

REGISTRATION FORM

ONE-DAY WORKSHOP ON ESSENTIAL SOFT SKILLS FOR AN ENGINEER TO FAST TRACK THE CAREER LADDER

Name of Organisation:

Mailing Address:

Email : Hand Phone :

Tel (Office) : Fax :

Contact Person : Designation :

I/We wish to enrol the following person(s) for the above-mentioned Course:

Name	M/ship No.	Reg. Fee (RM)
SUB TOTAL		
ADD GST @ 6%		
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/are accepted by the Organizing Committee but substitution of participant will be allowed. If I/we fail to attend the workshop, I/we will still pay the registration fee in full.

Signature: Date:

REGISTRATION FEE (GST NOT INCLUDED)

GRADE	ONLINE	NORMAL (OFFLINE)
IEM STUDENT MEMBER	RM 150	RM 180
IEM GRADUATE MEMBER	RM 550	RM 600
IEM CORPORATE MEMBER	RM 550	RM 600
NON-IEM MEMBER	RM 750	RM 800

**GST is implemented effective of
1 April 2015.**

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.

CORRESPONDENCE

The Institution of Engineers, Malaysia
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**BEM Approved CPD/PDP: 6.5 hours
Ref. No.: IEM15/HQ/255/W**



ONE-DAY WORKSHOP ON “ESSENTIAL SOFT SKILLS FOR AN ENGINEER TO FAST TRACK THE CAREER LADDER”

DATE : 29 SEPTEMBER 2015 (TUESDAY)

TIME : 9:00 AM – 5:00 PM

VENUE : TUS AND C&S LECTURE ROOMS, 2ND FLOOR, WISMA IEM, PETALING JAYA, SELANGOR

SPEAKER : Ir. LOW CHEW EOW

Organised and hosted by
Oil, Gas and Mining Technical Division
The Institution of Engineers, Malaysia

SYNOPSIS

Most young engineers who have just joined the workforce are often eager and excited to practice what they have learned in colleges. They are always looking for opportunity to apply the concept and theories into actual practices. Many of them may have the perception that technical (hard) skills are the key to become successful in the workplace. It is true but good technical skills alone is not the only ingredient

Employers these days place higher attention to the employees with the right soft skills. In fact, soft skills are essential for a person to become a high performance employee in the competitive, challenging and dynamic working environment today. Most of the time, these soft skills are often late to develop or to be recognized by the young engineers. It is undeniable that engineers who have good soft skills always perform better than those who are lacking in them.

The seminar will address some of the important soft skills needed to be acquired and sharpened such as:

- Communication skills
- Good attitudes to have and to focus on
- Producing high quality e-mail
- E-mail ethics
- Reporting skills to various stakeholders
- Planning skills
- Task identifications and delegation skills

BIODATA OF SPEAKER

Ir. Low Chew Eow (Rocky) graduated from the University of Glasgow with a degree in Mechanical Engineering in 1990. He has more than 24 years of working experience in various roles. He is appointed as Industry Advisor of Universiti Tunku Abdul Rahman, Faculty of Engineering and Science.

He is currently the Head of Package Equipment Department in Technip Consultant (M) Sdn. Bhd. He is also the Member of Expert Network specializing in Pneumatic Conveying System within the Technip group. He has presented talks at the Institution of Engineers, Malaysia.

TENTATIVE PROGRAMME

08:30 – 09:00	Registration	14:30 – 15:00	Classroom Session (Topic: Reporting)
09:00 – 09:30	Introduction	15:00 – 15:15	Classroom Session (Topic: Task Identification & Distribution)
09:30 – 10:00	Classroom Session (Topic: Attitude)	15:15 – 15:30	Classroom Session (Topic: Planning)
10:00 – 10:30	Classroom Session (Topic: E-mail Ethic)	15:30 – 15:45	Tea Break
10:30 – 10:45	Tea Break	15:45 – 16:30	Group Activity 2
10:45 – 13:00	Group Activity 1	16:30 – 17:00	Conclusion / Evaluation
13:00 – 14:00	Lunch		
14:00 – 14:30	Classroom Session (Topic: Communication)		