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Asian Strategy & Leadership Institute
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TENTATIVE PROGRAMME

(Updated as of 09/04/2010 09:42)

EXECUTIVE PA / SECRETARIES & OFFICE PROFESSIONALS FORUM 2010

“Reclaim & Achieve Performance Excellence & Innovation for Your Lasting Transformation”

± Tuesday: 27 April 2010 ± PWTC Kuala Lumpur

TUESDAY

27 APRIL 2010

(All proceedings of the seminar will be held at Johor / Kedah Room, Level 2)

8:30 am Arrival and Registration of Delegates/
Welcome Coffee & Tea

8:45 am Arrival of invited VIP guests

**OFFICIAL OPENING CEREMONY
(9:10 am – 10:00 am)**

9:10 am - WELCOME REMARKS:
9:30 am

- Æ **Puan Sri Datin Seri (Dr) Susan S.C. Cheah**
Director, Asian Strategy & Leadership Institute (ASLI)
- Æ **Ms Melissa Ong**
President, Malaysian Association of Professional Secretaries and Administrators (MAPSA) / Association of Secretaries & Administrators in Asia-Pacific (ASA)

9:30 am - **KEYNOTE ADDRESS & OFFICIAL OPENING:**
10:00 am ****Y.B. Senator Dato' Sri Shahrizat bte Abdul Jalil (invited)**
Minister of Women, Family & Community Development

10:00 am - Morning Refreshments
10:15 am

**SPECIAL PRESENTATION 1:
FLAT WORLD
REALISING DREAMS, VISIONS AND GOALS &
KNOWLEDGE-SHARING**

- Æ Key Success Stories & Challenges
- Æ Entrepreneurship & Business
- Æ Empowerment
- Æ Collaborative and Strategic Partnerships
- Æ Vision, Mission & Controlling
- Æ Establishing performance standards
- Æ Comparing actual performance against standards
- Æ Taking corrective actions when necessary
- Æ Personality, values, attitudes and work behaviours
- Æ Developing positive attitude skills

10:15 am - *Keynote Speaker:*
11:00 am **Mr Matthew Lau**
Corporate Coach & Training Consultant & Founder, Flat World Sdn. Bhd.

SPECIAL PRESENTATION 2: TOOLS TO SUCCEED AT THE WORKPLACE

"The secret of health for both mind and body is not to mourn for the past, nor to worry about the future, but to live the present moment wisely and earnestly."

Companies cannot succeed when their employees are not engaged and ascertained about their personal and professional welfare. But while companies might provide the environment for success, it is ultimately that the employees that need to take charge of their well-being to stay engaged, healthy and successful

- Æ Current Situation
- Æ Sharing of self-coaching steps to achieve ongoing greatness in work and life
 - Managing your mind
 - Managing your body
 - Managing your boss
 - Managing your life
- Æ Conclusion – take responsibility to draft your future right now
- Æ Mind management and energy
- Æ Guidance into deep revelations and unearthing of your own inner strength

11:00 am - Keynote Speaker:
11:45 am **Mr Andreas Dorn**
Founder & Director, Asia Mind Dynamics Sdn. Bhd. / NLP Trainer & Master Coach

SPECIAL PRESENTATION 3: CREATIVITY & INNOVATION AS A WAY OF LIFE - TAPPING INTO OUR CREATIVE AND INNOVATIVE POTENTIALS & CAPABILITIES

Creativity & innovation is undeniably the way forward for us collectively as a nation. They are the key to our continued progress and prosperity. When we talk about progress and prosperity, everyone is a stakeholder. The world is in such a dynamic state that new approaches are urgently needed for those who do not want to be left behind. Creativity and innovation will do for us today and tomorrow, as what ICT did for us yesterday. Creative and innovative individuals enjoy successful careers and add tremendous value to their organisations or companies. Both new and established businesses which encourage creativity and innovation in their employees successfully grow and compete in today's ever-changing business environment. However, many companies are keen to innovate but do not know where to begin. Fresh ideas, creativity and innovation are what most companies want!

Employees with fresh ideas, create, innovate and solve problems have the capability to make significant contribution to the current and future performance of the company.

- Æ How and why creativity and innovation are keys to your career success and company's competitiveness?
- Æ What are the types of creativity and innovation?
- Æ What are the key barriers to creativity and innovation?
- Æ What are the effective strategies for creative idea production and implementation?
- Æ What are the right frameworks and effective strategies for creating a supportive work environment for creativity and innovation?

11:45 am - Keynote Speaker:
12:30 pm **Ms Shairin Jaslin Mohd Sharif**
Founder, Artful Heart Sdn. Bhd. & Member of the International Expressive Arts Therapy Association

12:30 pm - Luncheon / Business Networking /
2:00 pm Forum Entertainment (TBA)
(Venue: Riverside Cafe, Level 2)

SPECIAL PRESENTATION 4: FINANCIAL FREEDOM – CREATING YOUR RETIREMENT NEST EGG

You will discover that your retirement requires more than just the systematic approach of saving and investing your money. You are either in control of your money or you will lose control of your ability to secure your financial future when you retire. This session will provide insights on how your retirement plan is impacted by psychological influences in addition to financial hard facts. The Speaker will explain that the combination of these factors, coupled with your lifestyle and relationships, can potentially drain the money you have set aside for the retirement. You will find the session enlightening with numerous tips to jump-start your retirement planning with workable techniques and strategies.

2:00 pm - Keynote Speaker:
2:45 pm **Ms Carol Yip**
*Founder & CEO
Abacus for Money, About Money Talk & the Abacus Academy & Author of Money Rules & Smart Money -User*

**SPECIAL PRESENTATION 5:
TRANSFORMING DESIRES INTO REALITY -
WHEN YOUR RELATIONSHIPS WORK, YOUR
LIFE WORKS**

- Æ Learn to be more aware of your thoughts and beliefs, revealing new choices and empowering you to take more risks
- Æ Learn how to actualise your own personal power to give your best
- Æ Be inspired to achieve your goals in your relationships, personal and business
- Æ Learn how to find what your true heart desires and transforming them into realities
- Æ Learn how to expand your self-awareness and facilitate change in your lifestyle

2:45 pm - *Keynote Speaker:*
3:30 pm **Ms Sharmini Hensen**
*Trained Master & NLP Practitioner / Life
Coach & CEO, LifeWorks Sdn. Bhd.*

**SPECIAL PRESENTATION 6:
PERSONAL RESILIENCE &
PSYCHOLOGICAL WELL-BEING**

- Æ Psychosocial Profile
- Æ Ethical practice of multicultural counselling
- Æ Promotion of mental health

3:30 pm - *Keynote Speaker:*
4:15 pm **Dr Haslee Sharil Lim bin Abdullah**
*Associate Professor, Department of
Educational Psychology & Counselling
Faculty of Education, University of
Malaya*

4:15 pm Lucky Draw Results / End of Forum /
Afternoon Refreshments

NOTES:

- Confirmed Role-Players are with names in blue colour (without the asterisks (**))
- Names with double asterisks (**) are invited role-players and yet to be confirmed
- ASLI reserves the right to alter the content and timing of the programme in the best interest of the seminar and is not responsible for cancellations due to unforeseen circumstances
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- Programme as of 09/04/2010 09:42