

MAPPING CRITICAL THINKING FOR COMPANY SECRETARIES

THINK WIDE, THINK DEEP VIA-RADIANT THINKING.

COURSE INTRODUCTION

Critical thinking presents a systematic approach to problem solving, inquisitiveness, even handedness and confidence in reasoning. Demands us to rigorously question ideas rather than accepting them at face value. Enables us to deploy structured problem-solving that provides clarity. Empowers us to choose best information from multiple possibilities. Striking the balance between a healthy dose of skepticism and an equal measure of good judgement. And as we grasp the power of pathological, manipulative and reflective thinking, making us better critics of ourselves. However, effective problem solvers must think both creatively and critically, generating options and focused thinking on a larger perspective. Mapping our critical thinking allows us to explore our critical findings on a level of big picture thinking that potentially opens us up to an endless world of probabilistic paths.

COURSE OBJECTIVES

This course is specially designed with company secretaries in mind. To challenge themselves to train their minds to think more critically. To enhance their ability to analyse details and make rational judgment in order to solve problems. This course also aims to guide company secretaries on the need to look at bigger picture when they are in at the position of a decision maker in the business context. This course is also suitable for company secretaries who aspire to be better leaders as this course will help build strong foundation for better decision-making capability.

COURSE CONTENTS

Day 1

- Breaking thought patterns - The heart of critical thinking mapping out big picture thinking.
- Generating probabilistic paths - Think wide, think deep, question the questions.
- Staying on track - Aims goals objectives.
- Factors and possibilities - Plus minus interesting consider all factors.

Day 2

- Prioritisation and probabilities - First important priorities alternatives possibilities choices.
- Perspectives and outcomes - Other people's views, consequence and sequel.
- Strategic thinking and planning - Benefit of foresight.
- Change your thinking, change your results - The thinker's attitude and barriers cultivating effective thinking teams.

METHODOLOGY

- High impact, highly-participative, experiential learning with whole- mind, whole-body, whole-person experience.
- Speed and enhanced learning promoted through relevant games, exercises, sharing, case studies and simulations.

- Non-theoretical lectures interwoven into sessions give emphasis to energise, demechanise and rehumanise whole learning process while seeking to reform limiting beliefs and past conditioning.
- Ignite participants' full mental and psychological powers for thinking, problem solving, innovation and learning with whole organisational life in mind.

LEARNING OUTCOMES

By attending this course, the participants will be able to:

- Excel in brainstorm technique and contact sport for individuals and thinking teams.
- Map critical thinking to explore the versatility of big picture thinking, discover options and generate new probabilistic paths.
- Derive better foresight, conclusions, problem-solving and decision making with collaborative radiant, rational and structured thinking.
- Sharpen critical thinking via-Socratic cross-questioning to challenge inferences, assumptions, reasoned judgements and expand perceptions about situations for better clarity.
- Exercise intellectual empathy by appreciating other people's opinions and perspectives.

WHO SHOULD ATTEND

- Company secretaries who are tasked with making decisions.
- Company secretaries who want to enhance their thinking skills to make better decisions.
- Company secretaries who want the ability to think beyond the stereotype and discover their potentials.

ABOUT THE TRAINER

Lena Ghaz is Asia's award-winning thought catalyst in Creative Intelligence & Transformational Thinking and Innovation Leadership & Organisational Development. Founder-CEO of LENAghaz Energetics Worldwide, her formative career portfolio encompasses 25 award-winning years in creative directorship and consultancy at local and international advertising outfits in Asia and the United Kingdom. Lena is a DC-Certified Trainer-Coach in Directive Communication™ Psychology at Directive Communication International (DCI) Asia. A certified professional member of the American Institute of Business Psychology (AIOBP) and a certified professional trainer of the Global Trainers Federation. Lena was conferred Asia's Extraordinary Trainer Award by Directive Communication International (DCI) Asia on her outstanding training performance for the Russian-Kazakh Heads and Administrators of the Government of Kazakhstan. Lena was also awarded Outstanding Trainer at Directive Communication International (DCI) Asia's Train-The-Trainer program in 2016. She is an author and a certified firewalker from the Tony Robbins Life and Wealth Mastery University.

