



**MALAYSIAN INSTITUTE OF MANAGEMENT**  
Institut Pengurusan Malaysia

# MIM OPEN ENROLMENT PROGRAMME CALENDAR 2017



ENGAGING **MINDS** • SHAPING **FUTURES**

[www.mim.org.my](http://www.mim.org.my)

# About Malaysian Institute of Management



**MALAYSIAN INSTITUTE OF MANAGEMENT**

Institut Pengurusan Malaysia

The Malaysian Institute of Management (MIM) has been an integral part of human capital development in Malaysia for the last five decades, having been established in 1966.

Through industry-led professional development programmes, MIM has helped people develop their competencies, improve their performances and embrace changes to drive success in their career and respective organisations/industries.

We take pride in having nurtured and supported thousands of executives, managers and leaders through our learning and development programmes, membership services and signature events.

To continuously support your professional development, we offer you a suite of open enrolment programmes based on our Competency Development Framework at Personal, People, Business and Organisational levels.

## MIM Competency Development Framework<sup>®</sup> Accelerating People, Business And Organisation Growth





# PERSONAL COMPETENCY

PROGRAMME	DAY/S	LEVEL	RM	RM	Q1	Q2	Q3	Q4
			MEMBER	NON MEMBER				
<b>Communication</b>								
Practical English for Frontliners	2	EXE	1280	1370	16-17 Feb	7-8 June	11-12 Sept	
Effective Business Writing Skills	2	FL	1470	1770	16-17 Jan		10-11 July	22-23 Nov
Presentations Made Easy	1	FL	750	900	11 Jan	14 Apr		
Advanced Presentation Skills for Leaders and Managers	1	ML	900	1040	23 Feb	20 June		23 Oct
Communication Excellence with NLP	2	FL/ML	1620	1950	18-19 Jan		19-20 July	2-3 Oct
Results Driven Communication and Influencing Skills	2	FL	1470	1770	6-7 Mar		19-20 Sept	
Managing Meetings Effectively	1	FL	750	900		13 Apr		2 Nov
Listening and Questioning Skills for Effective Communication	1	EXE/FL	700	800		15 June		24 Oct
Strategic Negotiation for Effective Results	2	ML	1710	2080			13-14 July	13-14 Nov
<b>Personal Development / Professional Development</b>								
Dynamic Personal Development	2	EXE	1280	1370	12-13 Jan	18-19 May	11-12 Sept	
Building Self Confidence	2	EXE	1280	1370		15-16 May	28-29 Sept	
Engage and Energise Yourself at Work	2	EXE	1280	1370	8-9 Mar		20-21 July	12-13 Oct
Emotional Intelligence (EQ) for Personal and Workplace Success	2	FL	1470	1770	18-19 Jan		3-4 Aug	18-19 Dec
Understanding and Applying Personality Profiling	1	FL	750	900		12 June	20 Sept	
Assertiveness Skills for Leaders	2	FL/ML	1620	1950	22-23 Mar		12-13 Sept	
<b>Personal Effectiveness</b>								
Time Management & Personal Effectiveness	2	FL	1470	1770	20-21 Feb		7-8 Aug	9-10 Oct
Developing Professional Skills For Executives	2	EXE	1280	1370	6-7 Mar	18-19 May		27-28 Nov
Business Etiquette and Grooming for Executives	1	EXE	640	700	24 Feb	18 Apr		
Stress Management for Resilience	1	EXE/FL	700	800	12 Jan		12 July	
Managing Multiple Tasks and Work Priorities	1	EXE	640	700		22 May		27 Nov
<b>Creativity, Innovation and Problem Solving</b>								
Organising Your Ideas for Work Improvement	2	EXE	1280	1370	16-17 Feb		9-10 Aug	
Effective Problem Solving and Decision Making	2	EXE	1280	1370		25-26 Apr	27-28 July	27-28 Nov
Enhancing Analytical & Creative Thinking Skills	2	ML	1710	2080	12-13 Jan	17-18 May		12-13 Dec

