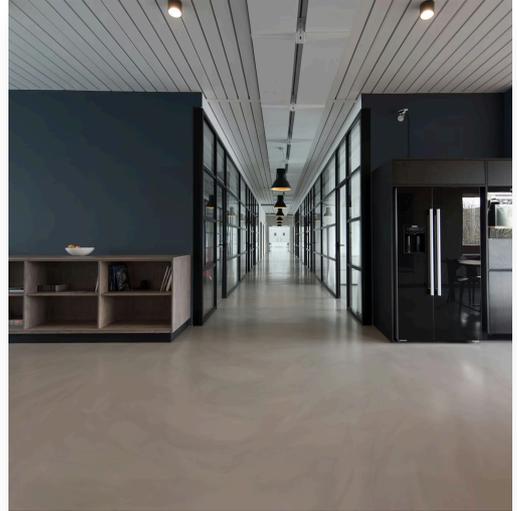

ProCatalyst Corporate Training Portfolio

Building Safer Workplaces.
Stronger Teams.
Smarter Businesses.

Company Overview

ProCatalyst is a professional corporate training and education provider focused on workforce development, business performance, and internationally aligned training standards. The organization delivers structured programs designed to improve safety, compliance, leadership capability, digital awareness, and operational excellence.



Our Mission

"To equip organizations with practical knowledge, measurable skills, and professional discipline that strengthen workplace culture and business performance."

Our Vision

To become a trusted regional partner for corporate capability development and professional growth.

History

Established with the objective of delivering structured, industry-relevant training solutions, ProCatalyst has steadily built a reputation for professional delivery standards and outcome-driven learning programs.

Why We Stand Out

- Corporate focused training provider
- Practical and applied business learning
- Experienced industry facilitators
- Customizable training modules
- Measurable business outcomes
- Professional delivery standards

ACCREDITED BY AND PARTNERED WITH



PROGRAM 1

CORPORATE PERFORMANCE, PRODUCTIVITY & BUSINESS SKILLS

Driving Business Excellence

High-performing teams are built on strong foundational skills. Our Corporate Performance portfolio equips your workforce with the essential capabilities needed to excel in today's competitive business environment, ranging from sales and leadership to communication and strategic thinking.

These modules transform individual contributors into confident professionals and managers into effective leaders. By investing in these core competencies, organizations unlock productivity gains, improve collaboration, and create a culture of continuous improvement.

16 Specialized Modules Available

Corporate Training and Development

Technical Training and Development

- 01 Sales Training and Effectiveness
- 02 MS Office Productivity Overview
- 03 Advanced Excel for Business
- 04 Analytical Thinking & Problem Solving
- 05 Financial Literacy (Non-Finance)
- 06 Data Representation & Visualization
- 07 Business Intelligence & Analytics
- 08 Digital Productivity & Efficiency

Soft Skill Development

- 09 Customer Hospitality & Service
- 10 Business Communication Skills
- 11 Teamwork and Collaboration Skills
- 12 Leadership and Supervisory Skills
- 13 Negotiation & Stakeholder Mgmt
- 14 Change Management Essentials

Process Excellence

15 Lean Six Sigma Fundamentals

Process optimization and waste elimination methodology.

16 Project Management Fundamentals

Structured approach to planning and executing initiatives.



Technical Training and Development

Core Capabilities for Business Performance

EXECUTIVE OVERVIEW

High-performing teams require a strong foundation of technical and commercial skills. This module covers essential business tools, including sales effectiveness, specialized MS Office skills, advanced Excel, and data visualization. By strengthening these measurable technical capabilities, organizations can immediately elevate their operational performance and decision-making accuracy.

BUSINESS IMPACT

- ✓ Higher conversion rates
- ✓ Enhanced data accuracy
- ✓ Faster task execution
- ✓ Improved financial literacy

KEY LEARNING AREAS

Sales Effectiveness

Value-based selling and pipeline growth.

Digital Productivity

MS Office & Advanced Business Excel.

Business Intelligence

Data representation & Visualization.

Analytical Thinking

Problem solving & Financial Literacy.

Focus Area

- Revenue Growth
- Analytical Precision
- Productivity Gains

Technical

TRAINING &
DEVELOPMENT



Soft Skill Development

Leadership, Communication & Teamwork

EXECUTIVE OVERVIEW

While technical skills build the product, soft skills build the business. This module transforms individual contributors into collaborative professionals and managers into effective leaders. By mastering business communication, negotiation, customer hospitality, and change management, organizations foster a resilient, adaptable culture ready for complex team environments.

BUSINESS IMPACT

- ✓ Stronger leadership pipeline
- ✓ Improved client retention
- ✓ Smoother change adoption
- ✓ Enhanced team collaboration

KEY LEARNING AREAS

Business Communication

Clear correspondence and hospitality.

Leadership & Supervision

Managing teams and fostering growth.

Negotiation Skills

Stakeholder management and agreements.

Change Management

Guiding teams through transitions.

