



UTMSPACE™

Take Charge!

A Personal Development Programme

Date : 28-29 March 2012 | 10-11 October 2012
 Venue : Swiss Garden Hotel & Residences, Kuala Lumpur

General Outline

This is a program which shall guide participants to take responsibility for their future by the choices they make and the goals they set. And in achieving those goals, they will learn to strengthen their communication skills, teamwork and appreciating the world around them. This program is highly interactive, NLP-rich (Neuro Linguistic Programming), content rich and practical. Practical means by the end of the program, participants will know how to take charge of their lives. The program is divided into 5 main sections:

Program Objectives

By the end of the program, participants will be able to:

- ▣ Gauge how important they take their life, personal and at work or study, and how much potential they have.
- ▣ Build a mindset of improving the Quality of their Life, both personal and at work or study.
- ▣ Polish their view of the world by not taking things for granted.
- ▣ Equip themselves with a toolset of building rapport, effective listening, etc.
- ▣ Apply proven techniques in being responsible for the happenings around them.
- ▣ Achieve personal excellence by understanding and working with the people around them.
- ▣ Embark on a plan of action to immediately improve the Quality of THEIR LIFE.



Facilitator

PROFILE: MOHD RIZAL HASSAN, MSP

Rizal graduated from the International Islamic University, Malaysia in BHSc. in English Language and Literature in 1995. He began his career in the Human Resource Department of Kinta Kellas Plc, a wholly owned subsidiary of the Renong Group of Companies. After 7 years with the Group, he became a Consultant with Focus Learning Corporation Sdn Bhd and stayed with them for about 1.5 years. He was later then employed by Gamuda Bhd as a Learning Facilitator for 2 years.

He is today the Founder, International NLP Master Learning Facilitator and NLP Master Coach of Take Charge Sdn Bhd.

Sections	Description
Take Charge! of Myself	Participants will learn to be responsible for the Choices they make, solving problems, and getting their Goals crystal clear.
Take Charge! of My Communication	Participants will learn various tools to communicate effectively which will include powerful Neuro Linguistic Programming (NLP) techniques.
Take Charge! of My Team	Participants will learn what working in a team means and how to work as a team.
Take Charge! of My World	Participants will learn how to make full use of the World around them to achieve their own personal goals.
My Actionable Plan	Participants will put their learning into structured plans of action.

Target Audience

- All levels - public or private sectors
- Entrepreneurs
- Everyone



UTM
 UNIVERSITI TEKNOLOGI MALAYSIA

School of
 Professional and
 Continuing
 Education
 (UTMSPACE)

REGISTRATION FORM

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

For further information, please contact:

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 8159 / 8170
Fax : (607) 521 1355
Website : www.utmspace.edu.my
E-mail : noraini@utmspace.edu.my
Contact Person : Noraini Mohd Zain

- YES! Please register the following participant(s) for this course
- I am interested but unable to attend. Please put me on your mailing list

COURSE DETAILS:

Course Name : Take Charge! A Personal Development Programme
Date : 28-29 March 2012 10-11 October 2012
Venue : Swiss Garden Hotel & Residences, Kuala Lumpur
Course Fee : RM 890.00 per pax RM 790.00 per pax
The fee includes refreshment, course materials, registration kit & Certificate of Attendance.
The fee includes refreshment, course materials, registration kit & Certificate of Attendance. (3 persons and above)

DETAILS OF THE PARTICIPANT ATTENDING THE COURSE:

No.	Name of Participant & Tel. No.	Position	NRIC (for HRDF claim)	Fee (RM)

(Please attach a separate list if necessary)

SPONSORSHIP : Self-Sponsored Company-Sponsored

Total

INDIVIDUAL / COMPANY DETAILS (for issuance of invoice) :

Organisation : _____
Co. Reg. No* : _____
Address : _____ * if applicable
Contact Person : _____
Tel No. : _____ Designation : _____
Faksimili : _____ Email : _____

This registration is invalid without a signature. Payment must be made no later than 7 working days before the course commences. Participants who registered but did not attend will be invoiced accordingly. Fees will only be refunded in full for cancellation received in writing more than 10 working days prior to the commencement date. No refunds will be made thereafter. Substitute attendee(s) will be accepted at no extra charge.

Authorised Signature* : _____ Date : _____
Name : _____ Designation : _____

* Head of Department / Approving Manager

Company Chop

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 : **0116-0000426-10-7** | Bank Name : CIMB Bank Berhad | Branch : UTM Skudai, Johor

B. Telegraphic Transfer / Local Order

Transaction Date: _____

Reference Number : _____