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REGISTRATION FORM

2 Day Leadership Course From Engineer to Leader
30th July – 31st July 2018 at TUS Lecture Hall, 2nd Floor, Wisma IEM, Petaling Jaya
Closing Date : 25th July 2018

No	Name(s)	M'ship No.	Grade	Fee (RM)*
SUB TOTAL				
Total Payable				

***Fees MUST be fully paid BEFORE the CLOSING DATE. Seats could only be confirmed upon payment.**

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

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.



2 Day Leadership Course
"From Engineer to Leader"

Date : 30th July – 31st July 2018
Venue : TUS Lecture Hall, 2nd Floor, Wisma IEM, Petaling Jaya
Time : 9.00 a.m. - 5.00 p.m.

Organised By:
Highway & Transportation Engineering Technical Division
BEM Approved CPD/PDP: 13.5 hours
Ref No: IEM18/HQ/243/C

NOT TO BE MISSED LIMITED TO 40 PAX ONLY

REGISTRATION FEES

	ONLINE	NORMAL (Offline)
IEM Student Member	RM200.00	RM250.00
IEM Graduate Member	RM 400.00	RM 500.00
IEM Corporate Member	RM 700.00	RM 800.00
Non IEM Member	RM1300.00	RM1400.00

IMPORTANT NOTES

Closing Date: **25th July 2018**

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.

CANCELLATION POLICY

IEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund 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.

Introduction:

The career paths of many engineers and technicians often involve a promotion to management and leadership positions. Though highly skilled, engineers are often insufficiently prepared for the transition from Engineering to Management and consequently to Leadership roles. Compared to Engineering, leading others is an unprecise science riddled with variables that is not easily quantifiable or subject to straight forward, easy to understand engineering principles. This can result in their failure to lead a technical team or communicate effectively with those outside their team. If engineers become aware of the differences in responsibilities and day-to-day activities between technical and management/leadership positions, they can learn how to lead simply by changing their attitudes, behaviours, acquiring new skills and knowledge. Leaders and Managers must firstly realize that they probably will no longer do nuts-and-bolts design work but instead lead and motivate a team of people responsible for that task effectively and achieve business goals in addition to technical goals. From doing things yourself to **how to get things done through others**, engineers need to learn a set of new skills, viz., the skills to organise, communicate, motivate, teach, influence and lead in order to gain willing cooperation from others. Though technical knowledge and skills are important, organisational career success of engineers has more to do with the ability to manage knowledge, activities and people effectively. **SAY, BEHAVE** and **DO** the right things that would make you an outstanding Leader-Manager not only in the eyes of your employers and co workers, but also with people in your personal life. This 2 day course will expose participants to the necessary knowledge, skills and mentality on how to recognise and acquire the necessary skills that would help Engineers make the transition to an effective Manager.

Biodata of Speaker

Wesley Khaw is a Mechanical Engineering (Hons) degree graduate from the University of Surrey (UK) in 1978. He started his career in 1979 at Singapore Airlines but soon after, he joined Hitachi Consumer Products (M) Sdn. Bhd. as a Production Engineer and served there for about 30 years. For all his immense contribution to his company, he was appointed to the position of Executive Director in 2001 and a member of its Associated Company's Group Board of Directors, a first for a Malaysian employee.

At Hitachi, he headed a Sales and Marketing team to successfully build up its electronic key component sales into a RM 400m /year business, exporting its products to more than 50 countries to become a top 5 supplier in the world.

Due to his senior position in the company, Wesley Khaw wears many hats, viewing issues from a widened company perspective, from Procurement to Sales, from Production to Financial systems, and particularly from an HR perspective where he played a leading role in Industrial Relations in a unionized environment. He has also deep experiences in the implementation of drastic management restructuring exercises. For this reason, from his early days in the company, he had already been operating from a top management platform. In the course of his duties, Wesley Khaw was very much engaged with influential business leaders from around the world, and this has given him a rare insight to the workings of the minds, mentality and approach to business of these multi-national leaders. Because of his keen observation, and sometimes humorous approach, he is able to effectively share his vast knowledge of human behavior and how people are motivated to perform better.

OBJECTIVES:

- Enables you to build an increased awareness of your behaviour, needs and values, and how they impact your ability to effectively lead and influence your team & others.
- Understand how people are motivated and utilise effective methods to make them be so.

PROGRAMME DAY 1

8.30 - 9.00 am	Session Chairman's Address
9.00 - 10.30 am	Module 1: Overview of a Leader <ul style="list-style-type: none"> • Expectations of a Leader, Expectations of an Engineer • Concerns of an Engineers vs Manager/Leader and Behaviour and Attitude Change
10.30-11.00 am	Morning Tea Break
11.00 - 1.00 pm	Module 2: The Leader Manager <ul style="list-style-type: none"> • Leadership Principles , Manager, Boss or Leader behaviour? • Excellence, Building an effective team & What people want
1.00 - 2.00 pm	Lunch
2.00 - 3.30pm	Module 3: Trusting Relationships <ul style="list-style-type: none"> • Establishing Rapport & Building Trust
3.45-4.00pm	Coffee Break
4.00-5.15pm	Continue How do you make people like you? <ul style="list-style-type: none"> • Leveraging your effectiveness through relationships. Q & A Session

PROGRAMME DAY 2

09:00 – 10:30am	Module 4: Communications <ul style="list-style-type: none"> • The power of Words and Non-Verbal Communication, Connecting, Listening • Influence & Creative Communication Skills
10.30 – 10.45am	Morning Tea Break
10.45 – 1.00 pm	Module 5: Accomplishing work through TEAMWORK <ul style="list-style-type: none"> • Know your team, Managing others, Team Dynamics • Characteristics of a SUPER team & Spread Enthusiasm
1.00 – 2.00 pm	Lunch
2.00 - 3.30 pm	Module 6: Energizing others <ul style="list-style-type: none"> • Giving Positive Feedback, Acknowledging others & Appreciation
3.45 – 4.00 pm	Tea Break
4.00 –5.00 pm	Module 7: Connecting the dots Review of principles <ul style="list-style-type: none"> • What have I learnt? • How can I implement it?
05.00 – 05.30pm	Summary and Q & A, Feedback.