



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of
Professional and
Continuing
Education
(SPACE)

18-19 MARCH 2020
KOTA KINABALU,
SABAH

PROFESSIONAL CORPORATE IMAGE & BUSINESS PROTOCOL WORKSHOP

PROGRAMME OBJECTIVES

- Identify the direct impact of individual image towards the organization.
- Analyze the needs for improvement of image and professionalism.
- Provides guidelines for personal and professional appearance.
- Improves individual communication internally and externally for the organization.
- Enhance confidence and influence as a personal and professional development translates into a positive change in attitudes, appearance and actions.

FACILITATOR

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.



PROGRAMME OUTLINE

MODULE 1 : Creating Your 1st Impression Your Personal vs Professional Brand Values

MODULE 2 : The Persona of 1st Class Image Branding - Enhance Your Corporate Look & The Best Colour that Looks Good on You

MODULE 3 : Your Etiquette Matters! Professional Business & Social Etiquette in Professionalism

MODULE 4 : Speak Up and Be Heard : Buildup Your Professional Communication Skills

MODULE 5 : Simple Gesture Speak Volumes : Learn the Elements of Positive & Negative Body Posture and Gesture

MODULE 6 : Looking Good Isn't Self-Important, It's Self-Respect: Grooming for Men & Women, Makeup, Hair & Hijab Styling

Centre for Professional Development, UTMSPACE Johor Bahru

07-5215166 / 012-7456818 (Ms. Maizatul)

07-520 5725

maizatul@utmspace.edu.my

UTMSPACE
ESTD 1993

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



HRDF
TRAINING PROVIDER
HRDF Claimable

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 CORPORATE IMAGE & BUSINESS PROTOCOL WORKSHOP**

Date : **18 - 19 March 2020**

Venue : **Kota Kinabalu, Sabah**

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 07-5215166 / 012-7456818 (Ms. Maizatul) 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* : _____
Tel No. : _____ Designation : _____
Fax No. : _____ Email : _____
*If applicable

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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