

MIA WEBINAR SERIES

HOW TO DEVELOP SUPER MEMORY

A good memory creates a big impression

21 & 22 November 2022 (Monday & Tuesday)
9.00am – 12.30pm

Do you want to improve your memory? Or learn how to make an impact by remembering names and faces, or even multiple details during presentations?

Our programme, led by an international memory expert, will ensure that you never forget a name, face or date, and always make a memorable impression. Learn groundbreaking memory techniques, proven to push your memory to an entirely new level.

Better thinking, improved concentration and enhanced recall are all essential skills today, and being able to recall information effortlessly in meetings, presentations, conversations and conferences will give you confidence and help make a good impression.

OBJECTIVES

This programme seeks to help you

- Remember more: Important information, names and faces, facts and figures, processes, appointments, lists, product information and important conversations
- Increase your knowledge base: Knowledge fuels success, helping you achieve more
- Create a good impression: Being knowledgeable and informative will impress others
- Recall information easily and be prepared for any eventuality: Meetings, sales talks, presentations and conferences
- Improve confidence with a greater knowledge base and the skills to recall information easily
- Learn and understand without stress and be happy knowing you will always remember whatever you need to

WHO SHOULD ATTEND

Managers and Executives who want to create a good impression; develop, improve and manage memory; improve knowledge and skills; and be more successful at work.

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		DAY 2	
8.30 am –9.00 am	Participants login to join the webinar	8.30 am –9.00 am	Participants login to join the webinar
9.00 am –11.00 am	Session 1 <ul style="list-style-type: none"> • Whole Brain Thinking <ul style="list-style-type: none"> > Apply synergetic thinking to unleash your brain's creative power > Overcome mental barriers that hold you back > Learn how whole brain thinking can enhance your ability to <ul style="list-style-type: none"> – imagine and associate – continually improve cognitive function and memory 	9.00 am –11.00 am	Session 1 <ul style="list-style-type: none"> • Embrace Major Memory System <ul style="list-style-type: none"> > To capture as much information as possible > Create key associations to remember even the smallest of details > Become 'brain-fit'
11.00 am –12.30 pm	Session 2 <ul style="list-style-type: none"> • How to Improve Memory <ul style="list-style-type: none"> > Learn to use powerful techniques proven to boost recall speed which can be applied in any situation 	11.00 am –12.30 pm	Session 2 <ul style="list-style-type: none"> • Practical Strategies <ul style="list-style-type: none"> > Learn memory techniques > Remember whenever and whatever you need to: numbers, speeches, facts, appointments, etc. • Names and Faces <ul style="list-style-type: none"> > Learn the skills to easily recall names and faces
12.30 pm	End of Day 1	12.30 pm	End of Webinar

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

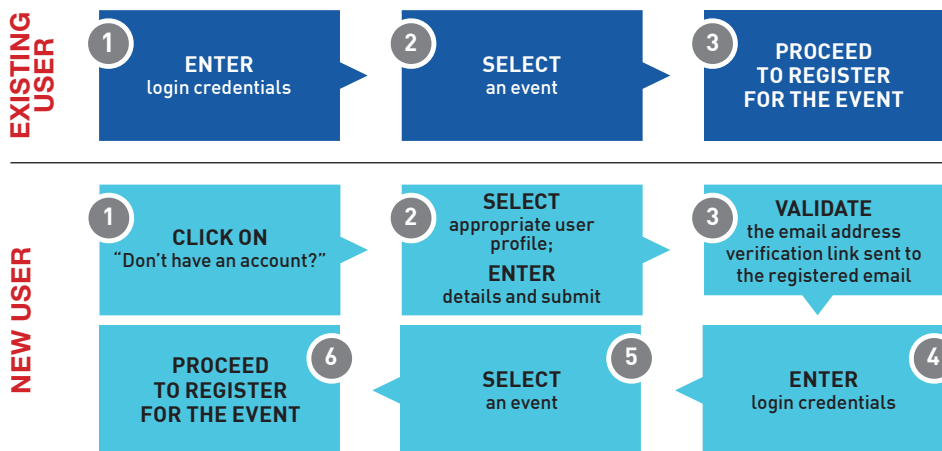
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STRICTLY VIA ONLINE REGISTRATION ONLY

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:



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.

HRD CORP (FOR CLAIMABLE EVENTS ONLY)

- MIA is an approved Training Provider registered under 'Institut Akauntan Malaysia' (MyCoID: 631967).

Employer's Obligations

- To ensure grant approval is obtained prior to event registration and to provide the Grant ID notification upon event registration.
- To make full payment to MIA as per the issued Invoice within 14 working days upon receipt of MIA's notification in the event the approved training fee is cancelled by HRDC due to non-compliance on the part of the participant or his/her employer or any valid reasons stipulated by HRDC.
- To settle the balance payment to MIA within 14 working days upon receipt of MIA's notification in the event only partial claim is approved by HRDC. MIA will provide copy of the original invoice and will not issue a new invoice for the balance amount.
- If employer has made payment prior to grant approval, a refund will be made to employer subject to reimbursement received from HRDC. Refund will be made upon receipt of duly completed employer's EFT Form.
- To provide required information and/or documents after completion of event for the purpose of HRDC Claim within 7 working days upon receipt of MIA's notification.

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.

COPYRIGHT

The materials of the webinar shall not be disclosed or used in any manner, either wholly or partially against any other parties and/or used in any manner, either wholly or partially as a defence by you and/or any other parties under any circumstances. The participants are therefore prohibited from reproducing any materials of this programme. All copyright and/or intellectual property rights in any relevant materials produced in this Programme will remain with the party who produced such materials. MIA disclaims responsibility for the materials of this programme. Neither the MIA, its Council or any of its Boards or Committees nor its staff shall be responsible or liable for any claims, losses, damages, costs or expenses arising in any way out of or in connection with any persons relying upon the materials provided during the webinar.

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.

SPEAKER/TRAINER

JEYARAMAN SEENIVASAGAM

Jeyaraman is the Chief Training Officer of Training, Research & Development at Success Edge. He has been a professional trainer for 24 years and is a ThinkBuzan Licensed Trainer and PSMB Certified Trainer. His area of expertise covers Creative Thinking, Mind Mapping, Speed Reading, Presentation Skills, Memory, Communication and Sales training.

His broad working experience covers insurance, sales & marketing, teaching, and training & development with local and multinational organisations. He has taught skills such as profile selling, mind mapping, creative thinking & problem solving, memory and speed reading to over 78,000 participants in Malaysia, China, Thailand, Singapore, Sri Lanka, India, Brunei, Cambodia and Maldives.

He is passionate about human potential and strongly believes that every individual is capable of maximising their own potentials and talent to achieve excellence and they should continuously pursue the creative discovery of their abilities. He has won several speech and humour competitions including the first South East Asian "Articulate Speech contest". He was formerly Vice President of the Malaysian Association of Professional Speakers, served on the committee of Toastmasters International for many terms, and is a member of the Global Speakers Federation.

WEBINAR FEES

Member/Member Firm	RM 480
Non-member	RM 590

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

WEBINAR DETAILS & REGISTRATION

21 & 22 November 2022 (Monday & Tuesday)

Session 1 : 9.00 am – 11.00 am

Session 2 : 11.00 am – 12.30 pm

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