Focus Area

- Interpersonal Excellence
- Cultural Resilience
- Leadership Mindset

Soft Skill

DEVELOPMENT

Lean Six Sigma and Project Management Fundamentals

Process Excellence & Execution

EXECUTIVE OVERVIEW

Operational efficiency is the bedrock of a high performing organization. This combined module integrates Lean principles to eliminate waste with Six Sigma methodology to reduce process variability, alongside fundamental Project Management skills for disciplined execution. By deploying data-driven problem-solving frameworks and structured lifecycle management, your team will optimize workflows, standardize operations, and deliver crucial initiatives on-time, within scope, and on budget.

BUSINESS IMPACT

- ✓ Reduced operational waste
- ✓ On-time project delivery
- ✓ Standardized workflows
- ✓ Proactive risk mitigation

KEY LEARNING AREAS

Lean Six Sigma

Waste elimination and DMAIC framework.

Project Lifecycle

Initiation, Planning, Execution, Closure.

Root Cause Analysis

Fishbone diagrams and process redesign.

Risk & Scope Mgmt

Mitigating risks and preventing scope creep.

Focus Area

- Process Optimization
- Execution Agility
- Quality Assurance

Process

EXCELLENCE

PROGRAM 2

BUSINESS SOLUTIONS VIA AI

Future-Proofing Your Workforce

AI is no longer a futuristic concept; it is a current productivity tool. This standalone workshop demystifies AI for business users, teaching them how to leverage tools like ChatGPT and Copilot responsibly to automate routine tasks, draft communications, and summarize complex information.

Participants will learn practical prompt engineering techniques, understand ethical considerations, and discover how to integrate AI into their daily workflows. This session is the first step towards building a digitally fluent, future-ready organization.

8 Specialized Modules Available

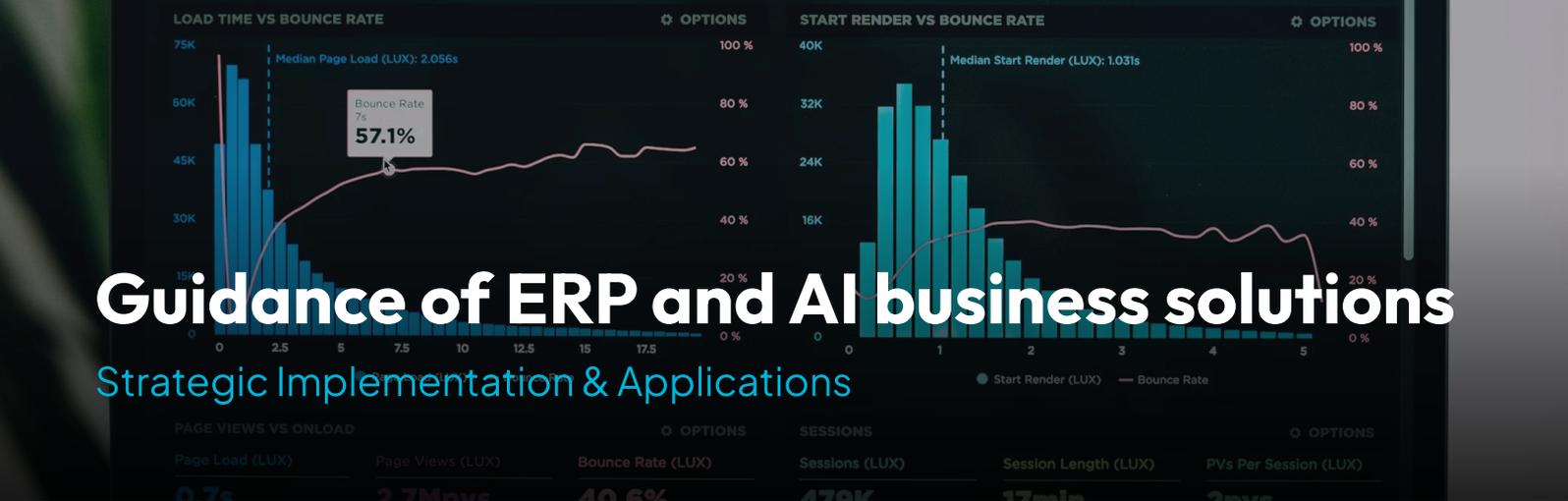
AI & Digital Awareness Workshop

Guidance of ERP and AI business solutions

- 01 AI Fundamentals & Core Concepts
- 02 Prompt Engineering Techniques
- 03 Responsible AI & Ethics
- 04 Generative AI for Business

Management solutions

- 05 Meeting Support & Summaries
- 06 Email Drafting & Communication
- 07 Document Summarization & BI
- 08 Microsoft Copilot Integration



Guidance of ERP and AI business solutions

Strategic Implementation & Applications

EXECUTIVE OVERVIEW

This focused session equips employees with the foundational strategic knowledge to understand and deploy AI and ERP solutions effectively. Participants will explore core AI concepts, master the art of prompt engineering, learn the critical boundaries of ethical AI utilization, and uncover how generative AI transforms complex business workflows into streamlined operational advantages.

