



MEMBERS CIRCULAR

12 February 2015

Ref 003/02/15

Dear Members

CERTIFICATION COURSE IN SHOPPING MALL MANAGEMENT:

- Marketing and Leasing
- Administration
- Operations and Maintenance

Greetings ! PPK Malaysia is pleased to announce that we are continuing with the training and education of personnel in shopping centres for the first half of 2015 via the abovesaid courses which have been endorsed by Malaysia Retailers Association, (MRA), Malaysia Retail Chain Association (MRCA), Real Estate and Housing Developers Association (REHDA) and FIABCI Malaysia.

The dates of our forthcoming CERTIFICATION COURSES for 1-2015 are as stated overleaf. Parts 1 and 2 for the 3 modules, Marketing & Leasing, Administration and Operations & Maintenance are **repeat courses** for those who did not manage to participate during the previous occasions.

Individuals who wish to be certified will be given thirty six (36) months to complete a full certification course. These courses consist of 3 modules each on the following topics:

- 1) Mall Marketing & Leasing
- 2) Mall Administration
- 3) Mall Operations & Maintenance

Participants who wish to apply for certification must be ordinary individual members of PPK Malaysia and non-members who attend the course will only obtain a Certificate of Attendance. The certification course is as follows:

PART 1	PART 2	PART 3	CERTIFICATION
CERTIFICATE I MALL MARKETING & LEASING (SEMINAR ONLY)	CERTIFICATE II SEMINAR & WORKSHOPS	CERTIFICATE III COURSE WORK, EXAMINATION, PRESENTATION, & INTERVIEW	CERTIFIED MALL MARKETING & LEASING MANAGER (CMMLM)*
CERTIFICATE I MALL ADMINISTRATION (SEMINAR ONLY)	CERTIFICATE II SEMINAR & WORKSHOPS	CERTIFICATE III COURSE WORK, EXAMINATION PRESENTATION, & INTERVIEW	CERTIFIED MALL ADMINISTRATION, MANAGER (CMAM)*
CERTIFICATE I MALL OPERATIONS & MAINTENANCE (SEMINAR ONLY)	CERTIFICATE II SEMINAR & WORKSHOPS	CERTIFICATE III COURSE WORK, EXAMINATION, PRESENTATION, & INTERVIEW	CERTIFIED MALL OPERATIONS MANAGER (CMOM)*
			PART I + II + III CERTIFIED MALL MANAGER (CMM)*

Persatuan Pengurusan Kompleks Malaysia (PPK)

Malaysia Shopping Malls Association

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** Apart from the seminar, course work and examination, participants will also be required to present a paper and attend an interview with the Board of Examiners. Upon completion of the relevant courses, participants can then apply to be a Certified Manager or Mall Manager.*

Part 3 (Final Part) of the abovesaid modules will be conducted at the same time for participants who have already completed Parts 1 & 2. (A separate schedule/invitation will be forwarded to qualified participants in due course.)

We are confident that the above course will be the first step in the right direction to address the need for the certification of individuals in the industry and ultimately, result in the accreditation from the relevant bodies and that this common objective of ours will boost the level of professionalism and performance of the industry.

Since 2013, we have enhanced and updated our syllabus for the courses and effective 2014, we shall now offer a combined Administration module (previously Part 1 & 2) and which will now require one (1) additional day. Therefore, our seminars will be held as follows: -

Module	Dates	Venue
Marketing and Leasing (Part 1 & 2)	Monday, 20 April 2015 to Wednesday, 22 April 2015 (3 days)	The Gardens Hotel, Mid Valley City, Kuala Lumpur
Operations & Maintenance (Part 1 & 2)	Thursday, 23 April 2015 to Friday, 24 April 2015 (2 days)	The Gardens Hotel, Mid Valley City, Kuala Lumpur
Administration (combined Part 1 & 2)	Monday, 27 April 2015 to Wednesday, 29 April 2015 (3 days)	The Gardens Hotel, Mid Valley City, Kuala Lumpur

Kindly note that we shall be applying for CPD (Continuous Professional Development) for the forthcoming courses from Lembaga Penilai, Pentaksir Dan Ejen Hartatanah Malaysia (Board of Valuers, Appraisals & Estate Agents Malaysia).

