



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

3 - 4 MARCH 2021
KUALA LUMPUR

LOOK GREAT, FEEL GOOD, CONQUER THE DAY

PROFESSIONAL CORPORATE IMAGE & SELF DEVELOPMENT

PROGRAMME OUTLINE

- **Module 1 :** The Perception of Professional Image : Your 1st Impression
- **Module 2 :** Getting to Know About Your Personality and Figure
- **Module 3 :** Creating Your Presentable Appearance
- **Module 4 :** Complete Your Look : The First Class Image
- **Module 5 :** Building Etiquette for Professional Relations
- **Module 6 :** Professional Make-up Grooming, Hair & Hijab Styling

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.

INTRODUCTION

Image is not just the way you dress, looks and individual physiques. Professional image world offers individual with packages that will shows competencies and characteristics while working.

Staff with attractive, charming personalities are an important for organization. With professional image, staff's quality and reputations will increase and glows in appearance, etiquettes and communication sense. Appearance/personalities is vital for staff as they are ambassadors for the organization. The staff professionalism contributes to the vision and mission achievement of the organization.

LEARNING OUTCOMES

- Participants will identify the weaknesses of individual image and to develop the potential for their careers.
- Understand the advantage of self-image and to adapt in to their organization working culture.
- Able to practice professional style and appearance to the public.
- Able to execute the needs and the art of communication better and efficient.

FACILITATOR

RINA BAH is a certified Professional Image Consultant, an internationally Certified Color Analysis Consultant from by Ferial Training & Image Consulting, Australia, SWET Advancemnet 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.



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



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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 : **Look Great, Feel Good, Conquer The Day - Professional Corporate Image & Self Development**

Date : **3 - 4 March 2021**

Venue : **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 07-5215166 / 012-7718270 (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	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

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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.

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MODE OF PAYMENT

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

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Account Number : 8601518228 | Bank Name : CIMB Islamic Bank Berhad | Branch : UTM Skudai, Johor**

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Transaction Date : _____ Reference Number : _____

| Terms & Conditions Apply |

FOR FURTHER INFORMATION, PLEASE CONTACT:

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