



MAICSA
Leading Governance™



CPE TRAINING CALENDAR 2012

STAYING CONNECTED WITH MAICSA'S CONTINUING PROFESSIONAL EDUCATION (CPE) OF MAICSA

Corporate excellence demands competent and comprehensive knowledge and skills. At MAICSA, we believe that staying connected with continuous professional education is vital in the pursuit of corporate excellence. The Institute offers a wide range of programmes which include company secretarial practice, corporate law, corporate governance, finance, corporate administration, taxation, communications, leadership, management, human resource as well as personal development topics. These programmes are presented as chat sessions, forums, dialogues, seminars, workshops and high-level conferences.

They are designed not only to enhance and improve your job knowledge and skills but also allow you to maintain a higher level of professionalism in the technical and managerial aspects. We draw on more than 50 years of experience to ensure that the seminar contents are up-to-date and conducted by qualified facilitators who provide practical application to workplace requirements and prepare participants to meet the challenges of the dynamic corporate environment.

Staying connected with MAICSA CPE is the way forward for you.

PROFILE OF MAICSA

The Institute of Chartered Secretaries and Administrators (ICSA) is the professional body for Chartered Secretaries and Administrators in the United Kingdom and throughout the world. Formed in 1902, the Institute today has about 35,000 members and 20,000 students in over 70 countries. The Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) was founded in 1959 as an affiliated body to ICSA. Today, MAICSA is the leading professional body for corporate secretaries in Malaysia. The Government has gazetted MAICSA as a prescribed body under Section 139(A) of the Companies Act 1965. In tandem with its mission of developing good corporate professionals, MAICSA is committed to maintaining the highest standard of integrity and ethical values within the corporate secretarial profession. MAICSA also acts as a change catalyst in the corporate arena, participating actively in the enhancement of corporate governance. It has been championing best practices in Corporate Governance and educating the Malaysian Corporate Sector on its importance.

Currently, MAICSA has about 4200 members and graduates, 800 affiliates and 3200 students.

MAICSA CPE IS RECOMMENDED FOR: Company Secretaries, Company Directors, Accountants, Lawyers, HR Practitioners, Managers, Executives, Regulatory Officials, Working Students and all who wish to keep abreast with technical and personal development skills.

MAICSA CPE POINTS

In a move to standardise the CPE requirement of members nationwide, the Institute has reviewed and recommended that all members undertake at least 20 CPE hours a year with effect from 1 January 2008, subject to future review when the need arise.

The objectives of the CPE point initiatives are:

- To enhance members' professionalism through upgrading of technical know-how and personal development skills.
- To ensure that members are updated regularly on recent developments and changes affecting the company secretarial and corporate professions.
- To increase awareness of members of the need to continually develop their technical and personal development skills as they progress as corporate professionals.

CPE points constitute points allotted to a MAICSA member who attends selected training sessions organised by the Institute. CPE points are awarded on the basis of one point per hour for selected programme organised and approved by the Institute.

The CPE hours attained for each event will be indicated on the Certificate of Participation issued at the end of the event. When a member achieves the minimum CPE hours allotted from MAICSA events for a calendar year, the member will be entitled to a 50% discount* voucher for the next CPE programme he/she attends. The discount voucher is not transferable. Members need to produce their certificates of participation for past events to prove that he/she has achieved the minimum number of CPE points.

MAICSA is also a training provider registered with the following:

- Securities Industry Development Centre
- Human Resource Development Fund. Reg. No A0808 (Pembangunan Sumber Manusia Berhad)

FACILITIES AVAILABLE FOR RENT

At MAICSA we provide facilities for your company's training events. Our training rooms are equipped with an auditorium and 2 seminar rooms which are available for rent. Each seminar room can be configured to meet your specific needs. For more details, please visit our website at www.maicsa.org.my

IN-HOUSE TRAINING PROGRAMME

Looking for a customized training programme that suits your

organization's needs delivered at a location of your choice? At MAICSA, every training programme can be delivered "as is", with minor modifications, or as a complete customisation to meet your organisation's needs. Our team will work closely with your organisation to analyse your needs, design and develop the appropriate contents and training methodology and source for the best trainers. For more information on MAICSA's in-house training, please contact us at **03-2282 9276** or send your email to training@maicsa.org.my

To register, please contact the relevant offices:

MAICSA
Bangunan MAICSA
No 57, The Boulevard,
Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur
Tel: +(603) 2282 9276
Fax: +(603) 2283 4492
Web: www.maicsa.org.my
E-mail: training@maicsa.org.my

MAICSA Northern Region
Resource Centre
Unit 41-5-2, Wisma Prudential,
Jalan Cantonment, Georgetown,
10250 Pulau Pinang
Tel: +(604) 227 2731
Fax: +(604) 227 2732
E-mail: northern@maicsa.org.my

MAICSA Southern Region
Liaison Centre
No 27-02, Jin Rosmerah 2/10,
Taman Johor Jaya,
81100 Johor Bahru
Tel/Fax: +(607) 353 8259

Disclaimer: MAICSA reserves the rights to make amendments to the programme without prior notice to the participants and to cancel or postpone the session if the minimum number of participants is not met. This registration form serves as our official invoice. However if your organisation requires an official invoice, please contact the MAICSA Training Division.