Enclosed are the programmes for the Course for your perusal and interested participants may submit their registrations which should reach us together **on or before Tuesday, 31 March 2015***. **Kindly note that any registrations received after this date will incur late surcharges of RM212 per registration per module. As the course fees will incur GST, ALL INVOICES will only be issued by us on 1 April 2015 with payments to reach us by us latest by 13 April 2015.**

For further details and information, you may call our Secretariat at Tel: 03-7727 6202/email to secretariat@ppkm.org.my. Thank you for your kind attention and we look forward to your continuous support.

Yours faithfully

PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK)



TAN SRI DATUK EDDY CHEN
President

PPKM CERTIFICATION COURSE REGISTRATION FORM

SPECIAL PROMOTION !

Enjoy a RM 265.00 discount from the total cost for participants taking both *Mall Marketing & Leasing and Mall Administration*, OR *Mall Operations & Maintenance and Mall Administration*

PLEASE TAKE NOTE OF THE FOLLOWING:

- No cancellation will be accepted after registration has been received. In the event the participant is unable to attend the course, a replacement from the same organisation may be arranged.
- **PPK MALAYSIA** reserves the right to make any amendments and / or changes to the programme if warranted by circumstances beyond its control.
- Full payment is required with registration and must be received prior to the seminar latest by 13 April 2015 to confirm seating failing which the registration is deemed void.
- For registrations received after the closing date*, a late surcharge of RM212 per registration per module shall be imposed.
Deadline: 31 March 2015
- Walk-in delegates will only be admitted on the basis of the space availability on the day of the seminar held and with immediate full payment.
- All participants are required to attend the full day course failing which Certificate of Attendance will not be given.
- Fee includes the cost of the sessions, lunch & tea breaks, seminar notes and a Certificate of Attendance.
- Attire - office wear.

FEES below include 6% GST (*A RM 53.00 discount for 3 or more participants who register for the same module from the same organization):

MODULE	Single Registration		*Group Registration (min. 3 pax from the same company)	
	Members PPK(M) / MRCA / REHDA / MRA / FIABCI (RM)	Non- members (RM)	Members PPK(M) / MRCA / REHDA / MRA / FIABCI (RM)	Non-members (RM)
Marketing & Leasing Part 1 (3 days)	1,378	1,590	1,325	1,537
Marketing & Leasing Part 2 (3 days)	1,590	1,802	1,537	1,749
Operations & Maintenance Part 1 (2 days)	901	1,113	848	1,060
Operations & Maintenance Part 2 (2 days)	1,060	1,272	1,007	1,113
Administration (3 days)	1,590	1,802	1,537	1,749

Please tick [✓] the boxes and / or delete where applicable :

		PART 1	PART 2	FEES (RM)	No. of pax	TOTAL amount (RM)
Marketing & Leasing	20 – 22 Apr 2015 (3 days)					
Operations & Maintenance	23 & 24 Apr 2015 (2 days)					
Administration	27 - 29 Apr 2015 (3 days)	~ COMBINED ~				

We are pleased to register the following delegate(s):
(Kindly provide full name as per NRIC / Passport)

1. Name : Mr/Ms.....
Position :
Email address:.....
2. Name : Mr/Ms.....
Position :
Email address:.....
3. Name : Mr/Ms.....
Position :
Email address:.....
Company :
Address :
Tel :Fax:.....
Name of Contact Person:.....Email address:.....

PAYMENT DETAILS : Please cross [x] the appropriate box

- We enclose Bank Draft / Cheque / Money / Postal Order for RM No. made payable to **PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK)**
Direct Bank Into CIMB Account Number:
CIMB 80-00263685-0 (Please fax your bank-in slip to PPK MALAYSIA AT 03-77276203 to confirm your seat)
- We enclose cash for RM Cash payment **MUST** be made at PPK Malaysia's office and a completed form **MUST** be forwarded to us with the payment.

