

2022

SSM Webinar



ONLINE IMAGE & INFLUENCE

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COURSE INTRODUCTION

Work-from-home, remote work and online meetings have become the order of the day. In the new normal, many corporate professionals are required to migrate from face-to-face in-person meetings to face-to-face video meetings without much preparation or training. Many have the misconception that online meetings are casual and relaxing. Ignorance and indifference about their online image may jeopardise their work performance, team collaboration and professionalism.

COURSE OBJECTIVES

This course provides a practical guide on how to be camera-ready, how to interact effectively with online audiences and how to influence favourable outcomes in a virtual environment.

COURSE CONTENTS

- Understanding the impact of image and influence.
- Online business etiquette.
- Videoconferencing etiquette.
- Developing personal charisma in a virtual environment.
- Managing a professional online image on social media.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Participate effectively in online meetings and videoconferencing.
- Enhance their personal influence in the virtual workplace.
- Achieve favourable results in remote team collaboration.

TRAINING METHODOLOGY

Videos, live polls, live demo, hands-on practice.

WHO SHOULD ATTEND

All corporate officers and professionals who are required to organize or participate in online meetings and videoconferencing.

ABOUT THE TRAINER

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 which 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.

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ADMINISTRATIVE DETAILS

Date	30 March 2022
	18 May 2022
Platform	Virtual platform
Time	9.00 am – 1.00 pm
Training Methodology	Lecture and case discussion
Fee	RM300.00 – Standard RM250.00 – Licensed Secretary. Member of MAICSA, MIA, Malaysian Bar, MACS, MICPA, Sabah Law Assoc. & Advocates Assoc. of Sarawak.
SSM CPE Points	4 points

HOW TO REGISTER?

1

Strictly via online registration at
<https://e-comtrac.ssm.com.my>

2

NEW USER (First Time Login)

- Click on SIGN UP
- Key in REGISTRATION INFORMATION
- Click on REGISTER
- Key in USERNAME and PASSWORD

EXISTING USER of SSM EzBiz

- Key in USERNAME and PASSWORD
- Click on SIGN IN

3

- Select event code: XXX/22/CEP/WEB
- Check on Available Seat
- Click on Add Participant
- Key in participant's information
- Click on Submit
- Check participant's details
- Click on Submit Payment

*Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed.
Full payment shall be made at the point of registration.*

TERMS & CONDITIONS

for Registration of Training Programmes under COMTRAC

All registrations MUST be applied through e-COMTRAC. Upon submitting the registration application, you are deemed to have read and accepted the terms and conditions.

A participant is allowed to attend ONE programme per day to be eligible for certificate of attendance. Request for refund will not be entertained if you have registered for more than one programme per day.

No walk-in is accepted and no admission to the training programme without the confirmation slip for classroom training.

Webinar Access Link

A notification e-mail with the webinar access link will be sent at least 1 day before the commencement of the webinar. The access link is unique for registered participants and should not be forwarded or shared with others.

Certificate of Attendance

Participant will be issued a Certificate of Attendance upon full attendance of the programme and payment is received. 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.

Cancellation / Absent

No refund application is entertained if participant decides to cancel his registration or fails to attend a programme. Replacement of registered participant is not allowed.

Transfer

Transfer of registration fee to another programme is not allowed.

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 obtain 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.

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Human Resources Development Corporation

Suruhanjaya Syarikat Malaysia is registered as a training provider with HRD Corp under GOV1000117857. This training is claimable under SBL Scheme (employer needs to apply for grant at least one day before the commencement of training).

Disclaimer

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All information contained in the brochure is correct and accurate at the time of publication.

COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION

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