MAICSA Training Directory 2012

Venue	Time	CPE Points	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ANNUAL CONFERENCE 2012														
MAICSA Annual Conference 2012: Moving Forward: Changing Perspectives	KL	9am-5pm	18						9&10					
CORPORATE DIRECTORS TRAINING PROGRAMME FUNDAMENTAL (co-organized with Suruhanjaya Syarikat Malaysia)														
CDTP Fundamental	Ipoh	9am-5pm	8					11						
CDTP Fundamental	JB	9am-5pm	8							2				
CDTP Fundamental	KL	9am-5pm	8		19	30	21					15	19	
CDTP Fundamental	Penang	9am-5pm	8		20									
COMPANY SECRETARIAL PRACTICE SERIES														
Company Secretarial Induction Workshop	KL	9am-5pm	8		29						11			
Company Secretarial Induction Workshop	Penang	9am-5pm	8							14				
Advanced Company Secretarial Practice - Practical Applications And Compliance	KL	9am-5pm	8			17					27			
CSP Practical Issues - Meetings Best Practices, Directors' Disputes & Resolution, Practical Issues Facing Company Secretaries	KL	9am-5pm	8				24							
Broadening The Horizon Of Company Secretaries	KL	9am-5pm	8									11		
Achieving And Increasing Boardroom Effectiveness And Performance	KL	9am-1pm	4						26					11
Writing Accurate Meeting Minutes-ace It!	KL	9am-5pm	8				28					18		
Common Offences Committed By Directors Under CA 1965- Pitfalls And Remedies	KL	9am-1pm	4					26					20	
Year End Matters: Annual Returns, Audits, Accounts & AGM	KL	9am-5pm	8			24						9		
CSP For PLCs: Disclosure Requirements Of Directors & Substantial Shareholders	KL	9am-1pm	4						24					5
CSP For PLCs: Practical Guide To Corporate Disclosure	KL	9am-1pm	4		8						12			
CSP For PLCs: Practical Guide To Preparing Board, Committee And General Meetings	KL	9am-1pm	4					5					6	
CSP For PLCs: Preparing For Listing	KL	9am-1pm	4			3								
CSP For PLCs: Related Party Transactions	KL	9am-1pm	4				8					2		
CSP For PLCs: Related Party Transactions & Listing Requirements	Penang	9am-5pm	8		13									
Directors - Appointment, Resignation And Responsibilities And Share Transfer Matters	JB	9am-5pm	8											4
Directors Voting Them In And Voting Them Out	KL	9am-1pm	4				16							
Practical Approach And Implications Of Foreign Companies And Representative Office	KL	9am-1pm	4		20					9				
Preference Shares	KL	9am-1pm	4				12					31		
Transaction By Directors	KL	9am-1pm	4		22									
Transaction By Directors & CSP For PLCs: Practical Guide To Corporate Disclosure	Penang	9am-5pm	8								19			
CORPORATE GOVERNANCE SERIES														
Essential Elements Of An Effective Audit Committee	KL	9am-5pm	8			11					13			
Independent Directors - A Necessity, Not A Choice (Understanding Their Roles, Functions And Responsibilities)	KL	9am-5pm	8					6						6
FINANCE SERIES														
Managing Your Business Cash Flows For Piling More And Cash In Your Company	KL	9am-5pm	16					9&10				5&6		
The Company Secretary's Guide To Financial Reporting Standards (FRS)	KL	9am-5pm	8		14						25			
Corporate Frauds - Detection & Prevention	KL	9am-5pm	8		28							17		
Finance For Non-finance Managers And Executives	KL	9am-5pm	8			25							1	
Understanding & Analysing Financial Statements For Investment Decisions	KL	9am-5pm	8				10						29	
Budgeting Basics: For The Non-Specialist	KL	9am-5pm	8			29								
Finance & Budgeting Basics: For The Non-Specialist	Penang	9am-5pm	8					19						
HUMAN RESOURCE SERIES														
Employment Law For Non-HR Managers: Know Your Rights	KL	9am-5pm	8				23					3		
LEGAL SERIES														
Personal Data Protection Act	KL	9am-1pm	4			26				1				
Personal Data Protection Act	Penang	9am-1pm	4	17										
Competition Law	Penang	2pm-6pm	4	17										
SOFT SKILLS SERIES														
Professional Image For Career Development	KL	9am-5pm	8		1									13
Professional Image For Career Development	Penang	9am-5pm	8					22						
Social & Business Etiquette For Professional Development	KL	9am-5pm	8								6			
Boosting Sales Via Social Media	KL	9am-1pm	4		15								8	
Using Facebook Effectively For Marketing	KL	9am-1pm	4				17					4		12
Build Your Business In Facebook Today!	KL	9am-5pm	8					14						
Build Your Business In Facebook Today!	Penang	9am-5pm	8									16		
DIY Grammar	KL	9am-5pm	16		27&28						24&25			
Business Writing That Works!	KL	9am-5pm	16			9&10						10&11		
How To Write A Great Business Emails	Penang	9am-5pm	8						17					
TAXATION SERIES														
Stamp Duty Principles, Applications & Exemptions-Including S15 & S15A Stamp Duty Reliefs	KL	2pm-6pm	4					22					7	
Single Tier Vs 108 Tax Credit	Penang	9am-5pm	8			17								
Single Tier Vs 108 Tax Credit	KL	9am-5pm	8										21	
Managing Employment Tax Issues Effectively: For Optimizing Tax Benefits For Employers And Employees	KL	9am-5pm	8		21							23		

