



Komunikasi Bahasa Melayu yang Efektif untuk Pekerja Asing

December 12 - 13, 2018 | 9.00am - 5.00pm | Shah Alam Convention Centre

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 : December 12 - 13, 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 1,200 per participant
 Non Members – RM1,500 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.**

For further enquiries, please contact:

Siti Nazihah / Azrini
FMM Institute

Tel: 03-62867200 Fax: 03-62776712

Email: training@fmm.org.my

Visit us at: www.fmm.edu.my

REGISTRATION FORM

Komunikasi Bahasa Melayu yang Efektif untuk Pekerja Asing

December 12-13, 2018 (Wednesday-Thursday)

Shah Alam Convention Centre

The Assistant Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

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.: _____