

The Secretaries & Administrative Professionals Convention 2012

11th - 12th April
Kuala Lumpur
(Boulevard Hotel
Mid Valley)

18th - 19th April
Kuching
(Grand Margherita
Hotel)



**MANY PRIZES
TO BE WON!!**



Grand Prize: IPAD 2

Beyond The Oyster, Moving Ahead In Changing Times

Change is not merely necessary to life – It is life... (Alvin Toffler)

The experience of change can cover a broad spectrum. External global forces, as well as internal economic and social pressures, contribute to accelerating change – in our personal and our work worlds. Change is a way of life today. When you are a change master, it is possible to move through change easily.

We all need to develop and refine our ability to adapt, evolve, and grow, especially now in changing times when organizations are focused on performance horizons. A concept that always coexists with change is innovation. Innovation means doing something new. In actuality, creativity and innovation are the currencies in today's work economy.

It is in this spirit that our topics for this year's Convention focus on practical skills, tools and techniques for you, our valued participants to improve productivity and be part of a team to maximize values towards the success of your organization. Meet the challenge by staying effective and productive.

See you at the top. Not "from"...

**WE ARE
BACK
AGAIN!**

Jointly organized by

Sara Resorts Management Sdn Bhd

9th Floor, Menara SEDC (Class A Training Provider)
Jalan Tunku Abdul Rahman, 93100 Kuching, Sarawak
Tel: 6082 414377 / Fax: 6082 428824
Email: srmsb@sedctourism.com | Website: www.sedctourism.com

TNDP (The Training and Development People)

1st Floor, Lot 3119, Block 10, Hock Kui Commercial Centre
Jalan Tun Ahmad Zaidi Aduce, 93150 Kuching, Sarawak
Tel : 6082 417668 / Fax : 6082 411368
Email : tndpmcm@yahoo.com | Website: www.TNDP.com.my

Day 1

8:30am – 9:00am

Welcome

Registration

9:00am – 12:30pm

“Secretaries and Administrative Professionals role in Change Management”

You will be introduced to the theories behind effective change management and how Secretaries and Administrative Professionals play a critical role in ensuring the success of the changes desired by the organization. You will also learn how to manage changes in the organization using the basic “ABC of Change Management”

(10:30am – 11:00am: Break)

12:30pm – 2:00pm

Lunch

2:00pm – 5:00pm

“Innovation & Synergy Through Rhythm”

We all know that music is magical. It enables one to connect with oneself and with others. In the words of former American President, Bill Clinton, “Music is about communication, creativity, and cooperation, and, by studying music, you will have the opportunity to build on these skills, enrich your life, and experience the world from new perspective”. In this session, you will be given the chance to display your innovation skills with the items given to you to create a harmonious musical ensemble.

(3:30pm – 4:00pm: Break)

5:00pm

End of Day 1

Day 2

9:00am – 12:30pm

“Write Better and Communication Clearer”

In this session, you will be exposed to the skills and knowledge on improving your credibility and capability in boosting and improving self-confidence to project the right image and professionalism of a secretary in the new era.

Session Outline:

- Building Star Credibility
- Developing Capability For Excellent Productivity
- Projecting Right Image: Look Good & Feel Good
- Improving Relations To Build Confidence

(10:30am – 11:00am: Break)

12:30pm – 2:00pm

Lunch

2:00pm – 5:00pm

“Enhancing Professional Administrative Skills”

This session will focus on the role of being a secretary and administrative personnel by enhancing the critical office management skills: preparing for meetings, managing & prioritizing of correspondence, stationery & petty cash management, telephone etiquette and business email writing skills, filing & record. You will learn how to develop and display a highly professional image at all times that exceeds the organization’s performance expectations.

(3:30pm – 4:00pm: Break)

5:30pm – 7:30pm

High Tea “Beyond The Oyster”

It’s time to let your hair down...Need we say more?

7:30pm

End of Day 2

Speakers



Dr Edward Lim

For the past 20 years, Edward assumed various executive and managerial positions.

In his present capacity as a Corporate Re-engineering Consultant & Trainer, he has trained various corporate, social & government organizations and has also developed several training modules such as Finance & Accounting, Strategic Leadership, Public Speaking Skills, Human Resource Management and In-door Team Building.



