



**BORANG D (KAEDAH 13)**

**PERAKUAN PENDAFTARAN  
AKTA PENDAFTARAN PERNIAGAAN 1956**

Dengan ini diperakui bahawa perniagaan yang dijalankan dengan nama

**SOFT SPHERE TRAINING**

**NO. PENDAFTARAN: 202403078015 (003587769-K)**

telah didaftarkan dari hari ini sehingga **20 MAC 2025** di bawah Akta Pendaftaran  
Perniagaan 1956, beralamat di **104, PERSIARAN MAYANG PASIR , 11950**  
**BAYAN LEPAS, PULAU PINANG**

**Bil. Cawangan: TIADA**

Bertarikh di **SISTEM EZBIZ** pada **21 MAC 2024**.

**DATUK NOR AZIMAH ABDUL AZIZ**

Pendaftar Perniagaan  
Semenanjung Malaysia





**BORANG E (KAEDAH 13)**

**PERAKUAN PEMBAHARUAN PENDAFTARAN  
AKTA PENDAFTARAN PERNIAGAAN 1956**

Dengan ini diperakui bahawa perniagaan yang dijalankan dengan nama

**SOFT SPHERE TRAINING**

**NO. PENDAFTARAN: 202403078015 (003587769-K)**

telah didaftarkan dari hari ini sehingga **20 MAC 2026** di bawah Akta Pendaftaran  
Perniagaan 1956, beralamat di **104, PERSIARAN MAYANG PASIR , 11950  
BAYAN LEPAS, PULAU PINANG.**

**Bil. Cawangan: TIADA**

Bertarikh di **SISTEM EZBIZ** pada **10 MAC 2025.**

**DATUK NOR AZIMAH ABDUL AZIZ**

Pendaftar Perniagaan  
Semenanjung Malaysia