

MIA WEBINAR SERIES

MINDSHIFT: 30 Principles to Become a High-Performer at the Workplace

You will receive a
Complimentary **Project
Management Template**
and the **Mindshift
workbook** that can be
used in your organisation.

10 & 11 February 2022 (Thursday & Friday), 9.00 am – 1.15 pm
23 & 24 March 2022 (Wednesday & Thursday), 9.00 am – 1.15 pm

An effective workplace starts with each individual member working in a positive and constructive manner. This programme will show you how to execute tasks effectively by applying the necessary skills, tools, and a proper mindset. Explore your inner being to gain a proper perspective on time, relationships, and emotion, and develop strong interpersonal skills to collaborate and manage others.

OBJECTIVES

This programme seek to help you:

- Get equipped with the necessary tools and shift your mindset to become a high-performer at work
- Acquire the essential soft skills to thrive at different levels
- Prepare to transition and move up the corporate ladder

WHO SHOULD ATTEND

- Accountants
- Professionals
- Executives & Managers
- Administrators
- Junior Staff

METHODOLOGY

A highly interactive learning session with trainer/speaker-led facilitation, live Q&As, quick polls/surveys, self-assessment quizzes and participant's feedback on learning outcome achievement.

PROGRAMME OUTLINE

DAY 1

8.30 am – 9.00 am	Participants login to join the webinar
9.00 am – 11.00 am	Session 1: Managing Task <ul style="list-style-type: none"> > MECE concept > Project management + Tools > Understanding business rhythms > Innovation models > Problem solving methods > Managing scope of work > Dealing with procrastination > Applying the concept of the Eisenhower Matrix > Setting KPIs
11.00 am – 11.15 am	Break
11.15 am – 1.15 pm	Session 2: Managing Self <ul style="list-style-type: none"> > Adopting a growth mindset > Managing emotion > Exploring personal gifts > Understanding personalities > Managing time > Structuring knowledge > Building confidence > Managing personal relationships
1.15 pm	End of Day 1

DAY 2

8.30 am – 9.00 am	Participants login to join the webinar
9.00 am – 11.00 am	Session 1: Managing Others <ul style="list-style-type: none"> > Developing listening skills > Creating conversation > Enhancing negotiation skills > Managing expectations > STAR method of thought processes > Managing power dynamics & team politics > Developing leadership > Building trust in a team
11.00 am – 11.15 am	Break
11.15 am – 1.15 pm	Session 2: Connecting the Dots <ul style="list-style-type: none"> > LinkedIn powered career building > Stoicism @ work > Planning for life & career
	Q&A Session
1.15 pm	End of Webinar

NOTE: The order of topics to be covered may be revised at the trainer/speaker's discretion.

Mindshift: 30 Principles to Become a High-Performer at the Workplace

With immediate effect, enrolment for all CPE programmes will be

STRICTLY VIA ONLINE REGISTRATION ONLY

REGISTRATION PROCESS

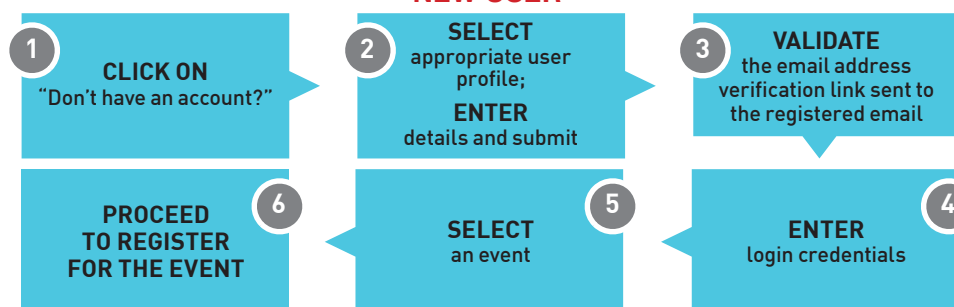


- To view more events and download the full brochure, please visit: pd.mia.org.my
- Search and select the event
- Click 'Register' to experience the new system by continuing with the respective steps below:

EXISTING USER



NEW USER



For any assistance, please call (8.45am-5.30pm, Monday-Friday)

MIA Help Desk @ 603-2722 9000

TERMS & CONDITIONS FOR WEBINARS

WEBINAR FEE

- Fee is payable to MALAYSIAN INSTITUTE OF ACCOUNTANTS
- For selected webinars, the fee includes e-materials.
 - Individual Registration:** Full payment shall be made at the point of online registration.
 - Corporate Registration:** Full payment shall be made within thirty (30) days from the date of the Invoice or 1 day before the webinar, whichever earlier.
- Access to join the webinar shall be granted only upon full payment as per the above requirement.

WEBINAR ACCESS LINK

- The Access Link will be emailed at least 24-hours before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.

