

**REGISTRATION FORM: TWO-DAY COURSE ON TWO-DAY COURSE ON "BUSINESS COMMUNICATION FOR SUCCESS"  
ON 22 – 23 MARCH 2016**

Name of Organisation: .....

Mailing Address: .....

Email : ..... Hand Phone : .....  
Tel (Office) : ..... Fax : .....  
Contact Person : ..... Designation : .....

I/We wish to enrol the following person(s) for the above-mentioned Course:

Name	M/ship No.	Reg. Fee(RM)
<b>SUB TOTAL</b>		
<b>ADD GST @ 6%</b>		
<b>TOTAL PAYABLE</b>		

Enclosed herewith a crossed cheque No. .... for the sum of RM ..... issued in favour of "The Institution of Engineers, Malaysia" and crossed "A/C payee only". I/We understand that the fee is not refundable if I/we withdraw after my/our application is/are accepted by the Organizing Committee but substitution of participant will be allowed. If I/we fail to attend the workshop, I/we will still pay the registration fee in full.

Signature: ..... Date: .....

**Registration Fee (Subject to 6% GST) POSTPONED UNTIL FURTHER NOTICE**

GRADE	ONLINE	NORMAL (OFFLINE)
IEM STUDENT MEMBER	RM 150	RM 200
IEM GRADUATE MEMBER	RM 600	RM 650
IEM CORPORATE MEMBER /IMECHE MEMBER	RM 700	RM 750
NON-IEM MEMBER	RM 1400	RM 1500

**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.

**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.
- 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. **CLOSING DATE: 19 MARCH 2016**

**Correspondence**

The Institution of Engineers, Malaysia  
Bangunan Ingenieur, Lots 60/62,  
Jalan 52/4, P.O.Box 223 (Jalan Sultan),  
46720 Petaling Jaya, Selangor Darul Ehsan  
Tel No.: +(603) 7968 4001/4002 Fax No.: +(603) 7957 7678  
Email: [valli@iem.org.my](mailto:valli@iem.org.my) (Valli)

**BEM Approved CPD/PDP: 12 hours  
Ref No. : IEM16/HQ/548/C**



**TWO-DAY COURSE ON  
"BUSINESS COMMUNICATION FOR SUCCESS"**

**DATE : 22<sup>nd</sup> & 23<sup>rd</sup> MARCH 2017 (WEDNESDAY & THURSDAY)**  
**POSTPONED UNTIL FURTHER NOTICE**  
**TIME : 9.00 AM – 5.00 PM**  
**VENUE : TAN SRI PROF. CHIN FUNG KEE AUDITORIUM, 3<sup>RD</sup> FLOOR, WISMA IEM, PETALING JAYA, SELANGOR**  
**SPEAKER : Ir. DANARAJ CHANDRASEGARAN & Ms. RATNAVATHY RAGUNATHAN**  
Organised and hosted by  
Oil, Gas and Mining Technical Division, The Institution of Engineers, Malaysia in collaboration with Institution of Mechanical Engineers Malaysia Branch (IMEchE)

**Synopsis**

According to a recent Job Outlook survey, if employers could change one thing about their employees, they'd make them better communicators. If you want to stand out, you need to show that you are one of the strong communicators on your team. You need to know how to craft clear, strategic communications and render complex ideas into plain language. Good communication helps management solve problems and make better decisions by keeping people well informed. This two-day course is designed to help you develop skills that will enhance your delivery and reaching out to your audience effectively. Participants will be engaged in a full array of hands on class experience to improve writing skills, social interaction skills, visual aid preparation etc. Participants also may choose to bring a sample of their writing/ presentation/ commonly faced issues in the work place for one-on-one feedback. As a great deal of class time will be spent in a variety of interactive formats, active participation is essential.

**Learning Outcomes**

At the end of the course participants will:

- Acquire better core writing fundamentals
- Learn strategies to help you speak and write more clearly
- Strengthen your public presentation skills
- Write more effective reports and other internal documents
- Use plain language to keep messages accessible

**Biodata of Speaker**

**Ir. Danaraj Chandrasegaran, PEng, MIEM, CEng, MIMechE** graduated from University Teknologi Malaysia in 2001 with Bachelor of Mechanical Engineering (Hons), subsequently, pursued his Master Degree in University of Malaya. He has published in international journals and conferences in the past. His career has a diverse outlook on project execution ranging from building construction, marine, mining and energy industry; as a mechanical engineer. He is also a Chartered Engineer of Engineering Council UK and Corporate Member of Institution of Mechanical Engineers (UK).  
**Ms. Ratnavathy Ragunathan** graduated with B. Sc. (Computer Sc.) from University Putra Malaysia in 2002 and subsequently obtained M. Ed. (TESL), University of Malaya in 2012. She worked for both the industry and academia focusing on English Language teaching for adults and professionals. Her specialties are on Business English and Communication Skills; also, a Cambridge ESOL Certified Speaking Examiner. She has developed curriculums, written articles and presented papers on English Teaching with a global outlook. Currently, she is engaged with one of the leading English Language Centre in Kuala Lumpur.

**Tentative Programme**

TIME/DAY	Day 1	Day 2
08:30 – 09:00	<b>Registration</b>	<b>Registration</b>
09:00 – 09:30	Ice breaking session	Developing business presentation – Ms. Ratnavathy
09:30 – 10:30	Business communication essentials – Ir. Danaraj	Work group 3
10:30– 10:45	<b>Tea Break</b>	<b>Tea Break</b>
10:45– 11:30	Business communication essentials. cont'd – Ir. Danaraj	Group communication, teamwork and leadership – Ir. Danaraj
11:30 – 13:00	Work group 1	Work group 4
13:00– 14:15	<b>Lunch</b>	<b>Lunch</b>
14:15– 15:45	Business writing essentials – Ms. Ratnavathy	Workgroup 5
15:45– 16:00	<b>Tea Break</b>	<b>Tea Break</b>
16:00– 16:45	Workgroup 2	Q&A/ Feedback/ Summary