

## Introduction

The Centre for Professional Development & Life Long Learning is a registered Training Provider with Pembangunan Sumber Manusia Berhad under the Ministry of Human Resource. As the training and professional arm of BERJAYA University College of Hospitality, Centre for Professional Development & Life Long Learning is committed to the design and delivery of learning interventions that are practical, work-oriented and enable employability in a competitive environment. We offer a wide array of courses geared towards **Skills Acquisition, Skills Enhancement** and **Professional Development**.

## Vision

Our vision is to be the premier life long learning centre offering courses tailored for the hospitality industry.

## Mission

Our mission is to develop human capital who are marketable and employable through the provision of practical, work oriented training courses using the unique, interactive and experiential Berjaya Immersion Methodology.

## Objectives

- To provide focused learning and training for the hospitality industry emphasising hands-on training for increased employability.
- To develop employee competencies for performance improvement and personal growth.
- To establish synergistic collaborations and partnerships with our clients and associates.

## Certification

Centre for Professional Development & Life Long Learning is proud to be associated and linked to both local and international organisations as:

- Authorised Training Provider under the Ministry of Human Resources
- Authorised Training Provider for online E-Cornell short courses with certification awarded by Cornell University, USA
- Authorised Training Provider for City & Guilds, United Kingdom
- Authorised Training Provider for Tourist Guide course (L030-3) approved by Jabatan Pembangunan Kemahiran (JPK/MLVK) and license to operate as a Tourist Guide by the Ministry of Tourism.
- GTG Learning Sdn Bhd, Outsourced Training Provider for English Programmes



Ministry of Human Resources



Ministry of Tourism Malaysia



Jabatan Pembangunan Kemahiran



GTG Learning Centre



Pembangunan Sumber Manusia



City & Guilds United Kingdom



Cornell University USA

(These certifications are not entitled for credit exemptions into any academic programmes)

Centre For Professional Development & Life Long Learning

### BERJAYA UNIVERSITY COLLEGE OF HOSPITALITY

KP/JPS/DFT/US/W14

(Wholly owned by Berjaya Higher Education Sdn. Bhd. 517518-V)

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Map to BERJAYA University College of Hospitality




CENTRE FOR PROFESSIONAL DEVELOPMENT & LIFE LONG LEARNING

Geared Towards Skills Acquisition,  
Skills Enhancement and  
Professional Development



A MEMBER OF BERJAYA CORPORATION BERHAD

# SKILLS ACQUISITION, SKILLS ENHANCEMENT 2009 AND PROFESSIONAL DEVELOPMENT SCHEDULE

Code	CERTIFICATION BY CORNELL UNIVERSITY, USA		WEEKS	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
ECB001	Leadership & Strategic Management		2	<p>Dates are available in <a href="http://www.ecornell.com/berjaya">www.ecornell.com/berjaya</a>            Click  for training dates</p>								
ECB002	Financial Management		2									
ECB003	Human Resource Management		2									
ECB004	Hospitality & Food Service Management		2									
ECB005	Project Leadership		2									
ECB006	Management Essentials		2									
Code	CITY AND GUILDS CERTIFICATIONS	Level		APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
CG001	International Food Preparation& Culinary Arts	I, II, III		20					1			
CG002	International Restaurant & Operations	I, II, III		20					1			
CG003	Rooms Division Operations & Services	I, II, III		<p>To commence January 2010</p>								
CG004	Reception Operations & Services	I, II, III										
CG005	Retail Entrepreneurship	I, II, III										
CG006	Travel & Tourism	I, II, III										
Code	CULINARY ARTS*		DAYS	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
CA001	Barista Skill & Coffee Art		2			13,14	4,5	1,2	5,6	3,4	7,8	5,6
CA002	Chocolate Artistry		1			20	11	8	12	10	14	12
CA003	Breads of the World		2			20,21	18,19	15,16	19,20	17,18	21,22	19,20
CA004	Patisserie & Desserts		1			27	25	22	26	24	21	26
CA005	Wine Appreciation		1			14	12	16	13	18	8	13
CA006	Cuisines -East Meets West (Eastern, Western & Malaysia)		3			13,20,27	11,18,25	8,15,22	12,19,26	10,24,31	7,14,21	5,12,19
CA007	Catering Entrepreneurship		2			26,27	25,26	29,30	26,27	24,25	21,22	19,20
CODE	ENGLISH LANGUAGE		HOURS	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
EL001	Functional English at Work		30	7		23			7			
EL002	Foundation Business English		30			16		3		19		
CODE	TOURISM AND TRAVEL*		DAYS	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
CTTAC003	Homestay Operations & Management		8		2,15	6,20	6,20	3,17	7,21	5,19	2,16	7
CTTAC004	Tourist Guides Course (L030-3)		120		11	8	6	17	7	5	9	14
CTTAAC005	IATA-UFTAA Foundation Diploma		180		10							10
CODE	SERVICE EXCELLENCE*		DAYS	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
CTSE001	Service With A Smile		2				8,9			13-15		
CTSE002	Professional Telephone Techniques		2					12,13				
CODE	COMMUNICATION & MEDIA*		DAYS	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
CTCM001	Effective Communication Skills - Speaking To Be Understood		2				29,30					
CTCM002	Effective Communication And Interpersonal Skills		2					5,6				
CTCM003	Effective Presentation Skills		2			8,9						
CTCM004	Essential Interview Skills		1			17,18						
CTCM005	Media Relations Workshop - Press Conference /Interview Techniques		2				22,23					
CTCM006	Public Speaking - Emcee Excellence		2			10,11						
CODE	LEADERSHIP & DEVELOPMENT*		DAYS	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
CTLD001	Effective Time Management		2				8,9					
CTLD002	Teambuilding : Harnessing Group Talent		3							6-8		
CTLD003	Mindset & Behavioural Changes		2				22,23					
CTLD004	Coaching & Counseling		2			10,11						
CTLD005	Techniques to Help You Live a Better Life		2					19,20				
CODE	HEALTH & WELLNESS*		DAYS	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
CTHW001	Anger Mgmt - Bust Your Anger & Manage Your Stress		2			17,18			1,2			
CTHW002	Manage Stress, Increase Productivity		2			3,4			8,9			
CTHW003	Enhancing Image & Personality		2				29,30					
CTHW004	Nutrition Can Help Reverse Health Problems		1			23,24						
CTHW005	Stress Reduction Techniques		1				29,30				19,20	
CODE	TRAIN THE TRAINER (Certified by PSMB)		DAYS	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
TTT001	Train the Trainer		5					10-14				7-11

\* Customised courses available