



## Melahirkan Pengurus Yang Cemerlang

October 17 - 18, 2018 | 9.00am - 5.00pm | Shah Alam Convention Centre

### FACILITATOR

En. Mohamed Zaidi Bin Mahidin, as many of his participants know him as Alang, is a *certified PSMB Trainer* and *certified National Service Programme Coach*. With more than 13 years of training experience, he has a vast amount of experience conducting boutique-training throughout Malaysia, particularly for youths and adults. In addition, being in recruitment and learning and development industry has sharpened his skills in creating awareness, empowerment, motivation and creating results. He is passionate about making a difference to people's lives. He believes that human beings can create great result in their lives by transforming their attitude instantly through mixing awareness and injecting an essence of fun while doing it. While entertainment is one of his passions (pursue his studies at Akademi TV3), his interest in human nature and behaviour motivated him to further his studies. He graduated from *UM in Counseling* and is also a *Certified DISC in Human Behaviour Science, Singapore*. Alang has been Involved in the IT industry as a consultant and technician since 1997 and is still doing it as a hobby in his spare time.

### OBJECTIVES

- Acquire knowledge on the essential skills needed for the Manager
- Develop attitude and the behaviour patterns needed to be effective
- Work on improving the relations with the staff through EQ elements
- Understand the impact of proper communication
- Improve problem-solving skills
- Understand important roles each play in their organisation

### CONTENTS

- Apa Yang Diperlukan Untuk Menjadi Pengurus Yang Efektif?
- DISC Dalam Pengurusan
- Efektif Dalam Pengurusan Komunikasi
- Seni Dalam Pembahagian Tugas & Pengurusan Masa Yang Efektif
- Nilai-nilai Dalam Menjadi Pengurus Yang Efektif – Amalan
- *Ownership* (Tanggungjawab) Dari Sudut Organisasi

### ADMINISTRATIVE DETAILS

Dates : **October 17 - 18, 2018**  
 Time : 9.00 am – 5.00 pm  
 Venue : **Shah Alam Convention Centre**  
 No. 4 Jalan Perbadanan 14/9  
 40000 Shah Alam, Selangor Darul Ehsan  
 Fees : FMM Members – RM 1,300 per participant  
 Non Members – RM1,600 per participant

*(Fees include course materials, Certificate of Attendance, lunch and refreshments)*

**\* Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

### WHO SHOULD ATTEND

Managers, Assistant Managers and Executives

## IN-HOUSE TRAINING AVAILABLE

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

For further enquiries, please contact:

Siti Nazihah / Azrini  
**FMM Institute**  
 Tel: 03-62867200 Fax: 03-62776712  
 Email: [training@fmm.org.my](mailto:training@fmm.org.my)  
 Visit us at: [www.fmm.edu.my](http://www.fmm.edu.my)

# REGISTRATION FORM

## Melahirkan Pengurus Yang Cemerlang

**October 17 - 18, 2018 (Wednesday-Thursday)**

**Shah Alam Convention Centre**

**The Manager**

**FMM Institute**

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

PSMB Scheme:  SBL  Non Contributor

Require vegetarian meal:  Yes  No

Dear Madam,

Please register the following participant(s) for the above programme:

(To be completed in **BLOCK LETTERS**)

1. **Name** **Designation** **E-mail**

**Nationality** **IC No.**

2. **Name** **Designation** **E-mail**

**Nationality** **IC No.**

3. **Name** **Designation** **E-mail**

**Nationality** **IC No.**

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_

being payment for \_\_\_\_\_ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company: \_\_\_\_\_ FMM Membership No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_

My Corporate Identity No.: \_\_\_\_\_ GST Registration No.: \_\_\_\_\_