



**The Malaysian
Insurance Institute**

Application for BAMC Train the Trainer Course (2008)

Basic Agency Management Certificate (BAMC) General Information

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COURSE OBJECTIVE

The objective of this course is 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 policyholders. Higher standard of professionalism will ultimately enhance the public image of the life insurance industry.

TRAINER'S PRE-REQUISITE

- Posses 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 and passed the MII-BAMC Course**
- 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' work
- Able to conduct and deliver the programme effectively
- Is proficient in the language in which the trainer will be conducting the MII-BAMC

DURATION

Each module - 3 days (9.00am - 5.00pm)

COURSE SCHEDULE

- 7 - 9 April 2008
Closing Date :17 March 2008
- 7 -9 July 2008
Closing Date : 17 June 2008
- 13 - 15 October 2008
Closing Date : 21 September 2008

CLASS SIZE

Recommendation for each class is 25 trainers.

MEDIUM OF INSTRUCTION

- English

FEES

RM1,200 (*inclusive of tea-breaks, lunches and training materials*)

REGISTRATION

By completing the Application Form and submitting it to MII with payment before the closing date.

MODULES

- 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 – Performance Management and Motivation
- Module 8 – Agency Building Road Map

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Application Form



The Malaysian Insurance Institute

Date of course : 7 - 9 April 2008 7 - 9 July 2008 13 - 15 October 2008

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Section A : Personal Details

Name :		
NRIC No:	Sex :	
Race:	Marital Status:	
Correspondance Address :	Employer's Address:	
Tel. No. (Home)	Tel. No. (Office):	Fax No:
Mobile No :	E-mail address:	

Section B : Professional Details

B1. Educational Background

Academic/Professional Qualifications (Please attach certified copies of qualifications acquired)

Year	Qualifications	Name of Institution	Title / Degree awarded (Abbreviations only)

B2. Training / Working Experience

Year (eg. 1990 - 2000)	Company	Designation

B3. Other Related Experiences

(eg. Teaching experience / Research / Projects / Consultancy / involvement in societies, etc.)

Year (eg. 1990 - 2000)	Company / Institution	Details of experience

Section C : Method of Payment

Payment: All company cheques to be made payable to "The Malaysian Insurance Institute" 30 days before the commencement of programme. Participants will not be registered for the programme until payment is received. We wish to inform that **MII does not accept personal cheques.**

Enclosed is a **CROSSED CHEQUE** or **BANK DRAFT** no. _____ in Malaysian Ringgit made payable to **The Malaysian Insurance Institute.**

Please charge the total amount of RM _____ to my **CREDIT CARD:**

Visa MasterCard

Card No.....

Expiry Date

Signature