



MALAYSIAN INSTITUTE OF MANAGEMENT
Institut Pengurusan Malaysia

MIM OPEN ENROLMENT

PROGRAMME CALENDAR

2018



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

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[©] Accelerating People, Business And Organisation Growth





PERSONAL COMPETENCY

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



Can't find the programme you need? We can tailor a programme based on your target learning outcomes. Please contact our OE Programme Consultants at 603-77112888 or email us at enquiries@mim.org.my



PEOPLE MANAGEMENT AND LEADERSHIP COMPETENCY

PROGRAMME	DAY/S	LEVEL	RM	RM	Q1	Q2	Q3	Q4
			MEMBER	NON MEMBER				
Team Management								
Towards Supervisory Excellence	2	FL	1470	1770		5-6 Apr	18-19 Sept	13-14 Nov
Effective Middle Management	2	FL	1470	1770	27-28 Mar		17-18 July	10-11 Oct
Essential Managerial Skills for New Managers	2	FL	1470	1770		23-24 May	15-16 Aug	17-18 Dec
Team Dynamics using NLP for Managers	2	FL	1470	1770			15-16 Aug	3-4 Dec
7 Strategies for Building High Performance Team	2	ML	1710	2080		18-19 Apr	5-6 Sept	
High-Impact Manager	2	FL	1470	1770		17-18 Apr		1-2 Oct
Leadership								
Leadership Skills for Emerging Leaders	2	FL	1470	1770	5-6 Mar		28-29 Aug	
Coaching & Mentoring Skills	2	FL/ML	1620	1950		17-18 Apr	28-29 Aug	13-14 Nov
New Paradigm & Breakthrough Leadership	3	FL/ML	2200	2600		24-25 Apr		30-31 Oct
Creative Leadership Competencies for Excellence	2	FL/ML	1620	1950			9-10 July	5-6 Dec
Inclusive Leadership for Leaders and Managers	2	FL/ML	1620	1950		27-28 June		14-16 Nov



BUSINESS MANAGEMENT COMPETENCY

Talent Management and Development								
Developing and Managing KPIs for New Managers	2	FL	1470	1770			16-18 Aug	30-31 Oct
Competency Based Learning and Development	2	FL/ML	1620	1950	28-29 Mar		27-28 Aug	
Finance								
Finance for Non-Finance Executives	2	EXE	1280	1370		22-23 May	18-19 Sept	
Effective Cash Flow Management for Emerging and New Managers	2	FL/ML	1620	1950	28-29 Mar			24-25 Oct
Finance For Non-Finance Managers	2	ML	1710	2080	27-28 Feb	8-9 May	1-2 Aug	22-23 Nov
Developing Financial and Business Skills Using a Board Simulation	1	EXE/FL	700	800		5 Apr		13 Nov
Marketing								
Strategic Marketing For Business Success	2	FL/ML	1620	1950		24-25 Apr	15-16 Aug	18-19 Dec
Digital Marketing Strategies	2	FL/ML	1620	1950			17-18 July	22-23 Nov
New Age Marketing Strategies	2	FL	1470	1770	13-14 Mar		18-19 Sept	

EXE Executive/Supervisory FL First level /Emerging /New Managers ML Middle Level Managers SL Senior Level Managers

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BUSINESS MANAGEMENT COMPETENCY

