

REGISTRATION FORM

Sikap Kerja Positif

Wednesday – Thursday * May 16 - 17, 2012 * FMM Institute Malacca

FMM Institute Malacca
D3-4, Plaza Jayamuda,
Jalan Pelanduk Putih,
75300 Melaka
(Fax: 06-283 8090)

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

1 Name _____ Designation _____

Nationality _____ IC No. _____

2 Name _____ Designation _____

Nationality _____ IC No. _____

(If space is insufficient please attach separate list)

Enclosed cheque/bank draft No _____ for RM _____
being payment for _____ participant(s) made in favour of the

“FMM Institute”

Please Tick (✓) if your company needs an Invoice YES NO
Submitted by _____

Name _____

Designation _____

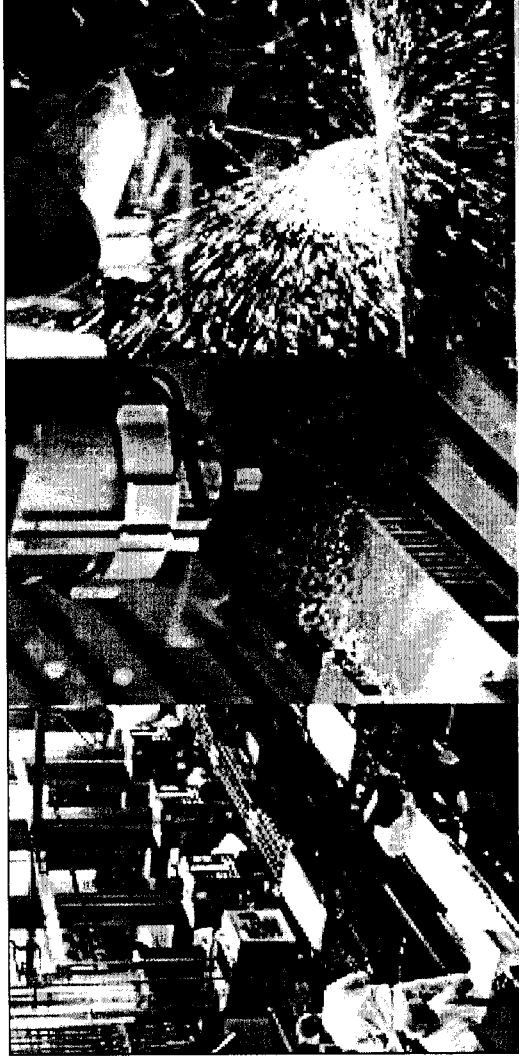
Company _____

Address _____

FMM Membership No. _____ PSMB MyCodeID No. _____

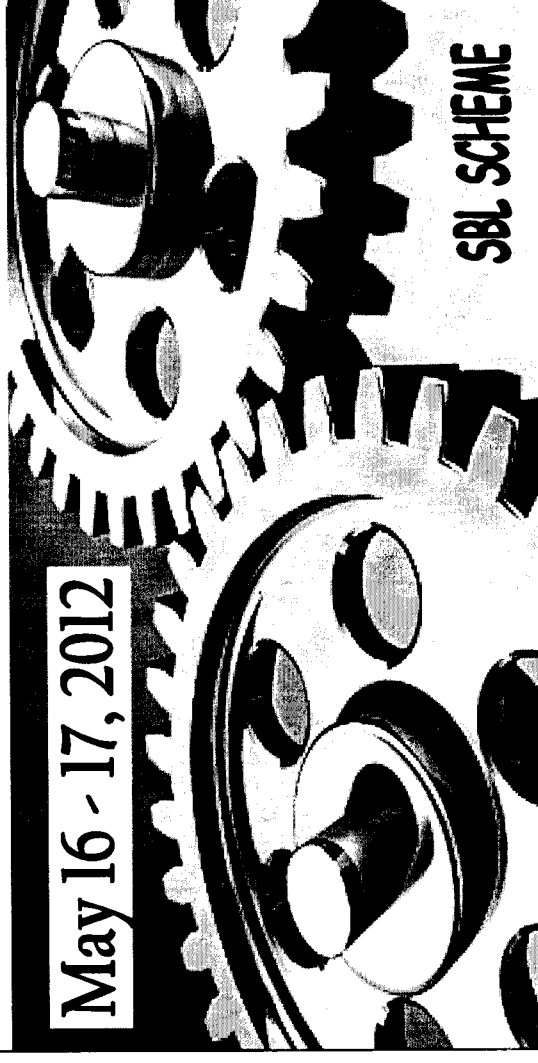
Telephone _____ Fax _____ Date _____

E-mail Address _____



Sikap Kerja Positif

May 16 - 17, 2012



SBL SCHEME



FMM Institute Malacca Branch

Centre for Professional Development

Most employees perceive working as a chore. Therefore, their hearts and minds are not set on completing the task at hand efficiently and improve on the quality of the finished job. A dissatisfied employee will slowly spread his discontentment to fellow employees and this will have an adverse effect on the organization as a whole.

The main purpose of this programme is to open up an employee's potential in reading his personal vision and the organization's objectives through positive thinking and positive work attitude.

KANDUNGAN

- SUATU PENDEKATAN KE ARAH KECERMELANGAN ORGANISASI
- KONSEP POSITIF
- KESEPADUAN SIKAP POSITIF
- MENILAI SIKAP POSITIF
- BAGAIMANA MEMBENTUKAN SIKAP POSITIF
- SIKAP POSITIF DALAM BUDAYA KERJA CEMERLANG
- DORONGAN DAN MOTIVASI DIRI UNTUK MEMBENTUK SIKAP POSITIF
- PERANAN HUBUNGAN KEMANUSIAAN UNTUK MEMBENTUK SIKAP POSITIF

Benefits

At the end of the programme, participants would be able to:

- Understand and practice positive working concepts in an organization;
- Understand positive working values and skills in order to increase efficiency and quality of work;