EXE Executive/Supervisory

FL First level /Emerging /New Managers

ML Middle Level Managers

SL Senior Level Managers



**Plan and Book Now** to Enjoy our Attractive Early Bird and Group Booking Incentives



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# PEOPLE MANAGEMENT AND LEADERSHIP COMPETENCY

PROGRAMME	DAY/S	LEVEL	RM	RM	Q1	Q2	Q3	Q4
			MEMBER	NON MEMBER				
<b>Team Management</b>								
Management Fundamentals for Emerging Leaders	2	FL	1470	1770			27-28 July	6-7 Dec
Towards Supervisory Excellence	2	FL	1470	1770		3-4 Apr	28-29 Sept	9-10 Nov
Effective Middle Management	2	FL	1470	1770	30-31 Mar		17-18 July	11-12 Oct
Essential Managerial Skills for New Managers	2	FL	1470	1770		15-16 May	17-18 Aug	11-12 Dec
Team Dynamics using NLP for Managers	2	FL	1470	1770			16-17 Aug	4-5 Dec
7 Strategies for Building High Performance Team	2	ML	1710	2080		19-20 Apr	6-7 Sept	
Team Empowerment for Managers	2	FL	1470	1770		17-18 May		4-5 Oct
<b>Leadership</b>								
Leadership Skills for Emerging Leaders	2	FL	1470	1770	1-2 Mar		24-25 Aug	
Coaching to Engage for Senior Managers	2	ML	1710	2080		17-18 Apr		26-27 Oct
Creative Leadership Competencies for Excellence	2	FL/ML	1620	1950			10-11 July	6-7 Dec
Leading Creative Culture at Workplace	2	ML	1710	2080			3-4 Aug	
Inclusive Leadership for Leaders and Managers	2	FL/ML	1620	1950		19-20 June		15-16 Nov



# BUSINESS MANAGEMENT COMPETENCY

<b>Talent Management and Development</b>								
Competency Based Talent Acquisition & Retention	2	FL/ML	1620	1950			13-14 July	
Behavioural Interview Skills for New Managers	2	FL	1470	1770		5-6 Apr		8-9 Nov
Managing Under Performance and Execution of Performance Improvement Plan (PIP)	2	FL/ML	1620	1950			24-25 July	
Developing and Managing KPIs for New Managers	2	FL	1470	1770			23-24 Aug	31 Oct
Competency Based Learning and Development	2	FL/ML	1620	1950	28-29 Mar			20-21 Nov
<b>Finance</b>								
Finance for Non-Finance Executives	2	EXE	1280	1370		22-23 May	12-13 Sept	
Effective Cash Flow Management for Emerging and New Managers	2	FL/ML	1620	1950	27-28 Mar			23-24 Oct
Finance For Non-Finance Managers	2	ML	1710	2080	20-21 Feb	3-4 May	1-2 Aug	22-23 Nov
Developing Financial and Business Skills Using Board Game	1	EXE/FL	700	800		5 Apr		6 Nov

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# BUSINESS MANAGEMENT COMPETENCY

