

REGISTRATION FORM		
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Name(s)	Grade & Membership No.	Fees (RM)
Total Amount Payable		
Cheque no. _____ for the amount of RM _____ (non refundable) and made payable to "THE INSTITUTION OF ENGINEERS, MALAYSIA".		

REGISTRATION FEE		
Grade	Normal (Offline)	Online
IEM Student Member	RM180	RM150
IEM Graduate Member	RM300	RM250
IEM Corporate Member	RM450	RM400
Non IEM Member	RM600	RM550

Company: _____

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IMPORTANT NOTES

- For **ONLINE REGISTRATIONS**, only **ONLINE PAYMENT** is applicable [vizRHB and Maybank2u -Personal Saving & Personal Current ; **Credit Card** – Visa/Master ; **MEPS FPX**
- 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 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. Registration fee includes lecture notes, refreshments and lunch. IEM reserve the right to reject any L/O not in accordance with these instructions. 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.



One Day Workshop

Systematic Decision Making Technique

by:

Ir. Hjh. Khalidah Hj. Haron

20 August 2014 (Wednesday)
9.00 am – 5.00 pm
TUS Lecture Room, 2nd Floor, Wisma IEM,
Petaling Jaya, Selangor

BEM Approved CPD/PDP hours: 6.5 Hours
Ref No : IEM14/HQ/224/W

Important Notes:

- **Closing Date : 13 August 2014**
- Online registration will **NOT** be allowed after the closing date.
- Please refer to the **Important Notes** on the last page.

Organised by:
 WOMEN ENGINEERS SECTION, IEM

SYNOPSIS

Decision must be taken and actions must be taken in all organizations. Often however, there is uncertainty over how to proceed. People find it hard to think together about choices they have to make. At times they cannot agree on how to start making the decision. Making decision is not always an easy task. Lacking commonly accepted, unbiased procedures, decision making becomes a shoving contest among those with differing points of view. The ones with the most power frequently prevail. Others accept it to either to save face or avoid direct confrontation.

Systematic Decision Making Technique (SDMT) will provide a common approach to decision making process, where people can indeed work as a team. The process of SDMT will reconcile those from differing positions because it is less biased. A better way to avoid the risk of overlooking important information, failing to consult the proper people, and making mistakes when making decision is to apply a systematic approach to decision making. Its technique represent expansion and refinement of elements in this thinking pattern:

- i. appreciating the fact that a choice must be made.
- ii. considering the specific factors that must be satisfied if the choice is to succeed.
- iii. deciding on what kind of action will best satisfy these factors.
- iv. considering what risks may be attached to our final choice of action that could jeopardize its safety and success.

One of the most tangible benefits of the program is that it enable people to communicate with the common language of decision making.

ABOUT THE SPEAKER



Ir. Hjh. Khalidah Haron is an optimistic, curious and forward looking individual. Has a strong tendency to analyze facts and problems, very creative, progressive and innovative. She is very committed in what she embarks on, and she is very passionate in doing work that benefits the organization, and society.

32 years of working experience in the corporate world. Her career history: Electrical Engineer (TNB); A Senior Trainer & Senior Manager (TNB-ILSAS-UNITEN), Head of HRD TNB

Distribution; A Project Leader and Consultant with RENOIR Consulting for TNB in change & transformation initiatives; Head of Business Development and Training Research & Development TNB-ILSAS; General Manager of ILSAS. Managing Director and the Executive Board of Director the New ILSAS, a Strategic Business Unit of TNB.

Ir. Hjh. Khalidah graduated with a Bachelor Degree in Electrical Engineering from Brighton U.K; Master Science in Human Resource from UPM; A Certified Training Practitioner-Certified in Training and Development (Institute Training Development, ITD-UK); A registered Professional Engineer with BEM; an associate member of IEM; Certified Problem Solving Decision Making Trainer (KT-USA); A certified NLP-NS Practitioner (Meta-NLP) and a certified Meta Coach by International Society of Neuro-Semantics, USA

ITINERARY

9.00am - 10.15am	Session 1 : Course Introduction <ul style="list-style-type: none"> • Introduction to the Thinking Process • Situational Appraisal • Introduction to SDMT
10.15am – 10.30am	Morning Break
10.30am – 12.00noon	Clarify Purpose <ul style="list-style-type: none"> • State the decision • Develop objective • Classify objectives into MUSTs and WANTS • Weigh the WANTS • Group Activity • Group Presentation •
12.00noon – 1.00pm	Session 2: Evaluate Alternatives <ul style="list-style-type: none"> • Generate alternatives
1.00pm – 2.00pm	Lunch
2.00pm – 3.00pm	Session 2: Evaluate Alternatives (continues) <ul style="list-style-type: none"> • Generate alternatives • Screen alternatives through the MUSTs • Compare alternatives against the WANTS • Group Activity • Group Presentation
3.00pm – 4.00pm	Session 3: Assess Risks <ul style="list-style-type: none"> • Identify adverse consequences Session 4: Make Decision <ul style="list-style-type: none"> • Make the best balanced choice • Group Activity • Group Presentation
4.00pm – 4.15pm	Tea Break
4.15pm – 5.00pm	Q&A <ul style="list-style-type: none"> • Summary & Exit

For further details please contact:

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