

A woman in a dark blazer and blue top stands at the head of a conference table, pointing towards a screen. Two other people, a man and a woman, are seated at the table, looking towards her. The table is covered with papers, laptops, and glasses of water. The background shows a modern office with glass walls and a white pillar.

biluf

KAEDAH PEMBENTANGAN BERKESAN

26 - 27 JUN



TARIKH TUTUP PENDAFTARAN

10 Jun 2023

KESELURUHAN

Lazimnya, memiliki kemahiran komunikasi yang efektif merupakan salah satu kompetensi yang wajib dimiliki oleh setiap pekerja. Hal ini sangat signifikan bagi memastikan kelancaran urusan kerja, baik antara pihak atasan ataupun rakan sepejabat. Oleh yang demikian, program Kaedah Pembentangan Berkesan yang akan diadakan selama dua (2) hari bertujuan untuk memperbaiki mutu komunikasi peserta dalam menggunakan Bahasa Melayu standard sebagai wahana penyaluran informasi dan idea sesuai dengan konteks formal bagi mencapai kefahaman yang optimum. Justeru, dalam program ini para peserta akan diajarkan tentang konsep komunikasi yang efektif di tempat kerja secara retorik agar dapat menyampaikan maksud dengan yakin dalam pelbagai situasi profesional. Di samping itu, beberapa latihan atau aktiviti akan diberikan bagi mengaplikasikan kemahiran berkomunikasi lisan dan bukan lisan peserta selama program dijalankan.



METODOLOGI



Latihan bersemuka

PROGRAM INI SESUAI UNTUK SIAPA?

Program ini sesuai diikuti oleh pegawai dan kakitangan kerajaan mahupun swasta yang ingin memperbaiki dan mengasah kemahiran berkomunikasi dalam Bahasa Melayu standard dengan lebih efektif di tempat kerja. Ini akan menjamin keoptimuman penyaluran maklumat terutama dalam situasi-situasi formal

BUTIRAN PROGRAM

Tarikh	Masa
26 Jun 2023	8:30 am – 12:00 pm 1:30 pm – 5:00 pm
27 Jun 2023	8:30 am – 12:00 pm

**Tertakluk kepada perubahan
Sila rujuk www.bilif.com.bn untuk maklumat terkini**

MODUL

Modul 1	Konsep Komunikasi
Modul 2	Pengucapan Awam
Modul 3	Konflik dan Penyelesaian Konflik
Modul 4	Etika dan Etiket dalam Komunikasi
Modul 5	Perundingan
Modul 6	Komunikasi dalam Perspektif Islam

KETUA PROGRAM

DYG RABI'ATUL ADAWIYYAH BINTI HAJI HASSAN

Rabi'atul Adawiyah mempunyai sekurang-kurangnya lapan tahun pengalaman mengajar dalam bidang Bahasa Melayu dan kemahiran komunikasi. Beliau adalah graduan Universiti Brunei Darussalam dengan Ijazah Sarjana Muda Sastera khususnya dalam Bahasa Melayu dan Sarjana dalam Bahasa Melayu dan Linguistik. Dia mempunyai keupayaan untuk memahami struktur kedua-dua bahasa Melayu dan Inggeris, menjadikan dirinya seorang komunikator dwibahasa yang berkesan. Dalam kerjayanya di UBD, beliau telah mengajar modul seperti Bahasa Melayu Standard, Bahasa Melayu Akademik dan Kemahiran Komunikasi Strategik kepada pelajar tempatan dan membantu mereka dalam mengembangkan dan meningkatkan kemahiran mereka dalam komunikasi yang berkesan. Rabi'atul Adawiyah juga mempunyai beberapa pengalaman mengajar dalam program Perundingan Bahasa Melayu dengan pelajar antarabangsa dan ekspatriat dari Singapura, Brazil, India, dan Thailand.

KAEDAH PEMBENTANGAN BERKESAN

26 - 27 Jun 2023



To apply for the programme, please email your completed form to askseed@bilif.com.bn 10 Mei 2023

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$ 600.00	<input type="checkbox"/> \$ 600.00

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

APPROVING OFFICER

Name:	<input type="text"/>	Email:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>

Please email the invoice to:

Signature and Company's Stamp

Terms and conditions:

Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership. Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards especially in the areas of Islamic finance. All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and The Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain.

Over the past 10 years, BILIF has forged strategic partnerships with local and international organisations enabling us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators in the areas of Islamic finance and leadership. More recently, BILIF has also established partnerships with Bahrain Institute of Banking and Finance (BIBF) and The London Institute of Banking & Finance (LIBF), both with the objective of bringing more quality learning opportunities for our participants in the areas of banking and finance. BILIF has been honoured with multiple international awards and accolades: The "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022, "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards®, "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony and GIFA Excellence Award (Islamic Finance Training & Education) in 2022; The GIFA Excellence Award (Islamic Finance Training and Education) 2021 at the 11th Global Islamic Finance Awards (GIFA), the Award for "Contribution to Organisation" at the Asia HRD Awards in 2021; and the GIFA Excellence Award (Islamic Finance Training and Education) in 2019.

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687

Programmes
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Participants

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