

**SENARAI NAMA KURSUS TEAMBUILDING STAF *UTMSpace* 2012
LUBOK MEREKEK, TAMAN NEGARA ENDAU ROMPIN, BEKOK, SEGAMAT**

Teambuilding <i>UTMSpace</i>						
Siri 7						
7-9 September 2012						
No	EID	Nama	Jawatan	Bahagian	Pusat	Siri
1.	10338	Farasdianna Ibrahim	Pembantu Eksekutif C	Seksyen Pengurusan Akademik , Hal Ehwal Mahasiswa dan Alumni (Kuala Lumpur)	KL	7
2.	10353	Kamarul Isyak Md. Talib	Eksekutif B	Unit Komunikasi Pemasaran	JB	7
3.	10308	Mashanida Mohamad Mazalan	Eksekutif	Unit Undang-undang Audit dan Kualiti	JB	7
4.	10355	Mohd Aizi Ali @ Mohd Sura	Pengawal Keselamatan	Bahagian Pentadbiran dan Pengurusan Harta Tanah (KL)	KL	7
5.	10317	Mohd Firdaus Hamis	Pembantu Eksekutif C	Bhg. Pengurusan Akademik	KL	7
6.	10307	Mohd Kamaludin Mohd Areaf	Pembantu Eksekutif D	Bahagian Pentadbiran dan Pengurusan Harta Tanah (KL)	KL	7
7.	10337	Muhamad Helmie Saapee	Pembantu Eksekutif C	Seksyen Kemasukan dan Rekod (Kuala Lumpur)	KL	7
8.	10311	Muhammad Saiful Al Ahadi Rosli	Pembantu Eksekutif C	Seksyen Pengurusan Akademik , Hal Ehwal Mahasiswa dan Alumni (Kuala Lumpur)	KL	7
9.	10352	Nabilah Yusoff	Eksekutif B	Bahagian Teknologi Maklumat Dan Komunikasi	JB	7
10.	10156	Noor Suriati Mamat	Pembantu Eksekutif C	Unit Pengurusan Program Kerjasama	KL	7
11.	10046	Norhidayah Mohd Noor Hussain	Eksekutif	Unit Pengurusan Modal Insan	JB	7
12.	10129	Nurul Azila Ismail	Pembantu Eksekutif C	Bahagian Kewangan	JB	7
13.	10286	Siti Ummul Zalikha Mohd Zali	Pembantu Eksekutif C	Bahagian Kewangan (KL)	KL	7
14.	10342	Rooslan bin Yusuf	Pengawal Keselamatan	Bahagian Pentadbiran dan Pengurusan Harta Tanah	KL	7
15.	10333	Sayani Sabran	Eksekutif B	Bahagian Teknologi Maklumat Dan Komunikasi	JB	7
16.	10287	Siti Zaleha Mustapa	Pembantu Eksekutif C	Unit Pengurusan Program Kerjasama	KL	7
17.	10303	Ummi Syahidah Manaf	Pembantu Eksekutif C	Pusat Pengajian Separuh Masa (FAB)	JB	7
18.	10022	Azreena Zainal Abidin	Eksekutif	Unit Program Eksekutif	JB	7
19.	10404	Nurul Nadhirah bt. Abu Bakar	Pembantu Eksekutif C	Bahagian Kewangan (KL)	KL	7
20.	10147	Anas Badrol Abu Bakar	Pembantu Eksekutif D	Bahagian Pentadbiran dan Pengurusan Harta Tanah	JB	7
21.	10035.00	Irwanti Djoni @ Johan	Pembantu Eksekutif C	Seksyen Hal Ehwal Mahasiswa & Alumni	JB	7
22.	10159	Suzana Hamzah	Pembantu Eksekutif C	Bahagian Pembangunan Bisnes	JB	7
23.	10077	Dalizasuriyani Md Daut	Eksekutif B	Unit Penyelidikan, Penerbitan dan Perhubungan Pelanggan	JB	7
24.	10021	Maria Ahmad	Eksekutif	Unit Penyelidikan , Penerbitan dan Perhubungan Pelanggan	JB	7

