



# THE INSTITUTION OF ENGINEERS, MALAYSIA

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## TALK ON

### "ESSENTIAL SOFT SKILLS TO BE A HIGH PERFORMANCE ENGINEER"

(Organised by Oil, Gas & Mining Technical Division, IEM)

BEM Approved CPD/PDP: 2 Hours

Ref No: IEM15/HQ/001/T

Date : 14<sup>th</sup> February 2015 (Saturday)  
Time : 9.00 am to 11.00 am (Refreshments will be served at 8.00 am)  
Venue : TUS and C&S Lecture Rooms, 2nd Floor, Wisma IEM, Petaling Jaya  
Speaker : Ir. Low Chew Eow

#### SYNOPSIS

Very often, we have the perception that technical (hard) skills are the key to become a successful engineer. It is true but the technical skills are not the only ingredient. In fact, soft skills are also essential to become a high performance engineer in the competitive, challenging and dynamic working environment today.

Due to the above mentioned perception, most of the students in university and the engineers in the work place do not pay enough attention to learn the required soft skills.

As a matter of fact, the engineers who have good soft skills always perform better than those lacking it. This talk is to raise awareness of the importance of soft skills to become a HIGH PERFORMANCE ENGINEER. During the talk, you will learn which are the important soft skills needed to be learned and sharpen in the future.

- Communication skill
- What are the good Attitudes that you should have and focus on?
- Ways of producing high quality e-mail. Why right subject title that reflects the e-mail content is so important? Who should or should not receive the mail in attention list, carbon copy list? How to write a different type of mails such as for information, for reporting, for expediting etc? E-mail ethic?
- Skill of reporting to your supervisor and the person whom related to your work. If reporting is required, What, How, When and Where should you do it?
- Planning skill such as setting priority etc. Task that need or need not do?
- Task identification and distribution skill
- Skill of transferring the action to other people

#### BIODATA OF SPEAKER

Ir. Low Chew Eow (Rocky) graduated from the University of Glasgow with a degree in Mechanical Engineering in 1990. He has more than 24 years of working experience in various roles.

He is appointed as Industry Advisor of Universiti Tunku Abdul Rahman, Faculty of Engineering and Science.

He is currently the Head of Package Equipment Department in Technip Consultant (M) Sdn. Bhd. He is also the Member of Expert Network specializing in Pneumatic Conveying System within the Technip group.

He has presented talks at the Institution of Engineers, Malaysia

**Ir. Ahmad Rafidi Mohayiddin**  
Chairman  
Oil, Gas & Mining Technical Division, IEM

#### ANNOUNCEMENTS TO NOTE:

- Preferential admission to talk shall be accorded to IEM members (pre-registration and online registration are NOT required). (telephone and/or fax reservation will NOT be entertained)
- **Non members** may also attend the talk but will be charged a registration fee of **RM50** and an administrative fee of **RM15**.
- For affiliate members, there will be no registration fee. However, they are requested to produce their membership card as proof of membership. For the list of affiliates, please refer [www.myiem.org.my/content/memorandum\\_of\\_understanding-469.aspx](http://www.myiem.org.my/content/memorandum_of_understanding-469.aspx).
- Limited seats are available on a "first come first served" basis (maximum 110 participants).
- IEM members are required to produce your membership cards for confirmation of attendance (CPD purpose).
- Latecomers will not be allowed to enter if the lecture hall is full nor be entitled to CPD.

**IEM members who fail to produce their membership cards will be charged a fee of RM25.00.**

#### FUNDS FOR IEM BUILDING FUND (WISMA IEM)

- Kindly be informed that IEM will be charging participants **RM15** as administrative fee for talks organized by IEM.
- The fee would be used to cover overhead costs, building maintenance expenses as well as to support the purchase of the new building.
- All contributions will be deeply appreciated by IEM
- Students are however exempted.

Your understanding is greatly appreciated.

#### CPD/PDP HOURS CONFIRMATION

Name: .....

Membership No: .....

Signature: .....