



## **BASIC AGENCY MANAGEMENT COURSE (BAMC) TRAIN THE TRAINER COURSE**

### **OBJECTIVE**

The objective of this course is to train in-house trainers to prepare potential agency leaders to be adequately equipped with sound knowledge on management skills and techniques. It is pertinent that a good agency force be developed and in order to achieve this, leaders must be trained to assume this responsibility. Better management of agency resources and personnel would mean more efficient and professional service for policy holders. Higher standard of professionalism will ultimately enhance the public image of the life insurance industry.



**EDUCATIONAL SERVICE PROVIDER  
OF THE YEAR 2012**



**PROFESSIONAL SERVICE PROVIDER  
OF THE YEAR 2007**

### **TRAINER'S PRE-REQUISITE**

- Possess tertiary education or recognized professional education
- Employed as a Life Company Trainer for at least two years and has undergone company trainer's programme
- Has undergone the MII BAMC Course or passed the BAMC Examination
- Willing to work for the betterment of the MII-BAMC and the accomplishment of its objectives
- Committed to the whole programme
- Willing to follow MII-BAMC Ground rules and procedures
- Able to relate the text material to their students' works
- Able to conduct and deliver the programme effectively
- Is proficient in the language in which the trainer will be conducting the MII-BAMC

### **AREAS COVERED**

- Refresher on the Fundamental of Training
- Overview of the BAMC Module Contents
- Overview of the BAMC Moderator's Guide

- Module 1** - (Part A) Preamble and (Part B) Introduction to Agency Management
- Module 2** - Leadership and Planning
- Module 3** - Recruitment
- Module 4** - Selection
- Module 5** - Training
- Module 6** - Performance Management and Supervision
- Module 7 & 8** - Performance Management and Motivation
- Module 9** - Agency Building Road Map

<b>DURATION</b>	<b>COURSE SCHEDULE</b>	<b>CLOSING DATE</b>	<b>CLASS SIZE</b>
3 days (9.00 am - 5.00 pm)	15 -17 July 2019	25 June 2019	Recommendation for each class is 15 trainers

<b>MEDIUM OF INSTRUCTION</b>	<b>FEES</b>
English	RM1,590 (inclusive of tea-breaks, lunches and training materials) <i>*Price is inclusive of 6% SST</i>

<b>REGISTRATION</b>	<b>VENUE</b>
Registration can be done via online at <a href="http://www.mii4u.org/ilms/user/login">www.mii4u.org/ilms/user/login</a> .	<b>MII City Centre</b> 6th Floor, Wisma FGV, Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia

### **Enquiries**

For more information and to register, please visit us online Santhi (273), Azean (274) & Ashraff (275) or email to [sales@mii.org.my](mailto:sales@mii.org.my)

## APPLICATION FORM *Basic Agency Management Course (BAMC) Train The Trainer Course 2018*

a. Full Name (as per IC or Passport) Mr. / Mrs. / Ms. (delete as appropriate) :

b. Gender :  Male  Female      c. Date of Birth :  (dd)  (mth)  (yr)

d. NRIC :       e. Race :

f. Principal Company :

g. Designation :       h. Department :

i. Company Stamp / Address :

j. Telephone No :       Fax No :       Email :

### DETAILS OF EDUCATION

*(Please enclose copy of certificate (s) which must be certified as true and unaltered presentation of the original certificates)*

Name of School / Examining Body / Institute	City / Country	Year		Highest Qualification
		From	To	

### Training/Working Experience

YEAR	COMPANY	DESIGNATION

### Other Related Experience *(eg. Teaching experience / Research / Projects / Consultancy / involvement in societies, etc)*

YEAR	COMPANY	DESIGNATION

### PAYMENT OPTIONS *(Please tick (✓) method of payment)*

Cash Payment

Enclosed is a Bankdraft / Money Order no. for RM \_\_\_\_\_ made payable to The Malaysian Insurance Institute.

Direct Bank In to MII account : **2-64160-00004670**  
RHB Bank Bhd, Lot No G-01, Ground Floor, Bangsar Shopping Centre Office Tower Jalan Maarof, Bangsar, 59100 Kuala Lumpur, Malaysia.

Telegraphic Transfer in USD to MII account : **6-14165-00000321**  
RHB Bank Bhd, Lot No G-01, Ground Floor, Bangsar Shopping Centre Office Tower Jalan Maarof, Bangsar, 59100 Kuala Lumpur, Malaysia.

Please charge RM \_\_\_\_\_ to my credit card.     VISA     MASTER

Card number :       CVV No:       \* Only Credit Card accepted

Expiry date : \_\_\_\_\_

Cardholder's signature : \_\_\_\_\_

### IMPORTANT NOTICE

In regards to Personal Data Protection Act 2010 ("the Act"), please note that your personal data is used, stored, disclosed and processed by MII solely for the Purpose of registering examination, processing result and/ or in connection to other MII products or services. Your personal information may also be disclosed or transferred to relevant third party i.e to the industry related associations, industry related companies, government agencies and any of their respective agents. Any inquiries or complaints with respect to your personal information may also be channeled to MII by submitting such request to MII via post, email (customercare@mii.org.my) or facsimile (03-2093 7885).

Applicant's declaration

I am deemed to have consented to MII to use, store, disclose and process my personal data for the Purpose mentioned above and agree to comply with and be subject to the jurisdiction of all rules and regulation of MII concerning the course and examination.

Applicant's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Enquiries**  
For more information and to register, please visit us online  
**www.insurance.com.my** or contact:  
Malina (262) / Haziq (255) or email to sales@mii.org.my