25.	10351	Noor Asma Husain	Eksekutif	Bahagian Teknologi Maklumat Dan Komunikasi	JB	7
26.	10082	Mohamad Nazri Sayuti	Eksekutif B	Unit Penyelidikan, Penerbitan dan Perhubungan Pelanggan	JB	7
27.	10135	Rosmawati Ibrahim	Eksekutif B	Unit Penyelidikan, Penerbitan dan Perhubungan Pelanggan	JB	7
28.	10421	Zali bin Ab Rahim	Pembantu Eksekutif C	Bahagian Pentadbiran dan Pengurusan Harta Tanah	KL	7
29.	10050	Norimaliza Mamat	Eksekutif	Seksyen Kemasukan dan Rekod	JB	7
30.	10394	Zaiton bt. Abdul Manaf	Pengawal Keselamatan	Bahagian Pentadbiran dan Pengurusan Harta Tanah	KL	7
31.	10354	Najmi Mohamed	Eksekutif B	Unit Komunikasi Pemasaran	JB	7
32.	10151	Arifuddin bin Yusof	Eksekutif B	Bahagian Teknologi Maklumat dan Komunikasi	KL	7
33.	10165	Fadhlina Ilyani Omar	Eksekutif B	Unit Jaminan Kualiti	JB	7
34.	10422	Muniratul Hidayah Maliki	Pembantu Eksekutif C	Bahagian Pentadbiran dan Pengurusan Harta Tanah	JB	7
35.	10169	Mohd Zaidi Basir	Pembantu Eksekutif D	Bahagian Pentadbiran dan Pengurusan Harta Tanah	KL	7
36.	10369	Yusri Baba	Pengawal Keselamatan	Bahagian Pentadbiran dan Pengurusan Harta Tanah	KL	7

Perhatian kepada semua staf:

Pergerakan Staf *UTMSPACE* Kuala Lumpur :

Bertolak pada 6 September 2012 (jam 3.00petang) ke Johor Bahru & menginap di Scholars Inn selama satu malam. Bertolak balik dari TAMAN NEGARA ENDAU ROMPIN, BEKOK, SEGAMAT selepas tamat program pada 9 September 2012.

No. Telefon Pejabat Taman Negara, Bekok Segamat untuk dihubungi sekiranya berlaku kecemasan: **07-9222875 (Sila maklumkan kepada ahli keluarga masing-masing sebelum bertolak ke TAMAN NEGARA ENDAU ROMPIN, BEKOK, SEGAMAT).**

Kepada staf yang mempunyai urusan kecemasan dikalangan ahli keluarga (seperti saudara yang sakit dsb.), sila maklumkan kepada Unit Modal Insan selewat-lewatnya sehari sebelum pergi berkursus untuk tindakan selanjutnya.

TEAMBUILDING AT
TAMAN NEGARA ENDAU ROMPIN, BEKOK, SEGAMAT
(Tel:07-9222875)**

Key Trainers/Facilitators

Name	Affiliation	Function
Prof. Dr. Amran Rasli	Dean FPPSM, UTM Skudai	indoor-based activities
Hajjah Rosalmi Osman	Owner of Fun 2 Fit Aerobic & Dance Studio	fitness module
Ahmad Salman	MISC Berhad	utility support (including medical)
Hamdan Taufik Mustafa	Freelancer	indoor-based activities
Mr. Adni Md. Som	Owner of Qurratul Flora Enterprise, No. 2, Jalan Gunung 86500 Bekok	outdoor based activities (trekking) arrangement for insurance, 4WD from Bekok-Base Camp-Bekok, gen-sets, tents and 5 meals per day

