

WEBINAR SERIES:

The Chartered Secretary as a Thought Leader

30 April 2024, Tuesday

9.00am – 5.00pm

Speaker: MS KIM CHOW

Virtual

Course code: SS300424W1

Closing date: 28 April 2024



8 CPD
HOURS

Course Introduction

Critical thinking is essential for chartered secretaries and professionals to navigate workplace challenges effectively. Applying critical thinking in decision-making ensures the identification of optimal solutions for specific problems or situations, minimizing stress and reducing the risk of misunderstandings and costly errors. In this context, the chartered secretary emerges as a thought leader, employing strategic thinking to steer towards successful outcomes.

Learning Outcomes

Upon completing this course, chartered secretaries and professionals will acquire the skills to:

- Analyze problems, interpret data, assess evidence, and reconstruct subjects through logical inquiry and reasoning.
- Recognize the paramount importance of intellectual integrity when evaluating information.
- Gather accurate data to elevate decision-making and problem-solving capabilities.

Proactively prevent misunderstandings and misconceptions, safeguarding relationships, teamwork, and overall performance. These competencies empower chartered secretaries and professionals to embody thought leadership in their roles, fostering a culture of strategic thinking and effective decision-making.

Who Should Attend

Chartered secretaries, corporate officers and professionals who are involved in problem-solving activity in the workplace.

About The Trainer : MS. KIM CHOW

Kim Chow is an educator, a soft skills trainer, and director of Kim Chow Communicators which owns the registered trademark KimChow®. Her experience in the corporate world has sharpened her Communication Skills in our multicultural and pluralistic business world. The competitive business environment has motivated her to raise the bar on her expertise in Business Etiquette and Personal Branding. As a result of her ongoing business endeavours, she has documented a vast collection of case studies that she uses in her training programmes. As a practitioner of Experiential Learning, her training methodology involves hands-on activities such as simulations, role-play, dramatizations, performing arts, photography, video recording, and filming. The activities are followed by self-reflection and evaluations.

Course Objective

This course tailors a pragmatic roadmap specifically for chartered secretaries and professionals, empowering them to cultivate and integrate critical thinking as an inherent skill. It equips these thought leaders with the strategic mindset necessary to navigate complex challenges in their roles, fostering effective decision-making and visionary leadership.

Training Methodology

Videos, brain teasers, games, case studies, interactive sessions, and hands-on practice.

Course Topics

1. Core Critical Thinking Skills: **I A I E**
 - Interpretation, Analysis, Inference, Evaluation
 - Interactive sessions
2. Effective Questioning Techniques
 - Asking insightful questions
 - Case study and findings
3. Adapting Cognitive Skills to Changing Environments
 - Cognitive flexibility
 - Mental agility
4. Making Critical Thinking A Spontaneous Response
 - Critical thinking at the workplace
 - Perceptive ability
 - Intuitive ability
5. Qualities of a Critical Thinker
 - Questioning assumptions
 - Open-mindedness
 - Effective communication

WEBINAR FEE

Category	Normal Fee per person RM)	Group Fee Per Person (RM)*
MAICSA Member/ Affiliate/Graduate/ Student	540	510
Non member	690	660
Retired MAICSA member	270	270

Fee includes course materials in digital form and e-certificate.

Registration with HRDCorp grant, the **NORMAL FEE will apply. Discounted fee is NOT applicable.**

***For group fee: 3 or more registrations from the same organization**

- Fee is payable to **MAICSA**
- For selected webinars, the fee includes e-materials.

ENQUIRIES:

Email: training@maicsa.org.my

Tel: **03-2282 9276 (ext 805)**

Attention: Ms Nor Falati

PAYMENT MODE:

Online transfer

RHB Account No: 2-64-094-0000-4232

Swift Code: RHBBMYKL

Note: Bank charges for telegraphic transfer will be borne by the client.

Please email the bank-in slip/ transfer advice to training@maicsa.org.my or fax to 603-2283 4492, for our verification and record.

Individual Registration: Full payment shall be made **AFTER** you have done the online registration.

Company Registration: Full payment shall be made 7 days **BEFORE** the webinar.

- Access to join the webinar shall be granted only upon full payment as per the above requirement.
- **NO Letter of undertaking is accepted.**

Upon successfully registration, you are deemed to have read and accepted the terms and conditions.

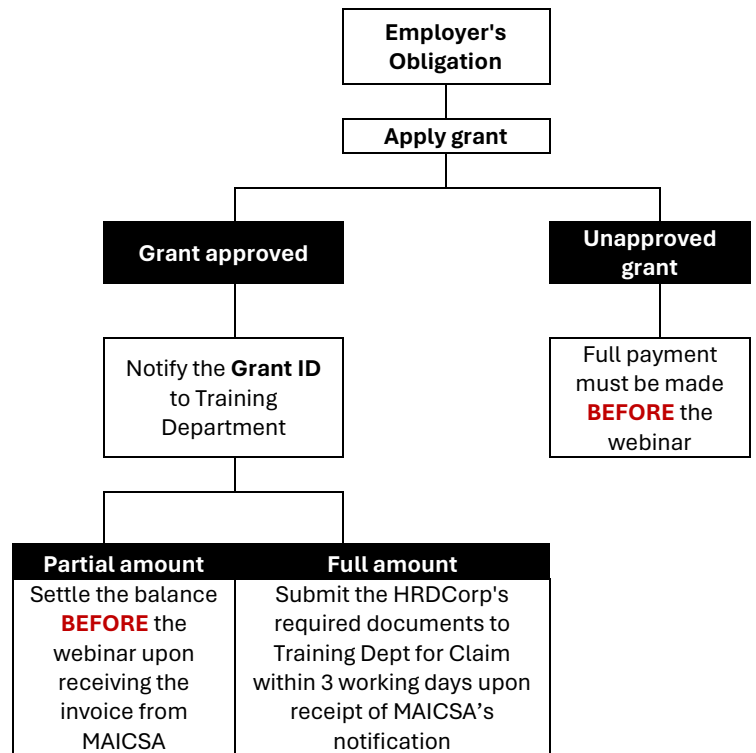
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WEBINAR ACCESS LINK

- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

MAICSA is an approved Training Provider registered under 'The Malaysian Institute of Chartered Secretaries and Administrators' (**MyCoID: 1472 (SEL)**).



- To make full payment to MAICSA as per the issued Invoice within 14 working days upon receipt of MAICSA's notification in the event the approved training fee is cancelled by HRDCorp due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDCorp.

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 - Remain logged in at least 75% of the time allocated for the webinar,
 - Submit the feedback form within 3 days after the completion of the webinar
- Delegates may check their E-certificates from this link <http://www.maicsa.org.my/resources/cpd-training/e-certificate-of-attendance>, within 5 working days after the webinar.
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