Shaliza Shafie

Armed with 22 years working experience including 12 years of training experience which includes customer service, public relations, marketing and sales, management and corporate communications, supported with concrete, and practical experience, Shaliza has conducted extensive training for various government departments and corporations since 2003. She has a high energetic style of presentation that encourages active participations and sustains participants' interest



Michael Lim Seng Gyup

Michael is a dynamic and enthusiastic certified trainer for a wide range of management and development programmes. His clients over a 3 decade exciting career include private and government organizations, both locally and overseas.



Vernon Fernandez

Vernon has 24 years experience in the hospitality industry with 18 years specialization of training and human resources. He has been extensively involved in the design, development and training of modules in the area of attitude, behavior and performance. Continuing learning, performing and excelling has been his notable combination for success. He has conducted programs with international and well known companies in Malaysia.



Minarni Tirta

Master in Training & Development, Griffith University, Australia. EQ Certified Trainer (6 seconds USA), Enneagram Certified Trainer & Profiler, Certified Peak Performance Energy Coach and Certified NLP Practitioner. She has extensive experience as a speaker both locally & overseas.

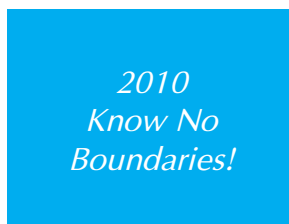
OUR SECRETARIES & ADMINISTRATIVE PROFESSIONALS CONVENTION JOURNEY



2008
Stop & Revitalise!



2009
Get A Life!



2010
Know No Boundaries!



2011
Bold & Beautiful!

Registration Form

CLOSING DATE: 16th MARCH 2012

Participant Gift
First come, first serve basis.



Ipod Shuffle



Damai Beach Resort Room Voucher



Handphone

** For illustration only*

FEES

SECRETARIES & ADMINISTRATIVE PROFESSIONALS CONVENTION

RM1999 per participant.

RM1899 per participant for Group Registration from the same company (*for the 3rd person and above*).

RM1899 per participant for Early Bird Registration (on or before 28th February 2012)

REGISTRATION FOR PARTICIPANTS

Participant's Name: _____ Designation: _____

Kuching Kuala Lumpur Ipod Shuffle Handphone Damai Beach Resort Room Voucher

Participant's Name: _____ Designation: _____

Kuching Kuala Lumpur Ipod Shuffle Handphone Damai Beach Resort Room Voucher

Participant's Name: _____ Designation: _____

Kuching Kuala Lumpur Ipod Shuffle Handphone Damai Beach Resort Room Voucher

Participant's Name: _____ Designation: _____

Kuching Kuala Lumpur Ipod Shuffle Handphone Damai Beach Resort Room Voucher

Participant's Name: _____ Designation: _____

Kuching Kuala Lumpur Ipod Shuffle Handphone Damai Beach Resort Room Voucher

Approving person: _____ Designation: _____

Tel: _____ Fax: _____ Email address: _____

Signature and Company Chop: _____ Date: _____

PAYMENT

We enclose payment of RM _____ TT *Service Order Cheque Bank Draft

TT/Service Order/Cheque/Bank Draft No: _____

All cheques are made payable to

SARA RESORTS MANAGEMENT SDN BHD (261450-A)

9th Floor, Menara SEDC, Jalan Tunku Abdul Rahman, 93100 Kuching, Sarawak, Malaysia.

Account No : 211212-5010612-7 **RHB Bank Bhd** Lot 363, Jalan Kulas, P.O.Box 2049, 93400 Kuching, Sarawak, Malaysia.

All fees must be paid prior to the Convention.

*Service order is only applicable to Government agencies.

CANCELLATION POLICY:

- A full refund will be made for cancellation in writing not less than 14 days prior to the Convention.
- 25% refund for cancellation in writing not less than 7 days prior to the Convention.
- No refund can be made thereafter. However, substitution is allowed.

Sara Resorts Management Sdn Bhd reserves the right to:

- Cancel the Convention. Under these circumstances, all payments for registration fees will be refunded.
- Postpone the Convention. Under these circumstances, there will be no refund. However, substitution is allowed.
- Make changes to the Convention program.

CONTACT:

Brian Mathew/Audrey Nicholas Rateh

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**HRDF
can be applied
through the
SBL scheme**