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### REGISTRATION FORM

## TWO-DAY COURSE ON “WORKPLACE PRODUCTIVITY: HOW TO GET MORE OF IT”

8 November 2017 & 9 November 2017 | Wisma IEM

Closing Date: 5 November 2017 (Sunday)

No	Name	M'ship No.	Grade	Fee (RM)
SUB TOTAL				
ADD 6% GST				
TOTAL PAYABLE				

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 accepted by the Organising Committee as stated in the **cancellation term**. If I/We fail to attend the seminar, the paid registration fee will not be refunded.

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ (O) \_\_\_\_\_ (Fax)

\_\_\_\_\_ (H) \_\_\_\_\_ (HP)

Email: \_\_\_\_\_

Signature & Stamp

Date

Photocopies are acceptable



Engineering Malaysia

Institution of  
MECHANICAL  
ENGINEERS

## TWO-DAY COURSE ON “WORKPLACE PRODUCTIVITY: HOW TO GET MORE OF IT”

Organised by

Oil, Gas and Mining Technical Division, the Institution of Engineers, Malaysia and in collaboration with  
Institute of Mechanical Engineers Malaysia Branch (IMechE)

**Date** : 8 November 2017 & 9 November 2017  
(Wednesday & Thursday)  
**Venue** : Tan Sri Prof. Chin Fung Kee Auditorium , 3<sup>rd</sup> Floor,  
Wisma IEM, Petaling Jaya, Selangor  
**Time** : 9.00 am - 5.00 pm  
**Speaker** : Ir. Danaraj Chandrasegaran & Ir. Abdul Razak Yakob

**BEM Approved CPD/PDP: 12 hours Ref No. : IEM17/HQ/070/C**

### REGISTRATION FEES (SUBJECT TO 6% GST)

	ONLINE	NORMAL (Offline)
IEM Student Member	RM 150.00	RM 200.00
IEM Graduate Member	RM 600.00	RM 650.00
IEM Corporate Member /IMechE Member	RM 700.00	RM 750.00
Non-IEM Member	RM 1400.00	RM1500.00

*GST will be implemented with effect from 1 April 2015*

### IMPORTANT NOTES

- **Closing Date: 5 November 2017 (Sunday)**
- For **ONLINE REGISTRATION**, payment **MUST BE MADE VIA ONLINE PAYMENT [via RHB Now and Maybank2u -Personal Saving & Personal Current; Any Credit Card - Visa/Master]**. If payment is not received within the stipulated time, the registration fee will automatically be reverted to the normal fee.
- Payment via **CASH/CHEQUE/BANK-IN TRANSMISSION/BANK DRAFT/MONEY ORDER/ POSTAL ORDER/LOU/LOG/WALK-IN** will be considered as **NORMAL REGISTRATION**
- **FULL PAYMENT must be settled before commencement of the event**, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participant fails to attend the course, the fee is to be settled in full. If the participant failed to attend the course, the fee paid is non-refundable. IEM reserve the right to reject any LOU/LOG not in accordance with these instructions.
- The Organising Committee reserves the right to alter or change the programme due to unforeseen circumstances.

## SYNOPSIS

Personal productivity skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization.

The workplace productivity workshop will cover strategies to help participants learn these crucial strategies. Your participants will be given a skill set that include personal motivation, delegation skills, organization tools, and crisis management. We'll cover all this and more during this workshop.

As a great deal of class time will be spent in a variety of interactive formats, active participation is essential. Participants are required to bring their laptop as well.

## BIODATA

**Ir. Danaraj Chandrasegaran P.Eng MIEM CEng MIMechE.** He is a Chartered Engineer and has honours degree in Mechanical Engineering from University of Technology Malaysia. He also holds a MEng degree in Mechanical Engineering from University of Malaya. He also presently a committee member with The Institution of Engineers Malaysia and Institution of Mechanical Engineers (UK) Malaysia Chapter.

Since starting his career as a Mechanical Engineer, Ir. Danaraj has had a varied service; both in front line project execution as well as in technical, training, and management functions. His career has a diverse outlook on project execution ranging from building construction, marine, mining and energy industry; as a mechanical engineer. He has worked on several large-scale projects worldwide such as Shell Malikai TLP and Barzan Offshore Project. In addition, had delivered many projects successfully collaborating with vendors and subcontractors alike.

**Ir. Abdul Razak Yakob, PEng, MIEM, ACPE, ASEAN Eng** is a Drilling Engineering Consultant and a part time Lecturer for Petroleum Engineering. Razak has been in the oil and gas industry for more than 20 years, with core expertise in Drilling Engineering and the working experiences spanning from development and exploration, technical support, training, competency development, finance and consultancy. As an independent consultant, he has worked in many parts of the world. He was a graduate of Colorado School of Mines in the United States with a degree majoring in Petroleum Engineering and a minor in Mechanical Design. Razak is the Secretary/Treasurer for the Oil, Gas and Mining Technical Division.

## LEARNING OUTCOMES

At the end of the course participants will:

- Plan and prioritize each day's activities in a more efficient, productive manner
- Overcome procrastination quickly and easily
- Handle crises effectively and quickly
- Organize your workspace and workflow to make better use of time
- Delegate more efficiently
- Use rituals to make your life run smoother
- Plan meetings more appropriately and effectively

## TENTATIVE COURSE SCHEDULE & OUTLINE

TIME/DAY	Day 1	Day 2
08:30 – 09:00	<b>Registration</b>	<b>Registration</b>
09:00 – 09:15	Introduction	Review of Yesterday
09:15 – 10:30	Module 1 - Setting SMART Goals	Module 5 – Crisis Management
10:30– 10:45	<b>Tea Break</b>	<b>Tea Break</b>
10:45– 11:30	Module 2 - Prioritizing Your Time	Module 6 – Organizing your Workplace
11:30 – 13:00	Module 3 - Planning Wisely	Module 7 - Setting a Ritual
13:00– 14:15	<b>Lunch</b>	<b>Lunch</b>
14:15– 15:45	Module 4 – Tackling Procrastination	Module 8 – Meeting Management
15:45– 16:00	<b>Tea Break</b>	<b>Tea Break</b>
16:00– 16:45	Q&A/ Closing	Q&A/ Closing

### 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.