PAYMENT MODE

- Payment must be made through the **electronic channels i.e. online payment via the MIA member service portal and electronic fund transfer (EFT).**
- Payment by **cash and cheque is NOT ACCEPTABLE** effective from 1 January 2022.

CANCELLATION

Should the participant decide to cancel his/her enrolment, a cancellation policy shall be applied as follows:

- For written cancellation received with minimum seven (7) days' notice from the date of the webinar, no penalties will be imposed and full refund will be made to participants who have paid.
- For written cancellation received less than seven (7) days from the date of the webinar, an administrative charge of 20% of the registration fee will be imposed. Unpaid registrations will also be liable for a 20% administrative charge.
- No refunds will be made for written cancellations received on the day of the webinar or for participants who failed to join the webinar. Unpaid registrations will also be liable for full payment of the registration fee.
- Replacing registered participants is not allowed.
- Paid registration that is cancelled can opt to transfer the paid amount to future event(s) after deducting any applicable administrative charges.
- The transfer request to future event(s) should be confirmed by Corporate/Individual within three (3) days after cancellation otherwise the cancellation will be confirmed with refund action. Transfer request will not be entertained after the refund is processed.
- Corporate/Individual is required to top-up the balance amount if the amount to be transferred to the future event is insufficient.
- Any excess amount after transfer will be refunded to the Corporate/Individual's bank account as provided in the EFT form.
- Corporate/Individual is required to provide the EFT form each time when a refund is requested.

PARTICIPANT'S CLASSIFICATION AND INFORMATION

Category: Corporate/Individual

- Please select the participant classification carefully as it determines the fee payable. No alteration will be allowed upon registration.
- The information on Corporate/Individual provided shall be deemed true and correct. No alteration will be allowed upon registration.

METHODOLOGY, CERTIFICATE OF ATTENDANCE AND CPE CREDIT HOURS

- Live Q&As, quick polls/surveys will be carried out throughout the

webinar.

- For selected webinars, pre and/or post course materials will be shared with participants.
- Self-assessment quizzes at the beginning as well as at end of the webinar will be given to enable participants to self-evaluate themselves on their learning performance and level of understanding of the programme content.
- Participants will be issued with an e-certificate of attendance and awarded CPE credit hours upon strict compliance of the following terms:**
 - Remain logged in at least 80% of the time allocated for the webinar.
 - Submit the post-course evaluation on learning outcome within 3 days after the completion of the webinar (late submission of the post-course evaluation will not be entertained).
- CPE credit hours will be credited into the MIA Member Services Portal within 14 days of the webinar for participants who have complied with all terms and conditions stipulated herein.
- Listening to pre-recorded webinar and/or reading from past webinar e-material shall not qualify as structured CPE credit hours.

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DATA PROTECTION

Information given by the participants to MIA is true, accurate and to the best of their knowledge. The participants have read and agreed with the Privacy Notice as stated on MIA's official website and therefore, allow MIA to collect, process, store and use the participants' data other than what is provided under the Personal Data Protection Act 2010.

EXCLUSION OF LIABILITY

This webinar shall not constitute an endorsement of the speaker(s) by MIA and MIA shall not be liable for whatsoever circumstances arising from any engagement between the speaker(s) and the webinar's participants.

DISCLAIMER

Malaysian Institute of Accountants (MIA) reserves the right to change the speaker(s), date(s), time(s) and to cancel the webinar should circumstances beyond its control arise. MIA shall not be responsible for any costs, damages or losses incurred by the participant due to the changes and/or cancellation. MIA also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon registering, you are deemed to have read and accepted the terms and conditions herein.

FACILITATOR

JOSHUA CHAN ZHI HOE C.A. (M), MIA, MBA

Joshua Chan is the Managing Consultant at Red Ascend Consultancy, Co Founder of InspiresMe and the Finance Advisor for various companies which includes Newswav, YYC Group, Esports Business Network & Salty News Network.

He has diverse experience in both highly regulated (EY, YYC Group & Emery Oleochemicals) as well as innovative industries (iflix, Newswav & InspiresMe). He was instrumental in building the finance operations at Newswav and iflix where he managed finance operation, treasury management and had successfully led in multiple funding rounds for both startups. His area of expertise includes Strategy, Finance, Personal Development and Microsoft Productivity tools.

Joshua is a Chartered Accountant of the Malaysian Institute of Accountants and holds an MBA from University of Strathclyde

WEBINAR FEES

Member/Member Firm	RM 530
Non-member	RM 690

Preferred Payment: Pay with MIA-CIMB Affinity Credit Card.

WEBINAR DETAILS & REGISTRATION

10 & 11 February 2022 (Thursday & Friday)
23 & 24 March 2022 (Wednesday & Thursday)

Session 1 : 9.00 am – 11.00 am

Session 2 : 11.15 am – 1.15 pm

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