



# MALYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

## MONDAY ASSEMBLY 01/2014

Date : 31<sup>st</sup> March 2014 (Monday)  
 Time : 9.00 am – 10.30 am  
 Venue : Renong II, Malaysian Institute of Management

**Present:**

<u>No</u>	<u>Name</u>	<u>Designation / Department</u>	<u>Attendance</u>
1.	All MIM Staff	All Departments	1/1

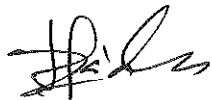
**Absent with Apologies:**

<u>No</u>	<u>Name</u>	<u>Designation / Department</u>	<u>Attendance</u>
1.	n/a	n/a	n/a

<u>No</u>	<u>Minutes</u>	<u>Action by</u>	<u>Deliverable Date / Deadline</u>
1	<p><b>Opening Remarks by CEO</b></p> <p>1.1 CEO welcomed and thanked everyone for their punctuality and attendance.</p> <p>1.2 There are number of staff that is on leave / MC during the assembly as they have to clear-off their last year annual leave balance by 31<sup>st</sup> March 2014.</p> <p>1.3 CEO has informed that the purpose of the weekly Monday Assembly are:-</p> <p>a) Monday Assembly is the platform for staff to share their thoughts, knowledge, experience, etc with other staff members in order for us to know each other better and strengthen our relationship.</p> <p>b) CEO wants one dedicated staff to talk in front during every Monday Assembly. This is the way how we can build our self-confidence and improve our grammar as well as communication skills.</p> <p>1.4 CEO has assigned Fahmi (Manager, HCD) to in-charge the subsequent assembly and come out with the schedule and agenda.</p> <p>1.5 CEO has introduced Mr. KK Chee; who has joined MIM in mid of March under CEO's Office.</p> <p>1.6 As Danny's last day will be on 3<sup>rd</sup> April 2014, CEO has invited him to give a few words.</p>	<i>For info</i>	<i>NAR</i>

2.	<p><b>HCD Updates by Laura</b></p> <p>2.1 Laura has briefly explained that HCD will execute a few documents for staff namely:-</p> <ul style="list-style-type: none"> <li>a) Non-Disclosure Agreement (NDA) for staff and external vendors.</li> <li>b) Personal Data Protection Act 2010 (PDPA) document for staff and members / trainers / events</li> <li>c) IT Policy – which will be emailed to all staff as a circular</li> </ul> <p>2.2 Laura also has mentioned that the NDA need to be signed by all staff and return back to HCD for retention and safe-keeping.</p> <p>2.3 Laura has asked Claire to liaise with facilitators on the PDPA and a copy will be extended to her via email to facilitate this.</p>	<i>For info</i>	<i>For info</i>
3.	<p><b>Other Matters</b></p> <p>3.1 Video Presentation – The Light House (Moral of the story: How others can change people's life)</p>	<i>For info</i>	<i>NAR</i>
4.	<p><b>Closing Remarks</b></p> <p>CEO thanked all HODs and MIM staff for their attendance and cooperation. The Assembly adjourned at 10.30 am. The next Monday Assembly will be held on Monday, 7<sup>th</sup> April 2014 at 9.00 am.</p>	<i>For info</i>	<i>NAR</i>

**PREPARED BY:**



**Nor Ruhaida Haron**  
PA / Secretary to CEO  
Date: 31<sup>st</sup> March 2014

**APPROVED BY:**



**Mr. Sivanganam Rajaretnan**  
Chief Executive Officer  
Date: 31<sup>st</sup> March 2014