PROGRAMME	DAY/S	LEVEL	RM	RM	Q1	Q2	Q3	Q4
			MEMBER	NON MEMBER				
<b>Marketing</b>								
Marketing for New and Non Marketers	2	FL	1470	1770	14-15 Feb			6-7 Nov
Tools and Techniques for Marketing Planning	1	FL	800	1000			31 July	5 Oct
Strategic Marketing For Business Success	2	FL/ML	1620	1950		24-25 Apr	16-17 Aug	11-12 Dec
Digital Marketing Strategies	2	FL/ML	1620	1950			17-18 July	23-24 Nov
Building Customer Relationship	1	FL/ML	800	1000	11 Jan		8 Sept	
The Power of Branding	1	FL/ML	800	1000	22 Mar		12 July	
<b>Sales</b>								
Maximising Selling Using NLP	2	FL	1470	1770	18-19 Jan			1-2 Nov
Consultative Selling Strategies	2	EXE	1280	1370		20-21 Feb		1-2 Aug
Sales Engagement Tools and Techniques	1	EXE	640	700		17 Apr	26 July	
Strategic Key Account Management	2	ML	1710	2080		16-17 May		30-31 Oct
<b>Customer Service</b>								
Mastering Customer Service Excellence	2	FL	1470	1770	20-21 Feb	7-8 June	11-12 Sept	
Customer Service Blueprinting	2	ML	1710	2080		12-13 June		25-26 Oct
<b>Supply Chain Management and Logistics</b>								
Supply Chain Management and Logistics	2	FL	1470	1770	22-23 Mar			22-23 Nov
<b>Project Management</b>								
Project Management For Beginners	2	EXE/FL	1410	1510	20-21 Mar		24-25 July	13-14 Dec
Successful Project Management	4	FL/ML	3170	3500		10-13 Apr	14-17 Aug	13-16 Nov
Essential Tools and Techniques for Project Management	1	FL/ML	800	1000		15 May	7 Sept	
<b>Quality Management &amp; Productivity Improvement</b>								
Fundamentals of Quality Management	2	EXE	1280	1370	8-9 Mar		7-8 Aug	
Innovative Management & Planning Tools for Productivity Improvement	2	ML	1710	2080		19-20 Apr		25-26 Oct

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# ORGANISATIONAL DEVELOPMENT COMPETENCY

PROGRAMME	DAY/S	LEVEL	RM	RM	Q1	Q2	Q3	Q4
			MEMBER	NON MEMBER				
Tools and Techniques for Strategic Planning	1	ML	1710	2080		6-Apr	8-Sep	
Results Driven Strategic & Business Planning	2	ML	1710	2080		26-27 Apr		8-9 Nov
Strategic Risk Management	2	FL	1470	1770		12-13 June		12-13 Dec
Managing Change- 7 Step Change Model	2	FL/ML	1620	1950	1-2 Mar		26-27 Sep	
Challenge The Process	2	ML	1710	2080		14-15 June		10-11 Oct
Design Thinking for Managers	2	ML	1710	2080		6-7 June	12-13 Sept	
Facilitation Skills for Managers	2	FL/ML	1620	1950			26-27 Sept	18-19 Dec
Job of General Manager	5	SL	6500	6500		15-17 May & 22-23 May		2-4 Oct & 9-10 Oct

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## PROFESSIONAL CERTIFICATION PROGRAMMES

MIM Certified Professional Trainer (MIM-CPT™)	Mar & Nov
MIM Certified Professional Coach (MIM-CPC)	Feb & July
MIM Certified Professional Entrepreneur (MIM-CPE)	Apr & Aug
MIM Certified Project Management Professional (MIM-CPMP)	Mar & Oct
MIM SME Senior Management Development Programme (MIM-SMDP)	Mar & Nov
Advanced Diploma of Leadership and Management (BSB61015) from Australia	Mar, July & Oct
Diploma of Leadership and Management (BSB51915) from Australia	Mar, July & Oct
Diploma of Business (BSB50215) from Australia	Mar, July & Oct
Diploma in Organisational Change and Management from Australia	Online Programme
MIM Professional Certificate in Corporate Governance (MIM-PCCG)	Please Call for Intake Dates
MIM Halal Leadership Certification Programme (MIM-HLCP)	Please Call for Intake Dates
MIM Women In Leadership Programme (MIM-WLP)	Please Call for Intake Dates
Six Sigma Certification Programmes	Please Call for Intake Dates

Key Strategic Partners



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# Why MIM?

## Trusted Brand -

National Management Institute and Member of AAMO (Asian Association of Management Organisations)



Expertise –  
**50 years**  
in Learning and  
Development

Industry  
**Experienced**  
Facilitators



More than  
**75,000**  
professionals trained  
through Open Enrolment  
Programmes since 1966

**Wide choices**  
of short courses and  
certification programmes



## Membership benefits

that includes free CPD  
talks, MIM Direct and  
special rates for MIM  
programmes and events





**MALYSIAN INSTITUTE OF MANAGEMENT**  
Institut Pengurusan Malaysia

Member:



*Asian Association of Management Organisations*

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