

PERSONAL DETAIL

Name :

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Company / Organization (if applicable) :

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Address :

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Telephone Number :

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Email Address :

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COURSES DETAIL

PLEASE CHOOSE YOUR PREFERRED COURSES (✓)

1. Courses

- Feedback Conversations for Supervisors (April)
- Stress Management and Self Esteem: Anger Management, Vivility and Unconscious Bias (May)
- How to Work in an Open Workplace (June)
- Planning, Organizing and Time Management (August)

- Interpersonal Communication and Negotiation Skills (March)
- Business Writing Skills: report, proposal, email etiquettes, letter etc (March)
- Career Planning: CV writing, preparation for technical test and interviewing skills (July)
- Presentation Skills: use of software presentation tools (September)
- Data Analysis for Decision Making and Data Presentation for Policy Makers (October)

2 Number of Participant

- 1 – 3 Participants
- Group (Up to 30 Participants)
- Other

SELECT YOUR PAYMENT METHOD (✓)

- Cash**
Submit your payment to YAYASAN UNIKL. It is COMPULSORY to get a receipt.

- Cheque**
Payment by cheque to YAYASAN UNIKL. Account (Bank Islam : 141 530 1004 5940)

- Online (Payment by Bank Transfer)**
*Submit your payment to Yayasan UniKL account (Bank Islam : 141 530 1004 5940).
Kindly provide donation proof by fax or email us at yayasan@unikl.edu.my. A receipt will be sent to your email.*

Please mail, email or fax the completed Donation Form to :

Address : YAYASAN UNIKL, 1016 Jalan Sultan Ismail, 50250 Kuala Lumpur
Tel : +603 – 2175 4000
Email : yayasan@unikl.edu.my

For further enquiries please contact;

- **Assoc. Prof. Dr. Cordelia Mason,**
Executive Director, YAYASAN UNIKL (+6013 367 2527)
- **Zaifilla Farrina Zainuddin**
Program Development, YAYASAN UNIKL (+6019 260 3224)
- **Shahabudin Jurimi**
Advocacy Network, YAYASAN UNIKL (+6012 792 2905)