



## Komunikasi Bahasa Melayu yang Efektif untuk Pekerja Asing

May 23 - 24, 2018 | 9.00am - 5.00pm | Concorde Hotel Shah Alam

### FACILITATOR

**Ms Leela Menon** is an English Language expert with several years of training experience in this field. She has been in education for 23 years. She possesses a Masters in English as a Second Language (MESL). She has conducted English courses in various organisations such as New Straits Times Press, Sunway College, Bernama and Texcam-Pack and was awarded the Excellent Service Award (2006) during her service as an educationist. She has an in-depth knowledge necessary to respond to participants' needs and wants. Having worked with working adults of varying levels of English proficiency, she is a specialist in helping people grow and develop their potential, as well as getting them to put across their messages with impact. Leela is approachable in her ways and believes in the personal touch when delivering any training programmes. She strives to conduct innovative and results-driven workshops to bring positive changes to individuals and their performance.

### WHO SHOULD ATTEND

Semua pekerja asing yang perlu kemahiran bertutur dalam Bahasa Melayu

### 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.

### OBJECTIVES

- Menyesuaikan diri dengan perbendaharaan kata yang sering digunakan dalam Bahasa Melayu
- Membaca dan memahami arahan, notis, dan papan tanda yang memberi maklumat yang perlu diketahui untuk berfungsi seharian
- Mengendalikan perbualan dengan lancar dan yakin

### CONTENTS

- Memperkenalkan Diri
- Mendapat Maklumat Penting
- Mempraktikan Pelbagai Jenis Ayat Mudah dan Kompleks
- Menanya dan Memberi Arahan/Tunjuk Jalan

### ADMINISTRATIVE DETAILS

Dates : May 23 - 24, 2018

Time : 9.00 am – 5.00 pm

Venue : Concorde Hotel Shah Alam

8 Jalan Tengku Ampuan Zabedah C9/C

40100 Shah Alam, Selangor Darul Ehsan

Fees : FMM Members – RM 1,272 per participant

(Inclusive of 6% GST)

Non Members – RM1,590 per participant

(Inclusive of 6% GST)

*(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.**

For further enquiries, please contact:

**Siti Nazihah / Azrini**

**FMM Institute**

Tel: 03-62867200 Fax: 03-6277612

Email: [training@fmm.org.my](mailto:training@fmm.org.my)

Visit us at: [www.fmm.edu.my](http://www.fmm.edu.my)

# REGISTRATION FORM

## Komunikasi Bahasa Melayu yang Efektif untuk Pekerja Asing

May 23 - 24, 2018 (Wednesday-Thursday)

Concorde Hotel Shah Alam

**The Assistant Manager**

**FMM Institute**

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

Require vegetarian meal:  Yes  No

For Muslims only:

- Ramadan Buffet after programme at Concorde Hotel Shah Alam  
 Not joining the Ramadan Buffet (entitled for RM106.00 discount from the programme fee)

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.: \_\_\_\_\_