

Mohd Amirul Kasyful Nur bin Zulkifli

From: Unit Komunikasi Korporat
Sent: 05 April 2017 9:33
To: UUM - All Staff
Subject: HI-TEA SEMINAR | SECRETARY'S DAY

Importance: High



Unit Komunikasi Korporat
CORPORATE COMMUNICATION UNIT
Universiti Utara Malaysia

5 APRIL 2017 / 8 REJAB 1438H
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"UUM : UNIVERSITI PENGURUSAN TERKEMUKA"
(THE EMINENT MANAGEMENT UNIVERSITY)

UUM ONLINE: Berikut disertakan maklumat berkaitan **Hi-Tea Seminar**.

25TH Silver Jubilee **HI-TEA SEMINAR** **RM70 / PERSON**

Secretary's Day
SECRETARIES:
ROCK YOUR ROLE

SPECIAL APPEARANCE:
DATUK DR. TENGKU NAUFAL TENGKU MANSOR

20 APRIL 2017 (THURSDAY) | 2:30 P.M. - 5:00 P.M.
EDC HOTELS & RESORTS, UUM SINTOK

FOR ANY INFORMATION OR REGISTRATION, PLEASE DO NOT HESITATE TO CONTACT:
604-9283551
604-9285301
hasnita@uum.edu.my
noordalilah@uum.edu.my
604-9283552
604-9285310

SPEAKER

**Datuk Dr. Tengku Naufal
Tengku Mansor (PMW)**



- He is an authorized and official certified facilitator of HumaNext, New Jersey USA in Applying Emotional Intelligence (EQ) at Work; Critical Conversations; and Creativity & Innovation at Work. Recently, Dr. Tengku Naufal is a Certified Kirkpatrick's Training Effectiveness Analysis (TEA) Consultant/Trainer (Bronze Level).
- He is currently a frequent guest speaker for the legal literacy training and empowerment programmes for women organized by the Ministry of Women, Family and Community Development of Malaysia, capacity of which allowing him to appear as speaker in ASTRO's 'Primadona', TV3's 'Wanita Hari Ini' and RTM 1's 'Respons'. Datuk Dr. Tengku Naufal was one of the recipients of the Malaysian Prime Minister's 'Respek Wanita' Award during the National Women's Day Celebration, 2013 and he was also appointed as 'Rakan Wasatiyyah' by Institut Wasatiyyah Malaysia in 2015.

REGISTRATION

NAME:
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PHONE. NO.:
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TENTATIVE

2:00 P.M. Registration

2:30 P.M. Talk by YBhg. Datuk Dr. Tengku Naufal
Tengku Mansor
Secretaries: Rock Your Role

4:30 P.M. Hi-tea

5:00 P.M. Dismiss



OBJECTIVES

- 01 Be an excellent Secretary in both career and personal life
- 02 Find out the motivating forces behind every person and learning how to speak the language that is engaging enough to influence and inspire your listener
- 03 Deal with challenges / obstacles and how to break through the challenges

AUTHORIZATION

NAME:
DESIGNATION:
PHONE. NO.:
FAX NO.:
SIGNATURE:

Official Stamp

Payment can be made through Cash/Cheque/Bank Draft/LPO to:
Account Name: PERSATUAN SETIAUSAHA (SETIA)
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Address to:
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c/o
School of Government
UUM COLGIS
Universiti Utara Malaysia
06010 UUM Sintok
(Attn: Madam Zarina Ilias / inal075@uum.edu.my)
BEFORE 6 APRIL 2017

* You also need to bring the original payment slip during the registration. You are required to show the proof of payment to the secretariat on the registration day.

CANCELLATION POLICY

Conference registrants cancelling their registration on or before 1 April 2017 will receive a refund of the registration fee. Please note: No refunds will be given after 1 April 2017. Written requests for cancellation must be emailed to inal075@uum.edu.my

DARIPADA:
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