

Chairman,
 Women Engineers Section,
 The Institution Of Engineers Malaysia,
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REGISTRATION FORM
1-DAY WORKSHOP ON
‘MIND MAPPING FOR CREATIVE PROBLEM SOLVING AND DECISION
MAKING’
21 MAY 2015

NO	NAME(S)	M'SHIP NO.	GRADE	FEE (RM)*
		SUB TOTAL		
		ADD GST @ 6%		
TOTAL PAYABLE				

** FEES MUST BE FULLY PAID A WEEK BEFORE THE COMMENCEMENT OF THE COURSE. BOOKINGS BY FAX FROM OUTSTATIONS MUST BE FORWARDED WITH PAYMENTS AT LEAST A WEEK BEFORE THE DAY OF THE COURSE. 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) _____ (HP)

EMAIL: _____

 SIGNATURE & STAMP

 DATE

IMPORTANT NOTES

- **CLOSING DATE : 18TH MAY 2015**
- For **ONLINE REGISTRATION**, payment **MUST BE MADE ON REGISTRATION [via RHB and Maybank2u -Personal Saving & Personal Current; Any Credit Card - Visa/Master.**
- 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.
- 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.



The Institution of Engineers, Malaysia

1-DAY WORKSHOP ON 'MIND MAPPING FOR CREATIVE PROBLEM SOLVING AND DECISION MAKING'

**21 MAY 2015
(THURSDAY)
9.00 A.M. – 5.30 P.M.**

**VENUE: TUS LECTURE ROOM
2ND FLOOR, WISMA IEM
NO. 21, JALAN SELANGOR
46200 PETALING JAYA, SELANGOR**

**ORGANISED BY
Women Engineers Section**

**GST will be implemented effective from 1
April 2015**

REGISTRATION FEE (RM) (GST NOT INCLUDED)		
GRADE	ONLINE (RM)	NORMAL (RM)
IEM MEMBER	300.00	350.00
STUDENT & GRADUATE MEMBER	200.00	250.00
NON MEMBER	400.00	450.00

**BEM Approved
CPD/PDP : 7 hours
IEM15/HQ/081/W**

SYNOPSIS

Mind Mapping is a visual thinking tool and note-taking technique used to stimulate you to think, learn and communicate more effectively and efficiently. Created by Tony Buzan, Mind Mapping is one of the world's best thinking tools. Mind Mapping can be applied to every aspect of life where improved learning and clearer thinking will enhance human performance.

This course is designed to teach the Mind Mapping technique and show you how to use Mind Maps to enhance creativity in personal life and work environment. Specifically, you will learn how to use Mind Maps to brainstorm, make decisions, plan and prioritise, solve problems, make notes, take notes and prepare reports and presentations. The ideas and methods taught in this workshop have been practiced, tested and proven by creative champions of positive change in organizations internationally.

TRAINER'S BIODATA

S. Jeyaraman M.Ed, Tony Buzan Licensed Trainer

A true enthusiast of memory systems and thinking, Jeya has spent the last fourteen years travelling around 7 countries entertaining and training to help individuals, teams and organisations learn how to think better, smarter and more creatively in order that can achieve their full potential He has trained more than 41, 000 people ranging from students to top management on memory skills, mind mapping, creative thinking, speed reading, communication skills and sales.

Among the organizations he has trained are Malaysia Airlines, Honda Malaysia, Philips, Universiti Malaya, FMM, Malaysia Employers' Federation, Prudential, ASKAP Gold (Cambodia), ICC (Sri Lanka) and Oracle India.

He is known for his easy-going and humorous presentations which will not be educational but also refreshingly entertaining. Jeya is Vice President of the Malaysian Association of Professional Speakers and member of the Global Speakers Federation. He is a trainer for the Train the Trainer for Pembangunan Sumber Manusia Berhad (PSMB) and holds a Masters in Education specializing in Training and Development. He is also a Tony Buzan Licensed Instructor (UK) for Mind Mapping.

COURSE OUTLINE

08:30 – 09:00	Registration
09:00 - 10:45	Module 1 - The Power of Your Brain <ul style="list-style-type: none">• Understanding the brain's ability to learn new skills• The Split Brain paradigm: your left and right brain• Your Thinking Process – how your brain processes information
10:45 – 11:00	Tea Break
11:00 – 13:00	Module 2- Steps to Creativity <ul style="list-style-type: none">• 5 steps to creativity• How to evaluate and select the best ideas & solutions
13:00 – 14:00	Lunch Break
14:00 – 15:30	Module 3- The Mechanics of Mind Mapping <ul style="list-style-type: none">• How to Mind Map - learn the basic technique of how to construct Mind Maps.• Practice your Mind Mapping Skills - with a range of note-making, note-taking and learning applications.• Action Planning - Mind Maps in your work environment and how to benefit from the skills learned on the course.
15:30 – 15:45	Tea Break
13:45 – 17:00	Module 4 - Applications of Mind Mapping <ul style="list-style-type: none">• Use mind maps to brainstorm new ideas, make decisions, plan and prioritize, solve problems, take notes in meetings, make notes from printed materials, prepare and present information.
17:00 – 17:30	Q & A

HOW WILL YOU BENEFIT:

Upon completion of this program, the participants will be able to:

- Discover how the brain works and how to translate that into useful insights for the workplace.
- Be more creative in your everyday work environment.
- Encourage out-of-the-box thinking.
- Learn and think faster and more effectively.
- Absorb and manage information from reports, emails, the internet, presentations and journals, to keep up to date.
- Preparing and delivering presentations with ease and confidence.
- Brainstorm individually or in groups more effectively leading to better decisions with Mind Mapping.