- Plan and design positive steps towards building positive work culture at the work place;
- Adopt highly effective communication principles based on creating a positive working environment.

Trainer

Encik Ismail Yusop holds a Bachelor Degree (Hons) and Diploma in Action Research and currently is a Training and Development Consultant. He has managed and conducted various training programmes, seminars and workshops for Supervisors and Line Leaders both in the government and private sectors.

Besides that, he is often called upon as guest speaker and sits in the panel for training and motivational programmes under the Human Resource Development programme organized by the government, education and learning institutions and other organizations.

Who Should Attend

This programme is specially designed for the administrative and clerical staff, supervisors, line leaders and section heads.

Administrative Details

Date : May 16 - 17, 2012 (Wed-Thurs)

Time : 9.00am - 5.00pm

Venue : FMM Institute Malacca Branch
D3-4 Plaza Jayamuda
Jalan Pelanduk Puthi
75300 Melaka

Fees:

FMM Members **RM650** per participant

Others **RM750** per participant
(Fees include course materials, lunch and refreshments)

Completed registration forms with cheques made in favour of '**FMM Institute**' should be forwarded to FMM Institute Malacca Branch before **May 9, 2012**.

Those who register but do not turn up for the programme will be billed accordingly. There will be no refund for cancellation within 2 working days prior to the programme, 50% refund for cancellation between 3-6 working days and full refund for cancellation 7 working days prior to the programme. However, replacement will be accepted at no additional cost.

CANCELLATION MUST BE CONFIRMED IN WRITING TO FMM INSTITUTE MALACCA BRANCH. FMM Institute reserves the right to cancel or reschedule the programme and all efforts will be taken to inform participants of any changes.

For further enquiries, please contact:

Ms Low Lai Ching / Ms Yvonne Gan

FMM Institute Malacca Branch

Tel: 06-283 1639 Fax: 06-283 8090

E-mail: lai_ching@fmm.org.my

stew_kim@fmm.org.my

SBL Scheme

100% Reimbursement can be applied PRIOR to commencement of the programme