



MALAYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

MONDAY ASSEMBLY 13/2014

Date : 07th July 2014 (Monday)
 Time : 9.00 am – 10.00 am
 Venue : Board Room, Malaysian Institute of Management

Present:

<u>No</u>	<u>Name</u>	<u>Designation / Department</u>	<u>Attendance</u>
1.	All MIM Staff	All Departments	13/13

Absent with Apologies:

<u>No</u>	<u>Name</u>	<u>Department</u>	<u>Attendance</u>
1.	Jamalullail	Manager, ITC	
2.	Anna	Manager, PMTLC	
3.	Laura	Head, HCD	
4.	Kavitha	Acct Manager, Opening@ MyiPO	

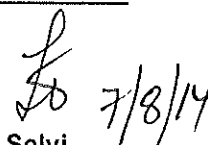
<u>No</u>	<u>Minutes</u>	<u>Action by</u>	<u>Deliverable Date / Deadline</u>
1	<p>Opening Remarks by Fahmi</p> <p>1.1 Fahmi welcomed and thanked everyone for their punctuality and attendance.</p> <p>1.2 Fahmi has updated a few matters during the assembly:-</p> <p>a) Staff attendance status as at Monday, 07th July 2014</p> <p>b) Staff may refer to MIM Intranet for Monday Assembly Minutes and Employee Handbook</p> <p>c) To extend Employee Self Service (ESS) trial period until further notice. ITC together with vendor in the midst of configurate some ESS set up mainly on email notification matters.</p>	<p><i>For info</i></p> <p><i>For info</i></p>	
2.	<p>Ice Breaking Session : Hasrol</p> <p>2.1 Hasrol shared on his family, education and working experience.</p>	<i>For info</i>	
3.	<p>Presentation by CEO : Mr. Siva</p> <p>3.1 CEO thanked Hasrol for his contribution while working in MIM.</p>	<i>N/A</i>	

	<p>3.2 CEO reminded the Ice-Breaker to do presentation according to guidelines given by presenting on their education, working experience and family background.</p> <p>3.3 CEO informed revenue still below 50% from total sales forecast. Sales person need to go all out for the last 6 months until end of the year.</p> <p>3.4 CEO informed Sales Department / Membership need to have daily meeting with immediate effect. PIC for the meeting are CEO for IH and GLC dept, KK Chee for PEP/ PCAP/ PP dept and Kabenesh for MOR dept.</p> <p>3.5 CEO reminded all staff to stop colour printing with immediate effect. Staff/department concern need to get CEO concern before can proceed with colour printing. CEO also informed colour printing cost over RM9,000 for the last 6 months.</p> <p>3.6 CEO reminded to staff to treat their family as a first priority. Reference to Aliza case who brought her daughter to office due to no baby sitter available on 03/07/2014. According to CEO, HOD need to take responsibility by giving first advise to their staff on how to handle this kind of situation and HOD need to take responsibility by explaining to management on action that have been taken.</p> <p>3.7 CEO reminded to all staffs especially Sales Staff to do follow up and inform client accordingly especially if MIM training program are cancel / postpone due to not enough participant or else. Our action will give a big impact to our client and will potray good image to them.</p> <p>Reference :</p> <p>1) Cancelled Program on Fundamental of Management dated 9th-10th June'14 (Nurleen's clients from Panasonic). Participant needed to attend this course as a condition for the promotion.</p> <p>2) Cancelled Program on Foundation in CSR dated 18th-21st June'14 (Barry's clients from Brunei Methanol). MIM need to compensate to them for their early preparation cost cancellation (ie : flight fare cancellation etc).</p> <p>3)</p>		
	<p>Closing Remarks</p> <p>4.1 Fahmi thanked all MIM staffs for their attendance and cooperation. The Assembly adjourned at 9.38am. The next Monday Assembly will be held on Monday, 07th July 2014 at 9.00 am.</p>		

PREPARED BY:


Fahmi Belal
 HOD Manager
 Date : 14th July 2014

APPROVED BY:


Laura Selvi
 Financial Controller
 Date : 14th July 2014