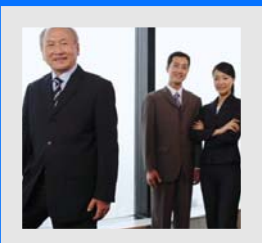
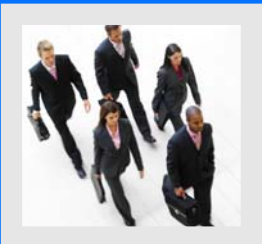




Agency Management Training Course (AMTC)



*planning
recruiting
selection
training
performance management*



The Malaysian Insurance Institute



PROFESSIONAL SERVICE
PROVIDER OF THE YEAR 2007



The success of your company depends a great deal on your producers and managers. How can you ensure that they have the knowledge and skills needed to sustain the growth and profitability of your business?

MII in collaboration with LIMRA International provides a skill-building course designed to improve proficiency in areas critical to agency management. Through AMTC, we can provide exactly what you need to improve the result generated by your best asset - your field managers.

The AMTC is the industry's premier skill development program for field managers. This intensive, peer-oriented program helps participants develop and enhance basic management skills in the critical areas of planning, recruiting, selection, training, and performance management. It is designed for both new and veteran field managers, functional managers who want to develop specific skills, and agency heads and their management associates who would benefit from a shared experience and action projects in the sessions.

WHO IS IT SUITABLE FOR?

The AMTC is designed for field managers making the transition from a position with production responsibility to one with managerial responsibility. It is also appropriate for agency heads or functional managers, those having specialized functions such as recruiting or training, and those who need to develop their management skills to increase performance.

Even established agency managers find AMTC valuable as a refresher of fundamental ideas and as a source of new ideas from fellow students.

DURATION

The AMTC is 23 weeks long and consists of one three-hour class each week.

LEARNING PROCESS

Different from many types of educational experiences, AMTC class emphasizes adult learning techniques. There is much participation and students are responsible for taking an active part in the learning process. Action Projects and Planning Projects are an integral part of the AMTC and allow the participants to transfer what is learned to the field.

MODERATORS

The AMTC is not a lecture course, so classes are led by moderators who facilitate lively discussions. AMTC moderators are accomplished local experienced field managers who have been selected, trained, and certified by LIMRA and MII. The moderators will be utilizing class discussion, skill demonstrations, role-play, planning projects and action projects.

WHAT IS COVERED

Throughout AMTC's 23 weeks of classes, participants will acquire knowledge and develop skills in five critical areas of field management:

Planning - Participants will develop a mission statement and build an annual plan to achieve their specific goals and objectives. A key project of the AMTC will allow participants to set plans and goals for the future.

Recruiting - Participants will be able to locate and talk to recruits with high potential using proven techniques of agent referral, warm nominators and personal activity. Participants will develop approaches to these sources and learn alternate methods as well.

Selection - Participants will discover proven selection methods and develop a process that can help reduce agent turnover.

Training - Participants will learn training techniques that effect a change in behaviour in their agents. Participants will develop skills in setting training objectives, role-playing, fieldwork, training meetings, and clinics.

Performance Management - Participants will develop key supervisory skills and use a proven problem solving process. Participants will also learn to manage activity and customize the development of their agents.

COURSE FEES

LIMRA Members

Full fees : RM3,500 /person
Fee after BTF deduction : RM700/person

Fee is inclusive of course materials.

Non-LIMRA Members

Full fees : RM5,250 /person
Fee after BTF deduction : RM1,050/person

Fee is inclusive of course materials.



APPLICATION FORM

AMTC

Please complete all items and provide all information requested for the purpose of student registration and examination entry and return the completed application form to:
The Malaysian Insurance Institute, Training and Education Department
No. 5, Jalan Sri Semantan Satu, Damansara Heights, 50490 Kuala Lumpur, Malaysia

1. PERSONAL DATA

a. Full Name:
(as in I/C or Passport)
Mr/Mrs/Ms (delete as appropriate)

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

d. I/C No e. Nationality

f. LIAM No (for agent)

g. Designation (for staff) h. Department

i. Principal Company

j. Address:

k. Contact: Telephone No: Fax No: E-mail:

l. No of years as Agency Leader: year/s

2. APPLICANT'S DECLARATION

I declare that to the best of my knowledge the information given in this application and supporting documents are correct and complete. If my application as a student is successful, I agree to abide by all the rules and regulations of The Malaysian Insurance Institute.

Signature :

Date :

For BTF applicants, please fill the BTF Form separately.

3. METHOD OF 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 _____

For further information please contact
Training Department at:
Tel no.: **603-2087 8882** Fax : **603-2093 9282**
Sharifah (ext 511), Malina (ext 407)



The Malaysian Insurance Institute
No. 5 Jalan Sri Semantan Satu, Damansara Heights, 50490 Kuala Lumpur
E-mail : miird@po.jaring.my Website : <http://www.insurance.com.my>