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REGISTRATION FORM

Employee Loyalty, Review and Reward - A strategy for Effective Succession

(A 2 Day Succession Planning Course)

1st – 2nd July 2019 at Wisma IEM, Petaling Jaya

Closing Date : 27th June 2019

No	Name(s)	M'ship No.	Grade	Fee (RM)*
SUB TOTAL				
ADD SST @6%				
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



Employee Loyalty, Review and Reward -A strategy for Effective Succession

(A 2 day Succession Planning Course)

Date : ~~1st & 2nd July 2019 (Monday & Tuesday)~~

Postponed until further notice

Venue : Auditorium Tan Sri Prof. Chin Fung Kee, 3rd
Floor, Wisma IEM, Petaling Jaya, Selangor

Time : 9.00 a.m. - 5.00 p.m.

Organised By:

Highway & Transportation Engineering Technical Division

RFM Approved CPD/PDP: 12

REGISTRATION FEES (SST Not Included)

	ONLINE	NORMAL (Offline)
IEM Student Member	RM250.00	RM280.00
IEM Graduate Member	RM 500.00	RM 600.00
IEM Corporate Member	RM 800.00	RM 900.00
Non IEM Member	RM1600.00	RM1800.00

IMPORTANT NOTES

Closing Date : **27th June 2019**

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.

COURSE INTRODUCTION

There is no Success without a Successor

For sustainable business success, leaders must groom future leaders to remain relevant in the changing demands of the market. One of the most critical components of business success is customer satisfaction. The desire to experience exceptional value will draw the customer back again. So when they find value in what you offer, their repeat visits will drive the future of your company. While great products can drive your business, only motivated and loyal employees with a sense of ownership can provide exceptional value. Loyal employees contribute extensively to the productivity of your business. They are able to create the value required to keep customers coming.

While a large portion of your company success originates from the products or services you offer, employees are the ones who design, produce the products and deliver services on your behalf. This means they carry your success on their shoulders. Hence, nurturing loyal and capable employees is an effective strategy to ensure that your organization can have an effective Leadership Succession Plan.

Loyalty is more than staying in the company for a long time, it includes an attitude of:

- Being mindful in serving the present and future purpose of the company
- Promoting and being an advocate for your company
- and representing the company positively
- Implementing Continuous Improvements
- Team work
- Doing your best through Good and Bad times
- Acting with honesty and integrity
- Willingness to step up to roles of higher responsibility and accountability.

This 2 day course filled with exercises and activities introduces participants on how to enhance employee loyalty for business success.

Speaker's Biodata

Wesley Khaw Tien Swee 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 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 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.

PROGRAMME DAY 1

8.30 - 9.00 am	Registration
9.00 - 10.30 am	Module 1 - Introduction
10.30 - 10.45 am	Morning Tea Break
10.45 - 1.00 pm	Module 2 - What Drives Loyalty?
1.00 - 2.00 pm	Lunch
2.00 - 3.45pm	Module 3 - Adapting Leadership Styles
3.45 - 4.00pm	Afternoon Tea
4.00 - 4.50 pm	Module 3 - Adapting Leadership Styles
5.00pm	End of Day 1

PROGRAMME DAY 2

9.00am - 09.30am	Module 4 - Effective Performance Review
10.30am - 10.45 pm	Morning Tea Break
10.45am - 1.00pm	Module 5 - Employee Morale Plan
1.00pm - 2.00pm	Lunch
2.00pm - 3.45pm	Module 6 - Employee Reward Plans
3.45pm - 4.00pm	Tea Break
4.00pm - 5.00pm	Module 7 - Focus of Teamwork
5.00pm - 5.30pm	Course Objective, Summary and Q &A

POSTPONED UNTIL FURTHER NOTICE

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.

PERSONAL DATA PROTECTION ACT

I have read and understand 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.