

The Institution of Engineers Malaysia,
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REGISTRATION FORM

1 Day Course On Effective Change Management Principles
23 September 2016 (Friday)

| No | Name(s) | M'ship No. | Grade | Fee (RM)* |
|----------------------|---------|----------------|-------|-----------|
| | | | | |
| | | | | |
| | | Add 6 % GST | | |
| Total Payable | | | | |

Closing Date : 20 September 2016

Terms & Conditions:

- For ONLINE REGISTRATIONS, only ONLINE PAYMENT is applicable [via RHB and Maybank2u –Personal Saving & Personal Current ; Credit Card - Visa/Master].
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN will be considered as NORMAL REGISTRATION.
- FULL PAYMENT must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full. Fee paid is not refundable.
- Registration fee includes lecture notes, refreshment.
- The Organizing Committee reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address: _____

Telephone No.: _____ (O) _____ (Fax)
 _____ (H) _____ (HP)

Email: _____

 Signature & Stamp

 Date

Photocopies are acceptable



The Institution of Engineers, Malaysia

1 Day Course On
Effective Change Management Principles
Organized By:

Women Engineers Section, IEM

Date : 23 September 2016 (Friday)
Venue : Auditorium Tan Sri Prof. Chin Fung Kee,
Third Floor, Wisma IEM, Petaling Jaya
Time : 9.00am – 5.00pm

BEM Approved CPD Hours = 6
Ref. No: IEM16/HQ/241/C

Registration Fee (GST NOT INCLUDED)

| | <u>Online</u> | <u>Normal</u> |
|------------------------------|-------------------|-----------------|
| IEM Student members | : RM100.00 | RM150.00 |
| IEM Graduate Members | : RM250.00 | RM300.00 |
| IEM Corporate Members | : RM400.00 | RM450.00 |
| Non IEM Members | : RM800.00 | RM900.00 |

Cancellation Policy

IEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less 30% if cancellation is received in writing more than 7 days before start date of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be charged according to membership status.

Personal Data Protection Act

I have read and understood the IEM's Personal Data Protection Notice published on IEM's website at <http://www.myiem.org.my> and I agree to IEM's use and processing of my personal data as set out in the said notice.

Synopsis

Change is a result of constant focus on improving performance, identifying opportunities for growth and addressing issues that prevent the organisation's growth. Change comes in many forms – processes, people, technology and even business structure. Change for processes, technology and structures can be straight forward aspects to tackle, but not the case of Change for people. To be effective in leading and making Change happen, the change management efforts have to be customised based on the unique attributes of the Change towards the organisation and its people.

By learning the quick win tips on Effective Change Management Principles, one is able to craft a change management strategy and approach that meets the needs of the situation, and be able to modify tactics/approaches to match the organisation's conditions. This half day Seminar is designed to enable employees and entrepreneurs cope and succeed in managing change at an individual and organisation level. It is based on researched and proven methods which focus on PROSCI® Change Management methodology and framework.

Change is from within. Change is not a matter of luck; it is a matter of strategy. Would you like to learn how successful change can be made happen at an individual and organisation level?

Learning Methodology

You Think: Interactions and Reflections

You Learn: Presentations

You Explore & Experience: Case Studies & Role Plays

About The Course Leader

Dr. Diana Jayasauri, Ph.D, is a PROSCI® Certified Change Management Practitioner and Associate of International Research Association for Talent Development & Excellence (IRATDE). An experienced professional in both project and business strategy and tactical execution in the Commercial Fast Moving Consumer Goods (FMCG) and Upstream Oil and Gas business across extensive project portfolios in Fraser & Neave, 3M and PETRONAS, focusing on:

- Organisational Change management (OCM)
- Organisational Development (OD)
- Strategic Communications & Stakeholder Engagement
- Training & Transition Management
- Business Design & Development (incl. Process Improvements, Marketing & Sales)
- Projects & Operations Management
- Executive & Team Coaching – In relation to Employee's Spirit at Work

Diana Jayasauri holds

- 2012 – 2015: Ph.D specialising in Employee's Spirit at Work from Management & Science University (Malaysia)
- 2008 – 2009: MBA from University of Ballarat (Australia)
- 2005 – 2008: BA (Hons) International Business from University of East London (United Kingdom)

Who Could Benefit From The Course

- All individuals interested in managing Change
- Supervisors, Managers, Entrepreneurs and CEOs who wish to learn the quick wins in crafting a change management tactics / approaches
- Those who are facing challenges of change's stress are encouraged to attend

Course Schedule & Outline

| | |
|---------------|---|
| 08:30 - 09:00 | Course Registration |
| 09:00 – 10:00 | Session 1: Introducing Change Management <ul style="list-style-type: none">• Round Robin for Change• Introducing Change Management: What? Why? Where? Who? When? <p><i>Hardcopies of presentation will be provided to attendees</i></p> |
| 10:00 – 10:30 | Tea Break |
| 10:30 – 12:00 | Session 2: Types of Change and How We Manage <ul style="list-style-type: none">• Types of Changes & How we manage?• Reflection on success and failure stories• Conclusion• Q&A <p><i>Hardcopies of presentation will be provided to attendees</i></p> |
| 12:00 – 13:00 | Lunch |
| 13:00 – 15:30 | Session 3: Quick Wins of Effective Change Management Principles <ul style="list-style-type: none">• Quick Wins Effective Change Management Principles• Reprogramming your mind for successful change<ul style="list-style-type: none">- Your dreams list and visualisation <p><i>Hardcopies of presentation will be provided to attendees</i></p> |
| 15:30 – 16:00 | Tea Break |
| 16:00 – 16:45 | Session 4: Application <ul style="list-style-type: none">• Setting and achieving goals for change<ul style="list-style-type: none">- Applying the 'Quick Wins' aimed at effective action for success <p><i>Hardcopies of presentation will be provided to attendees</i></p> |
| 16:45 - 17:00 | <ul style="list-style-type: none">• Feedback / Questionnaires• Q&A |

Benefits

At the end of this programme, you will be able to:

- Gain the little-known secrets of PROSCI® - how simple change management can be tackled?
- Enhance managing change - will result better choices and discovery of new directions.
- Know yourself and others better in coping with change - will make you a better listener, communicator and creative problem solver.