



BENKEL PENGURUSAN MESYUARAT SECARA EFEKTIF

KOD KURSUS: C-SS-05

LEVEL: Asas

BAHASA PENGANTARA: Bahasa & English

PENGENALAN

Mesyuarat adalah aktiviti p e n g u r u s a n y a n g melibatkan perkongsian maklumat, pengumpulan idea serta pengukuhan komitmen yang dibuat secara bersemuka atau spontan. Jika diurus dan dimanfaatkan secara betul dan profesional, m e s y u a r a t b o l e h menghasilkan kesan sinergi yang luar biasa. Sebaliknya, jika tidak diurus dengan betul ia akan menjadi satu pembaziran atau medan p e r b a l a h a n y a n g menghasilkan kesan n e g a t i f y a n g berpanjangan.

Mesyuarat pengurusan yang berjaya dan produktif memerlukan persediaan yang kemas serta kemahiran yang tinggi di kalangan semua individu yang terlibat khususnya setiausaha dan pengerusi. Justeru, adalah amat penting bagi setiap kakitangan yang terlibat dengan mesyuarat dan penyediaan minitnya didedahkan dengan konsep, prinsip dan kaedah pengendalian mesyuarat yang betul dan lengkap sebagaimana yang dicadangkan dalam program ini.

OBJEKTIF KURSUS

Melalui kursus ini peserta akan dapat:

- memahami fungsi minit mesyuarat dalam konteks meningkatkan kecekapan pengurusan dan pencapaian matlamat organisasi.
- Mengetahui unsur-unsur dan ciri-ciri minit mesyuarat yang berkualiti.
- Mahir dan yakin melaksanakan tugas-tugas berkaitan penulisan minit dan pengurusan mesyuarat.

TEMPOH KURSUS

1 hari (9am - 5pm)

Rehat: 10:30am & 3:30pm

Makan Tengahari: 1:00pm-2:00pm

Nota: Hubungi pejabat kami untuk tarikh kursus atau layari laman web kami untuk makluman lanjut (www.zohlgroup.com)

METODOLOGI

- Ceramah | Persembahan MS Powerpoint | Kajian Kes
- Latihan Dalam Kumpulan | Perbincangan Dua Hala

KUMPULAN SASARAN

Program ini adalah sesuai untuk para Pembantu Tadbir yang terlibat secara langsung dengan aktiviti pentadbiran di pejabat. Contoh:

- ⇒ Pembantu tadbir | Kumpulan Sokongan Jabatan
- ⇒ Setiausaha; Setiausaha Eksekutif | Kerani
- ⇒ Penolong Sumber Manusia
- ⇒ Kumpulan Sokongan Projek
- ⇒ Pengurus & Penolong Pengurus

LOKASI LATIHAN

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region(s)

KANDUNGAN KURSUS

KONSEP, KEPENTINGAN & JENIS-JENIS MESYUARAT

- Konsep & Pengertian Minit Mesyuarat
- Kepentingan / Fungsi-Fungsi Minit Mesyuarat
- Jenis-Jenis Mesyuarat

KUALITI, FORMAT & AGENDA MESYUARAT

- Ciri-Ciri Minit Mesyuarat yang Baik
- Format Minit Mesyuarat
- Format Umum Agenda Mesyuarat
- Contoh Minit Mesyuarat

PANDUAN & PETUA-PETUA PENULISAN MINIT MESYUARAT

- Panduan Umum Mengambil Minit Mesyuarat
- Petua Penulisan Minit Mesyuarat
- Ungkapan-Ungkapan Unik Penulisan Minit Mesyuarat

LATIHAN MENULIS MINIT MESYUARAT, KONSEP & KEPENTINGAN PENGURUSAN

- Mesyuarat Pengertian & Kepentingan Pengurusan

SESI SOAL JAWAP

Customized In-House Training Program is available in the following areas:

Accounting & Finance | Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Digital & Social Media Marketing | Cust Svc | SCM | Entrepreneurship | Soft Skills | HSE | Engineering | Telecoms | ICT | ISO | PM | TQM

CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM



BENKEL PENGURUSAN MESYUARAT SECARA EFEKTIF

CIDB

COURSE FEE

Peninsular Malaysia

- **With Green Card: RM318.00** per person incl. 6% SST
- **Without Green Card: RM371.00** per person incl. 6% SST

Sabah & Sarawak

- **With Green Card: RM371.00** per person incl. 6% SST
 - **Without Green Card: RM424.00** per person incl. 6% SST
- (Fee inclusive of Course Material, Attendance Certificate, and Meals)

ONLINE

- **With Green Card: RM265.00** per person incl. 6% SST
- **Without Green Card: RM318.00** per person incl. 6% SST

CERTIFICATE

Participants will be issued a Certificate of Attendance/ Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

CIDB CCD Points

20 (for CIDB-Registered Companies)

REGISTRATION METHOD

1. **Online:** <https://zohlgroupp.com/mdc/cidb-registration/> **OR**
2. Download this brochure at: <https://zohlgroupp.com/mdc/cidb-brochure/> and fill up the required information. Then please **fax** to: 03.6279.0663
3. Or contact our office at: 03.6279.9276 / 013.398.1038

FACILITATOR

Alauddin Razali - has more than 23 years of experience in Business Coaching, Consultancy, Master Trainer, and Facilitator. He is one of the Senior Trainers with ZOHL Consultancy Sdn Bhd for the past 5 years. His primary responsibilities included business turnaround and entrepreneurship development with major emphasis in business model canvassing, business management, sales & marketing strategy, communication skills and upgrading of personal soft skills and working skills in the following sectors:

- GLC | MNC, and | Government Agencies.
- Since 2013, Alauddin has been trainer for Mindset Discovery Centre@ZOHL for their CIDB and HRDF training programs. Some of the programs include Effective Leadership & Supervisory Skills and Office Management. In addition, he has also conducted training programs for MARA, PUNB, INSKEN, AIM, and IPTAs. He was also involved in providing Soft Skills training for Khazanah SLIM-GREEN Program for 3 years and TalentCorp GEMS Program for 3 years on the following subjects:

- Mindset Transformation | Business Etiquette and Personal Grooming
- Leadership & Influence | Organizational Skills
- Time Management | Leadership & Supervisory Skills
- Team Building | Office Administration & Management
- Moment of Truth | Entrepreneurship
- Sales & Marketing Strategy | Business Model Canvassing
- Customer Service Excellence | Business Operations
- Business Coaching & Mentoring | Business Planning, and
- Interpersonal Communication Skills.

Alauddin served the Royal Malaysian Navy as Chief of the Boat and On-shore for about 16 years. Later, he built his own business related to engineering, IT and construction. He was also invited to appear in a local TV show on a program called 'Developing Negotiation Skills' in the year 2000.

Education:

- Engineering major from HMAS Nirimba, NSW, Sydney, Australia
- Royal Australian Navy: Nuclear, Biological, Chemical & Damage control Course
- BPMB: Executive Bumiputra Entrepreneur

*Note: Trainer availability is subject to change

REGISTRATION FORM

Participant : _____

Position : _____

IC No: _____

Note: please duplicate this page for multiple participants' registrations

Green Card No: _____ (only if it is applicable)

CIDB Grade G : _____ (only if it is applicable)

Training Date: _____

Training Venue: _____

Organization: _____

Address: _____

Contact Person: _____

Position: _____

Tel: _____

Fax: _____

Email: _____

Company Website: _____

PAYMENT

CASH: RM _____ **OR**

CHEQUE No: _____

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to plbk@zohlgroupp.com

*Please make your cheque payable to:

ZOHL Consultancy Sdn Bhd



Account No:
514392303373

Signature & Company Stamp

Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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Sebarang pertanyaan sila hubungi Cik Niesa
ZOHL Consultancy Sdn Bhd (332967-D) (SST ID:W10-1810-32000429)

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