PROGRAMME	DAY/S	LEVEL	RM	RM	Q1	Q2	Q3	Q4
			MEMBER	NON MEMBER				
Sales								
Maximising Selling Using NLP	2	FL	1470	1770	24-25 Jan			14-15 Nov
Consultative & Relationship Based Selling	2	FL	1470	1770	27-28 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		23-24 May		30-31 Oct
Customer Service								
Mastering Customer Service Excellence	2	FL	1470	1770	27-28 Feb	6-7 June	18-19 Sept	
Supply Chain Management and Logistics								
Supply Chain Management and Logistics	2	FL	1470	1770	22-23 Mar			28-29 Nov
Negotiation Skills for Purchasers	2	FL/ML	1620	1950		19-20 Apr		18-19 Oct
Procurement & Cost Reduction Management	2	FL/ML	1620	1950		10-11 May		22-23 Nov
Project Management								
Project Management For Beginners	2	EXE/FL	1410	1510	20-21 Mar		24-25 July	19-20 Dec
Successful Project Management	4	FL/ML	3170	3500		9-12 Apr	13-16 Aug	12-15 Nov
Quality Management & Productivity Improvement								
Fundamentals of Quality Management	2	EXE	1280	1370	8-9 Mar		6-7 Aug	
Innovative Management & Planning Tools for Productivity Improvement	2	ML	1710	2080		18-19 Apr		25-26 Oct
Utilizing Microsoft Excel in Human Resources Management	2	FL/ML	1620	1950	7-8 Mar	6-7 June	5-6 Sept	
Utilizing Microsoft Excel in Sales & Marketing for Data Analysis	2	FL/ML	1620	1950	19-20 Mar	27-28 June	19-20 Sept	
Mastering Presentation Techniques Using Excel Charts & PowerPoint	2	FL/ML	1620	1950		4-5 Apr	4-5 July	10-11 Oct



ORGANISATIONAL DEVELOPMENT COMPETENCY

PROGRAMME	DAY/S	LEVEL	RM	RM	Q1	Q2	Q3	Q4
			MEMBER	NON MEMBER				
Strategic Thinking, Strategy Development & Execution	2	SL	2500	2800		24-25 Apr		8-9 Oct
Strategic Risk Management	2	FL	1470	1770		27-28 June		17-18 Dec
Design Thinking for Managers	2	SL	2500	2800		6-7 June	19-20 Sept	
Job of General Manager	5	SL	6500	6500		25-29 June		22-26 Oct

EXE Executive/Supervisory **FL** First level /Emerging /New Managers **ML** Middle Level Managers **SL** Senior Level Managers

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PROFESSIONAL CERTIFICATION PROGRAMMES

LEADERSHIP AND MANAGEMENT

BSB42015 Certificate IV in Leadership and Management (Australia)

BSB51915 Diploma of Leadership and Management (Australia)

BSB61015 Advanced Diploma of Leadership and Management (Australia)

MIM SME Senior Management Development Programme

MIM Women In Leadership Programme

BUSINESS MANAGEMENT & ORGANISATIONAL DEVELOPMENT

BSB40215 Certificate IV in Business (Australia)

BSB50215 Diploma of Business (Australia)

SIR40316 Certificate IV in Retail Management (Australia)

SIR50116 Diploma of Retail Leadership (Australia)

BSB41015 Certificate IV in Human Resources (Australia)

BSB50615 Diploma of Human Resources (Australia)

BSB40315 Certificate IV in Customer Engagement (Australia)

BSB50315 Diploma of Customer Engagement (Australia)

BSB41515 Certificate IV in Project Management Practice (Australia)

BSB51415 Diploma of Project Management (Australia)

Diploma in Organisational Change and Management (Online Programme) (Australia)

HR Certification Programme (USA)

MIM Halal Certification Programmes

MIM Certified Professional Entrepreneur (MIM-CPE™)

CORPORATE GOVERNANCE AND COMPLIANCE

Certificate in Corporate Governance (Switzerland)

Certificate in Compliance (Switzerland)

Certificate in Anti-Corruption Compliance (Switzerland)

Diploma in Corporate Governance and Compliance (Switzerland)

LEARNING AND DEVELOPMENT

MIM Train The Trainer (HRDF Approved)

MIM Certified Professional Trainer (MIM-CPT™)

MIM Certified Professional Coach (MIM-CPC)

Advanced Diploma in Teaching, Training & Assessing Learning (UK)

Diploma in Coaching and Mentoring (UK)

ICT AND DIGITAL TECHNOLOGIES

Enterprise Architecture Certification Programme (USA)

Big Data Certification Programmes (USA)

Cyber Security Programmes (USA)

Agile Certification Programmes (USA)

Fintech Programmes (USA)

Please call MIM Professional Certification Department at 603-77112888 or email pec@mim.org.my for programme details and intake dates

Why MIM?

Trusted Brand -

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



Expertise –
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Development

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Experienced
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MALAYSIAN INSTITUTE OF MANAGEMENT
Institut Pengurusan Malaysia

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