DATE	VENUE	EVENT CODE
14-15 September 2020	Menara SSM@Sentral, Kuala Lumpur	CEP/KL/20/081
Time	9.00 am – 5.00 pm	
Training Methodology	As stated above	
Fee	RM1000.00 Standard RM800.00 Licensed Secretary Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.	
SSM CPE Points	16	

Fee inclusive of certificate of attendance, seminar materials and refreshment.



Use one form for each participant. Print or type clearly. This form can be downloaded from SSM's website at www.ssm.com.my. Kindly make copies if more forms are needed. Please register me for the below programme:

DATE	EVENT CODE	PROGRAMME
14-15 September 2020	CEP/KL/20/081	MAPPING CRITICAL THINKING FOR COMPANY SECRETARIES

PARTICIPANT DETAILS: *(All details must be completed)*

Name _____ I/C No. _____

Licensed Secretary No. _____ SSM PC No: _____

Professional Body Name & Membership No. _____

Designation _____

Company _____

Address _____

Office Tel. No. _____ Fax No. _____ Mobile No. _____

Email Address _____
(Please provide your e-mail address as registration confirmation is sent to you via e-mail.)

Tax Invoice to be issued in the name of _____

Name of HR personnel _____ Tel. No. _____

Vegetarian Meal Other Diet _____

Payment by cheque no. _____ amount RM _____

PAYMENT TERMS

- Fee is payable to **SURUHANJAYA SYARIKAT MALAYSIA**.
- Payment can be made in cash, cheque, bank draft, credit card, postal order or money order.
- Each programme fee must be paid separately.
- Only cheque issued by company/firm can be accepted. Companies/Firms that issue a non-valid cheque will be blacklisted.
- Personal cheque will not be accepted.
- On the reverse of each instrument of payment, please indicate the participant(s) name (maximum 5), License Secretary no./Professional Body name (if any), programme date and event code.
- Attach with a copy of the Registration Form (if payment made before the programme date) or Invoice (if payment made after the programme date) when submitting payment.
- Payment can be made at SSM, Level 17, Menara SSM @ Sentral, Kuala Lumpur and at all SSM branches in Malaysia.

PROGRAMME FEE

Fee is inclusive of certificate of attendance issued by the Companies Commission of Malaysia (SSM), training materials, refreshments and lunch (where applicable).

FAX OR EMAIL YOUR REGISTRATION FORM WITH PAYMENT RECEIPT TO:

COMTRAC & Knowledge Management Division, Level 12, Menara SSM @ Sentral, 7 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur
Tel: +(603) 2299 4440 (Zakhir) / 4441 (Priya) / 5308 (Fuza) Fax: +(603) 2299 4451 / 4452 Email: comtrac@ssm.com.my

TERMS & CONDITIONS

Registration is on a first-come-first-served-basis. No walk-in accepted. All registrations MUST be submitted to SSM accompanied with the full payment five (5) working days before the programme. Admittance will not be permitted unless payment or letter of guarantee is received. Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received.

Cancellation

No refund is entertained if participant decide to cancel their registration but a substitute is welcome. Written notification of substitute's name must be received by COMTRAC at least three (3) working days prior to programme. Any difference in fee will be charged accordingly. In cases of cancellation/postponement of programme by COMTRAC, the registration fee will be refunded.

Transfer

No refund is entertained if participant fails to attend a programme. Transfer of registration fee to another programme is not allowed.

Replacement Of Certificate

SSM will charge an administrative fee of RM30.00 per copy for any replacement of certificate due to errors in name or identification card number wrongly filled by participant/representative during registration or loss of certificate, etc.

DISCLAIMER

SSM reserves the right to cancel programme, change date(s), venue(s), speaker(s) or any other changes due to any unforeseen circumstances that may arise without prior notice to participants. Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

PSMB

Suruhanjaya Syarikat Malaysia is registered as a training provider with PSMB under KERAJAAN1846.

PERSONAL DATA PROTECTION NOTICE

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC/SSM as a reference in future to communicate with you on our training programmes/events. In line with the Personal Data Protection Act 2010, we wish to get your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at comtrac@ssm.com.my.