



biluF

ONBOARDING: KEMAHIRAN PENULISAN LAPORAN

18 - 19 OKTOBER 2023

TARIKH TUTUP PENDAFTARAN

22 September 2023

KESELURUHAN

Pernahkah anda terfikir mengapa laporan sering ditolak dan mengelirukan atau mengapa pihak pengurusan atasan tidak tahu apa yang anda cuba sampaikan. Program ini meneroka alat yang diperlukan untuk menulis laporan teknikal yang berkesan.

Program ini bertujuan untuk memberi para peserta pengetahuan tentang cara membuat laporan teknikal yang bersesuaian dan berstruktur dengan menggunakan model SIS-PAV (Scenario> Impact> Solution> Proposal> Action> Value). Dengan menggunakan model ini, pembaca akan dapat memahami mesej dengan lebih baik dan jelas.

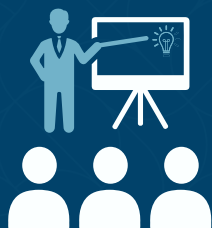
OBJEKTIF

Di penghujung program ini, peserta-peserta akan dapat manfaat seperti:

- Memahami pelbagai jenis laporan;
- Memahami kaedah menulis laporan dengan format yang bersesuaian;
- Penggunaan tajuk dan tatabahasa yang betul;
- Memahami reka bentuk visual;
- Memahami proses lengkap menulis laporan teknikal yang berkesan



METODOLOGI



Latihan bersemuka

PROGRAM INI SESUAI UNTUK SIAPA?

- Eksekutif
- Pengurus
- Pentadbir atau;
- kakitangan yang terlibat di dalam tugas penulisan laporan

BUTIRAN PROGRAM

Tarikh	Masa
18 - 19 Oktober 2023	8:30 pagi - 12:00 tengahari 1:30 petang - 5:00 petang

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

MODUL

4 SEPTEMBER 2023	5 SEPTEMBER 2023
<ul style="list-style-type: none">• Pengenalan• Ujian Pra-Kursus• Laporan Teknikal dan Bukan Teknikal• Merancang laporan anda• Laporan teknikal ringkas• Laporan teknikal berjadual• Ulangkaji	<ul style="list-style-type: none">• Laporan teknikal yang panjang• Kaedah SIS-PAV kepada format laporan yang berkesan• Reka bentuk visual• Sumber dan abstrak• Plagiat• Konvensyen penomboran• Latihan - Menulis laporan panjang• Rekap.• Ujian Pasca-Kursus

KETUA PROGRAM

SHARIF SHAMSUDIN

Sharif Shamsudin is a Senior Consultant and a Corporate Trainer. His expertise is Performance Improvement, Strategy, Quality and Leadership. He can also do soft skill and team building. Work Experience Prior to his retirement from TNB he has over 38 years' experience working from technical, administration, management and prior to his retirement was a senior trainer and consultant for Integrated Learning Solutions Sdn Bhd.

He has worked together with world renown consultants such as McKinsey, Boston Consulting Group and Renoir Consulting UK and local ones such as PA and Earns and Young as TNB internal consultant. Over the years he has collected these knowledges and experienced to developed over 20 Modules. He has also written manuals for 5S, Best Practices using Malcolm Baldrige Quality Model and Performance Coaching Manual. He was instrumental in promoting Quality Control Circle (QCC) and 5S throughout Tenaga Nasional Berhad (TNB) and has helped dozens of QCC and 5S teams in TNB and some of them winning national and international accolades. He was also fortunate to have the opportunity to assist dozens of QCC teams from HRDF and PERKESO and helped them excel to be among the top team in the country and competed at international quality conventions. Apart from Performance, Leadership and Strategy his other area of expertise is Quality. He was trained by Toyota Production System Experts in Osaka, Japan. Prior to his retirement from TNB he has successfully coordinated Performance Conversation aka Coaching to a few thousands staff throughout the organisation.

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To apply for the programme, please email your completed form to askseed@bilif.com.bn 22 September 2023.

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$ 900.00	<input type="checkbox"/> \$ 970.00

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

687

Programmes
and Examinations

15,300+

Participants

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for any enquiries

askSEED@bilif.com.bn

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