



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(UTMSPACE)

4 - 5 July 2018
Melaka

26 - 27 Sept 2018
Kuala Lumpur

PROFESSIONAL IMAGE BRANDING

FOR YOUNG AND TALENT MANAGER

IN-HOUSE Courses can be designed in accordance with organizational requirements.

LEARNING OUTCOMES

- Participants will identify the weakness of individual image and develop the potential for their careers.
- Understand the advantage of self image and adapt into their organizations working culture.
- Able to practice professional style and appearance to the public.
- Able to execute the needs and the art of communication efficiently.

PROGRAMME OUTLINE

- Module 1 - Your Personal vs Professional Brand Values
- Module 2 - The High Class Image - Strategies to Bring Up Your Corporate Look!
- Module 3 - Building Etiquette for Professional Relations
- Module 4 - Your Business Body Language (non-verbal)
- Module 5 - Build Up Your Professional Communication Skills
- Module 6 - Professional Make-Up Grooming, Hair & Hijab Styling

OBJECTIVE

- Identify the direct impact of individual image towards the organization.
- Analyze the needs for improvement of image and professionalism.
- Provide guidelines for personal and professional appearance.
- Improve individual internal and external communication for the organization.
- Enhance confidence and influence as a personal and professional development translates into a positive change in attitude, appearance and actions.

TRAINER PROFILE

RINA BAHA is a Certified Professional Image Consultant, an internationally Certified Color Analysis Consultant from By Ferial Training & Image Consulting, Australia, SWET Advancement Centre Sdn Bhd and APIP Malaysia.



She has vast experience in the Office Management, Administration and Secretarial profession whereby she spent 24 years working with The New Strait Time Press (M) Berhad, Arab Malaysia Berhad, Park May Berhad, Faber Group Berhad and Khazanah Nasional Berhad.

Graduated in Human Resource Management from Institute of Human Resource Management (MIHRM), Executive Secretaryship from Stamford College, a Professional Learning Facilitator by Take Charge Learning Facilitator System (PLF), Certified Trainer by HRDF, Certified Skin Care Product Trainer from Nu Skin Malaysia, an Internationally Certified Yoga Laughter Leader, Speaker & Motivator.

UTMSPACE
ESTD 1992

PROFESSIONAL DEVELOPMENT UNIT, School of Professional and Continuing Education (UTMSPACE),
Universiti Teknologi Malaysia, No. 34 - 50, Jalan Kebudayaan 1, Taman Universiti, 81300 Skudai, Johor
Tel : (607) 521 5166 / 012-745 6818 | Faks : (607) 520 5725 | Website : www.utmspace.edu.my
Email : maizatul@utmspace.edu.my Contact Person : MAIZATUL

REGISTRATION FORM

To confirm your registration, please complete this form including payment.

YES! Please register the following participant(s) for this course

I am interested but unable to attend. Please put me on your mailing list

Please tick (/) where applicable

Course Name : **PROFESSIONAL IMAGE BRANDING FOR YOUNG AND TALENT MANAGER**

Date / Venue : **4 - 5 July 2018** **26 - 27 September 2018**
Melaka Kuala Lumpur

Fee : **RM1050.00** per pax **RM950.00** per pax
(3 persons and above from the same organisation)

Includes refreshment, course material & Certificate of Attendance

Please contact MS. MAIZATUL at 07-5215166 / 012-7456818 for special package (more than 20 persons) and accommodation.

*DETAILS OF PARTICIPANT ATTENDING THE COURSE :

No.	Name of Participant	Mobile No.	Email	NRIC (for HRDF claim)	Fee (RM)

(Please attach a separate list if necessary)

*UTMSPACE respects the privacy of its customers with regards to personal data. For further details, please visit: www.utmspace.edu.my/pdpa

Total

SPONSORSHIP : Self-Sponsored Company-Sponsored

INDIVIDUAL / COMPANY DETAILS (for issuance of invoice) :

Organisation : _____
Address : _____
Contact Person : _____ Co. Reg. No* : _____
*If applicable
Tel No. : _____ Designation : _____
Fax No. : _____ Email : _____

Cancellations received in writing 30 days prior to the programme are eligible for a refund, subject to a 15% cancellation fee. Cancellations received less than 14 days from the date of the programme are not eligible for a refund. However, substitute attendees are welcome. Please note that the speakers and topics are confirmed at the time of printing. However, circumstances beyond the control of the organisers may necessitate substitutions or cancellations of speakers and/or topics. As such UTMSPACE reserves the right to alter or modify the advertised speakers and/or topics.

Authorised Signature* : _____ Date : _____

Name : _____ Designation : _____
* Head of Department / Approving Manager

Company Stamp

MODE OF PAYMENT

A. Cheque or Bank Draft

Cheque No. / Bank Draft No. : _____ Bank/ Branch : _____

All crossed cheque / bank draft should be made payable to Account Name : UTMSPACE
Account Number : 8601518228 | Bank Name : CIMB Islamic Bank Berhad | Branch : UTM Skudai, Johor

B. Telegraphic Transfer / Local Order

Transaction Date : _____ Reference Number : _____

| Terms & Conditions Apply |

FOR FURTHER INFORMATION, PLEASE CONTACT:

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