

The Biluf logo is displayed in white serif font on a dark blue background. The letters 'i' and 'u' have dots above them, and the 'f' has a dot above it. Below the letters is a horizontal line with three dots in the center.

Biluf

A close-up photograph of two hands shaking in a firm grip. One hand is from a person with dark skin wearing a black suit jacket, and the other is from a person with light skin wearing a blue suit jacket. The background is blurred, showing other people in a professional setting.

ONBOARDING: EFFECTIVE ORGANISATIONAL SKILLS

18 OCTOBER 2023

A circular icon with a white exclamation mark on a dark background, indicating a warning or important notice.

DEADLINE TO REGISTER
18 September 2023

OVERVIEW

In this current environment, we are all busy, and sometimes it seems we do not have enough hours in the day to complete tasks, deadlines and projects. It can then eat into our home life, meaning we often end up stressed, or in worst case scenarios, unwell (both physically and mentally). The reason behind this is often how we work, day to day.

This 1-day Effective Organisational Skills training course has been developed for everyone in your organisation who may struggle with their own personal effectiveness. The training course will help participants build self-awareness and will highlight the important parts of working smarter and how to organize themselves better in order to achieve their end goals.

METHODOLOGY



Face-to-face training

WHO IS THIS PROGRAMME FOR?

- Newly hired employees to the company or organisation
- Any individual who is keen to improve their organisation skills

OBJECTIVES



APPRECIATE

the importance of being organised ;



UNDERSTAND

that urgent and important tasks aren't always the same thing;



MANAGE

their time better and their stress;



FOCUS

on the task in hand and not working in a scatter gun approach



LIMIT

procrastination to work smarter by having of their goals and what they want to achieve

PROGRAMME DETAILS

Date	Time
18 October 2023	8:30 am – 12:00 pm 1:30 pm – 5:00 pm

***Subject to change

Please refer to www.bilif.com.bn for the latest updates***

PROGRAMME OUTLINE

Modules	
Module 1 – Introduction To Organisation Skills	Module 4 – Time Management
Module 2 – Self Management and Personal Effectiveness	Module 5 – How to Stay Organised In the Workplace
Module 3 – Science To Productivity	Module 6 – How To Manage Stress

PROGRAMME LEADER

SITI ROZAINAH DATO YUNOS

Madam Siti Rozainah Dato Yunos has over 26 years of Senior Management and Leadership roles and experience in the service industries. She was a Departmental Manager for various functions with HSBC Brunei, the majority of which was on leading functions which have elements of customer service, customer experience and sales management. Her last role was as a Senior Manager in charge of the Customer Experience Management Division and Head of Customer Care with Telekom Brunei Berhad before deciding to go public as a Trainer, Facilitator and Consultant. She is the founder and the Managing Director of KnowledgeLine Training and Consultancy and the Principal Trainer, Facilitator and Consultant for the Company. Madam Rozainah has conducted several trainings for staff of JPKE, BDCB, Baiduri Bank Bhd, Insurance Islam TAIB and many others.

Madam Rozainah is a holder of the Executive Master of Management (in People Leadership) from Asia e University (AeU). She was also awarded the Certified Financial Planner from the Financial Planning Association of Singapore and certification on the Islamic Financial studies of “Fiqh Mu’amalat Professional Programme” from the Brunei Institute of Leadership & Islamic Finance (BILIF). She was also a Runners-up award recipient of the HSBC’s World Local Heroes Programme for the Asia-Pacific region.

ONBOARDING: EFFECTIVE ORGANISATIONAL SKILLS

■ 18 October 2023



To apply for the programme, please email your completed form to askseed@bilif.com.bn by 18 September 2023

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$ 500.00	<input type="checkbox"/> \$ 550.00

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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Events

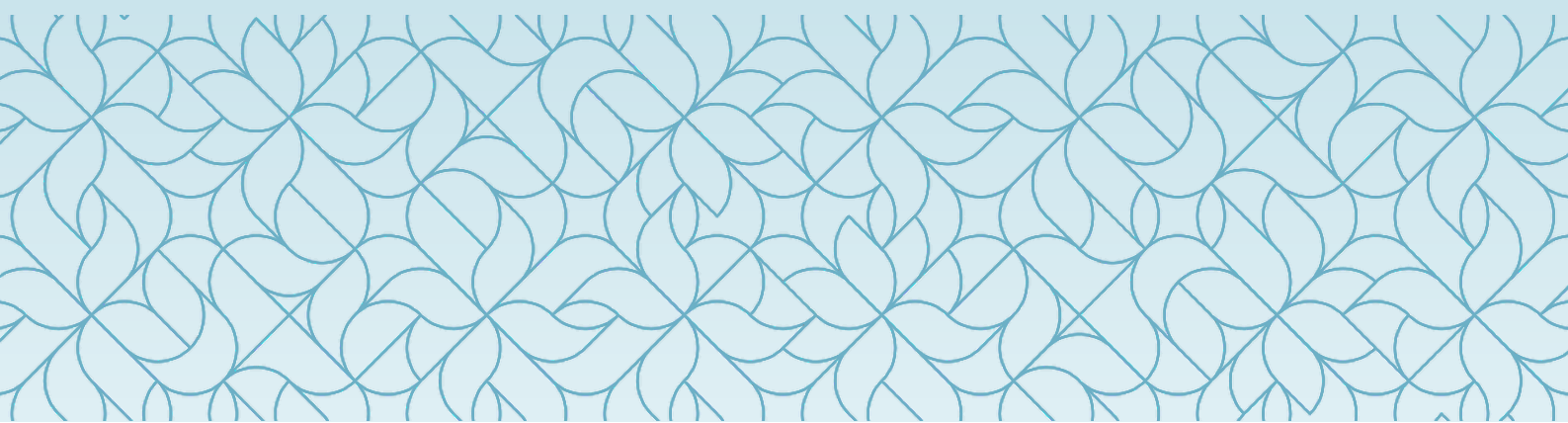
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Programmes
and Examinations

15,300+

Participants

INTERNATIONAL AWARD WINNING INSTITUTE





Discover our upcoming programmes and events

bilif.com.bn

Contact our Sales and Marketing Department
for any enquiries

askSEED@bilif.com.bn

*Alternatively, you can also whatsApp us at
+673 8271140 to learn more about our offerings*