MICROSOFT OFFICE 2003 COURSES	NON MEMBER FEE (RM)	MAICSA MEMBER FEE (RM)	JAN	FEB	MAR	APR	MAY	JUN
Microsoft Excel 2003 (Fundamental & Intermediate)	300	250	3-4	-	6-7	-	8-9	-
Microsoft Excel 2003 (Advanced)	350	300	17-18	-	20-21	-	22-23	-
Microsoft Word 2003 (Fundamental & Intermediate)	300	250	-	9-10	-	3-4	-	-
Microsoft Word 2003 (Advanced)	320	270	-	23-24	-	26-27	-	-
Microsoft PowerPoint 2003 (Fundamental & Intermediate)	180	150	9	-	5	-	-	1
Microsoft PowerPoint 2003 (Advanced)	200	170	16	-	26	-	-	18
Microsoft Access 2003 (Fundamental & Intermediate)	300	250	10-11	-	-	5-6	-	-
Microsoft Access 2003 (Advanced)	500	410	-	28-29	-	24-25	-	-
Microsoft Project 2003 (Fundamental & Intermediate)	750	650	-	-	-	12-13	-	-
Microsoft Outlook 2003 (Fundamental & Intermediate)	400	320	-	-	-	10-11	-	-

MICROSOFT OFFICE 2007 COURSES	NON MEMBER FEE (RM)	MAICSA MEMBER FEE (RM)	JAN	FEB	MAR	APR	MAY	JUN
Microsoft Excel 2007 (Fundamental & Intermediate)	300	250	5-6	14-15	6-7	10-11	15-16	5-6
Microsoft Excel 2007 (Advanced)	350	300	10-11	21-22	13-14	19-20	24-25	14-15
Microsoft Word 2007 (Fundamental & Intermediate)	300	250	-	-	1-2	-	3-4	-
Microsoft Word 2007 (Advanced)	320	270	-	-	27-28	-	30-31	-
Microsoft PowerPoint 2007 (Fundamental & Intermediate)	180	150	9	-	-	2	-	-
Microsoft PowerPoint 2007 (Advanced)	200	170	16	-	-	30	-	-
Microsoft Access 2007 (Fundamental & Intermediate)	300	250	3-4	-	-	-	8-9	-
Microsoft Access 2007 (Advanced)	500	410	19-20	-	-	-	28-29	-
Microsoft Project 2007 (Fundamental & Intermediate)	750	650	-	9-10	-	-	3-4	-
Microsoft Outlook 2007 (Fundamental & Intermediate)	400	320	-	28-29	-	-	28-29	-
Microsoft Web Expression	650	550	-	-	29-30	-	-	7-8

Microsoft Office Training Skills

Venue: **Pentawise Sdn Bhd** Suite 37-8, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur.

Time: **9am - 5pm**
MAICSA CPE: **8 points per day**

MICROSOFT OFFICE 2010 COURSES	NON MEMBER FEE (RM)	MAICSA MEMBER FEE (RM)	JAN	FEB	MAR	APR	MAY	JUN
Microsoft Office 2010 upgrade	200	180	-	-	26	-	-	25
Microsoft Excel 2010 (Fundamental & Intermediate)	300	250	5-6	9-10	13-14	12-13	8-9	12-13
Microsoft Excel 2010 (Advanced)	350	300	12-13	16-17	27-28	24-25	17-18	21-22
Microsoft Word 2010 (Fundamental & Intermediate)	300	250	-	-	-	5-6	-	-
Microsoft Word 2010 (Advanced)	320	270	-	-	-	26-27	-	-
Microsoft PowerPoint 2010 (Fundamental & Intermediate)	180	150	-	13	-	-	7	-
Microsoft PowerPoint 2010 (Advanced)	200	170	-	27	-	-	21	-
Microsoft Access 2010 (Fundamental & Intermediate)	300	250	-	14-15	-	-	-	7-8
Microsoft Access 2010 (Advanced)	500	410	-	28-29	-	-	-	19-20

High end Microsoft Excel Courses	NON MEMBER FEE (RM)	MAICSA MEMBER FEE (RM)	JAN	FEB	MAR	APR	MAY	JUN
Data Management with Pivot Table using Microsoft Excel 2003	500	400	6	18	19	-	21	23
Data Management with Pivot Table using Microsoft Excel 2007	500	400						