BUSINESS IMPACT

- ✓ Faster technology adoption
- ✓ Improved output quality
- ✓ Reduced implementation risk
- ✓ Secure and ethical usage

KEY LEARNING AREAS

AI Fundamentals & Core Concepts

Foundational principles of AI solutions.

Prompt Engineering Techniques

Writing effective queries for daily tasks.

Responsible AI & Ethics

Usage guidelines and organizational boundaries.

Generative AI for Business

Practical adoption for workflow optimization.

Focus Area

- Strategic Adoption
- Ethical Frameworks
- Generative Workflows

Guidance & STRATEGY



Management solutions

Practical Applications & Productivity

EXECUTIVE OVERVIEW

Transform how your team operates on a daily basis with AI-assisted management solutions. This module delivers immediate productivity gains by teaching participants to harness AI for automated meeting transcription, intelligent email drafting, rapid document summarization, and seamless integration with enterprise platforms like Microsoft Copilot, directly addressing daily operational bottlenecks.

BUSINESS IMPACT

- ✓ Hours reclaimed weekly
- ✓ Accelerated communications
- ✓ Faster information retrieval
- ✓ Seamless tool integration

KEY LEARNING AREAS

Meeting Support & Summaries

Automated minutes and action tracking.

Email Drafting & Communication

Smarter communication drafting tools.

Document Summarization & BI

Effortless report and data analysis.

Microsoft Copilot Integration

Enterprise efficiency and workflow.

Focus Area

- Daily Productivity
- Communication Speed
- Tool Mastery

Management

SOLUTIONS

PROGRAM 3

HEALTH, SAFETY, WELLBEING, AND COMPLIANCE

Building a Safer Workplace Culture

A safe workplace is the foundation of operational excellence. Our Health, Safety, and Compliance portfolio is designed to go beyond box-ticking. We instill a culture of awareness, responsibility, and proactive risk management across all levels of your organization.

From fundamental hazard identification to advanced emergency response and mental wellbeing, our modules ensure your team is equipped to protect themselves, their colleagues, and your business assets, minimizing downtime and maximizing confidence.

10 Specialized Modules Available

- | | | | |
|----|---|----|--|
| 01 | Workplace Health and Safety Awareness | 06 | Ergonomics and Workplace Injury Prevention |
| 02 | Occupational Health and Safety Fundamentals | 07 | Risk Awareness and Safety Culture |
| 03 | Fire Safety and Emergency Preparedness | 08 | Contractor and Visitor Safety Awareness |
| 04 | First Aid and Emergency Response | 09 | Environmental Awareness and Sustainability |
| 05 | Mental Health and Workplace Wellbeing | 10 | Workplace Compliance and Safety Ethics |

Workplace Health & Safety Fundamentals

Core Safety Awareness & Foundations

EXECUTIVE OVERVIEW

This module establishes the essential baseline for a safe working environment by combining foundational awareness with OHS principles. It shifts safety from a compliance requirement to a personal value, empowering staff to recognize hazards and manage physical risks, spanning from ergonomics to manual handling, before they negatively impact business continuity.

BUSINESS IMPACT

- ✓ Reduced incident rates
- ✓ Lower insurance premiums
- ✓ Reduced absenteeism
- ✓ Enhanced engagement

KEY LEARNING AREAS

Hazard ID & Risk

Spotting and assessing dangers.

Ergonomics & Health

Preventing long-term injury.

Manual Handling

Safe lifting and movement.

Mental Wellbeing

Work-life balance awareness.

Focus Area

- Foundational OHS
- Safety Culture
- Injury Prevention

Workplace Safety

HEALTH &
AWARENESS

Emergency Response & Site Compliance

Critical Action & Incident Management

EXECUTIVE OVERVIEW

This advanced safety module focuses on critical response and operational compliance. It equips staff with the skills for fire safety, emergency evacuation, and life-saving first aid (CPR/AED). Additionally, it covers environmental sustainability and ethics, ensuring the organization remains compliant with global security and safety standards.

BUSINESS IMPACT

- ✓ 100% Compliance readiness
- ✓ Asset & Life protection
- ✓ Minimized disruption time
- ✓ Ethical reputation

KEY LEARNING AREAS

Fire & Evacuation

Preparedness and response.

First Aid & CPR

Immediate medical intervention.

Visitor/Contractor Safety

Managing site access risk.

Environmental Ethics

Compliance & sustainability.

Delivery Format

- Live Drills
- First Aid Simulation
- Scenario Analysis

Site Compliance

EMERGENCY
RESPONSE

Partner with ProCatalyst

Elevate your workforce capability and operational performance today. Our comprehensive training solutions are designed to meet the evolving needs of modern organizations.

Safety & Compliance

Instilling a proactive culture of awareness and responsibility through industry-aligned safety standards.

Business Performance

Empowering teams with advanced commercial skills, leadership capabilities, and operational discipline.

Digital Readiness

Future-proofing your workforce through practical AI workshops and digital fluency programs.

Contact Us



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CORPORATE TRAINING
& PROFESSIONAL DEVELOPMENT