Program Outline

Location of Training is at Lubok Merekek, Endau Rompin National Park

Program for Executives and lower ranked personnel

Day (time)	Activity	Reference	Theoretical/ practical weights
1 (0700-0900)	Depart from UTM		
1 (0900-1000)	Arrival of bus at Taman Negara Office		
1 (1000-1100)	Arrive at Base Camp at Lubok Merekek		
1 (1100-1115)	Tea/snack		
1 (1115-1200)	Activity 1: Briefing and formation of groups	Briefing on do's and don'ts. Ice breaking session using <u>Simpsons profiling.ppt</u> . Target: form 6 groups	100% theory
1 (1200-1245)	Group dynamics 1: Group theme	Start with <u>teambuilding + leadership.ppt</u> . Each group will be given white cloths, mahjong papers and asked to draw and present their group crest, with logo and company song	50% theory: 50 % practical
1 (1300-1415)	Lunch/Prayers	Imam: participant A	
1 (1415-1500)	Group dynamics 1: Group theme (cont.)		50% theory: 50 % practical
1 (1500-1700)	Group dynamics 2: The booby trap	Teams will compete by laying out "obstacles" for the opponents. The fastest team to complete the task wins	100% practical
1 (1700-1730)	Tea Break/Prayers	Imam: participant B	
1 (1730-1900)	Activity 2: Creativity session I	Start with <u>creative mtdc upm.ppt</u> . Distribute <u>Tower of pasta challenge.doc</u> . Each group will compete	50% theory: 50 % practical
1 (1900-2000)	Dinner/Prayers	Imam: participant C	
1 (2000-2300)	Activity 3: Creativity session II Group dynamics 3: Acting workshop and Short movies project briefing	Continuation with <u>creative mtdc upm.ppt</u> . Each group will compete Refer teambuilding acting. Hargai ibu, helmet and j jantan	50% theory: 50 % practical
1 (2230-2300)	Supper/Prayers	Imam: participant D	
2 (0600-0700)	Wake up/prayer + tazkirah	Refer <u>KPI Islam latest.ppt</u>	100% theory

2 (0700-0800)	Morning Exercise	Amy to conduct aerobics and give briefing on competition	100% practical
2 (0800-0830)	Breakfast		
2 (0830-1230)	Activity 4: Trekking	To be facilitated by Taman Negara staff	100% practical
2 (1230-1400)	Lunch/Prayers + movie project planning	Imam: participant E	
2 (1400-1700)	Activity 5: Acting session	Groups will commence their own movie project	100% practical
2 (1700-1730)	Tea Break/Prayers	Imam: participant F	
2 (1730-1900)	Activity 5: Acting session (cont.)	Groups will continue their own movie project	100% practical
2 (1900-2000)	Dinner/Prayers	Imam: participant G	
2 (2000-2230)	Activity 6: Final stage of short film preparation (editing, voice over etc)	Groups will converge to edit and complete their movie project	100% practical
2 (2230-2300)	Supper/Prayers	Imam: participant H	
3 (0600-0700)	Wake up/prayer + tazkirah	Seven habits from the perspective of Islam v3.ppt	100% theory
3 (0700-0830)	Activity 7: Movies presentation	Groups will present their movies. Judges to review	50% theory: 50 % practical
3 (0830-0900)	Breakfast		
3 (0900-1030)	Group dynamics 4: Aerobic competition	Each group will be judged based on the aerobics routine	50% theory: 50 % practical
3 (1030-1200)	Group dynamics 5: Recap and lessons learnt.	Show videos: Miracle comeback for Russians, 4X400m final, Derek Redmond, Steve Jones, inspirational video ever.	100% practical
3 (1200-1330)	Lunch/prayers	Imam: participant I	
3 (1330-1430)	Activity 8: Blowpipe competition/free and easy	To be facilitated by Taman Negara staff	100% practical
3 (1430)	Announcement of winners, certificate presentation, group photo and return to civilization		

THINGS TO BRING FOR THE TEAMBUILDING MODULE
(Peralatan yang perlu dibawa oleh setiap peserta)

Individual participants

1. Sufficient clothes (including several track suits) for 3 days and 2 nights
2. Towel and toiletries (soap, shampoo, toothpaste, toothbrush etc)
3. Small torchlight
4. Own medication (including tiger balm which would be handy in cases of leech bites and sprains)
5. Clothing for prayers (bring your own telekung, kopiah, kain pelikat etc.)
6. Energy/granola bars or raisins/nuts (to ensure you have enough energy while trekking)
7. Detergent to clean your dirty clothings (normally I wash dirtied clothes at the campsite)
8. Good pair of sports shoes for outdoor activities including trekking through streams and jungle trail (do not buy cheap canvas shoes which will not last after one day as the shoe sole will come off due to poor quality adhesives or inferior stitching). A cheaper but equally good option would be to use rubber shoes

For group projects

9. External memory drive (would be useful to compile all the video shots)
10. A couple of your favorite songs (including instrumental) in digital format (to be used during editing activities)
11. The interface cable to transfer your video recording to the laptops (without this, all effort becomes futile)

***PESANAN DARIPADA FASILITATOR KEPADA SETIAP PESERTA:**

Pastikan kasut yang dipakai oleh peserta selesa dipakai dalam keadaan lasak mahupun keadaan yang biasa terutamanya bagi aktiviti *Trekking*