PAYMENT REQUIREMENTS

- All fees should be made payable to **PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK)**
- Please send your payment and registration form to:

PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK)
A608, 6th FLOOR, (LOBBY 2), BLOCK A
NO. 1, JALAN SS20/27, DAMANSARA INTAN, 47400 PETALING JAYA.
Tel: 03 – 7727 6202 Fax: 03 – 7727 6203
Email: secretariat@ppkm.org.my

PERSONAL DATA PROTECTION ACT (PDPA) CONSENT FORM

At PPK Malaysia, we respect the privacy of individuals and the use of their personal data according to the PDPA.

Personal data could be your name, contact details and any other data which we may obtain from you for the purpose of processing your membership application with our organization. Please rest assured that we will take reasonable care and precaution to prevent the loss or misuse of your Personal Information.

The processing of your Personal Information is also subject to applicable laws. The Personal Information which you provide to us now or from time to time or have provided to us previously will be used and processed, and continued to be used and processed by us, in accordance with this Privacy Policy (as amended, varied or revised from time to time).

By submitting the said information to us herein, we trust you have no objections to the processing of your personal data by our organization in accordance with the PDPA.

Thank you.



PPK Malaysia
Malaysia Shopping Malls Association

CERTIFICATION COURSE IN SHOPPING MALL MANAGEMENT



AboutTheProgramme

This Certification Programme is designed to elevate the level of professionalism for mall management. It expands your knowledge, skills and offers participants a series of introductory and advanced learning sessions from experienced mall practitioners. It covers the fundamentals of mall management and comprehensive course materials, case studies and interaction sessions.

MODULE

- Marketing and Leasing
- Operations and Maintenance
- Administration

BENEFITS OF PROGRAMME

- Increase your knowledge and skills
- Elevate your professional standards
- Advance your worth and career
- Raise mall management standards
- Drive results for your company
- Networking

- Part 1 is an Introductory Course
- Part 2 is an Advanced Course with Case studies and Workshops
- Part 3 is Course Paper, Examination, Presentation and Interview with the Board of Examiners
- For full certification, candidates are given a maximum time frame of thirty six (36) months to complete the full programme in either one or all of the three (3) modules
- All certified managers must be current individual members of PPK Malaysia

COURSE CERTIFICATION

Certificate of Attendance

Completion of Part 1 or Part 2 of any module

CMM Certified Mall Manager

Completion of Part 1, Part 2 and Part 3 of all modules

CMMLM Certified Mall Marketing & Leasing Manager

Completion of Part 1, Part 2 and Part 3 of Marketing & Leasing module

CMOM Certified Mall Operations Manager

Completion of Part 1, Part 2 and Part 3 of Operations & Maintenance module

CMAM Certified Mall Administration Manager

Completion of Part 1, Part 2 and Part 3 of Administration module



If you are interested in the programme, please contact PPK Malaysia at:

Tel : +603 7727 6202 | 6232

Fax : +603 7727 6203

Email: secretariat@ppkm.org.my

ppkmalaysia1984@gmail.com

Part 1

Marketing & Leasing

In this constantly evolving market, you need to stay in touch with the evolution of the shopping mall industry. Learn of the humble beginnings of the Malaysian mall industry, its definitions and how it has evolved to become global icons and landmarks.

Marketing

Understanding what marketing is and the roles it play for a shopping mall is pivotal for its success. You will learn the fundamentals of marketing and gain insights into the formulation of a marketing plan and budget. The marketing mix of events, sales promotions, visual merchandising and media will be discussed and how it can be used cohesively to execute the plan.

Today's competitive environment has forced malls to communicate effectively and persuasively. Learn how to design a good communications programme and the foundation for a crisis communication plan.

Advertising

Be introduced to the world of advertising and the principles of an effective campaign. This session equips you with the knowledge of an effective plan using different types of media to drive results.

Market Research

This section teaches you the objectives of research design and data in mall development. Research allows for the understanding of consumers and prepares you for better decision making.

Leasing

One of the critical success factors for a shopping mall is good retail and tenant mix. Learn the basics, roles, terminology and procedure of leasing a store. You will be given insights into the strategies for good tenant selection, tenancy mix to layouts. This interactive session with case studies will enable you to solve conflicts and provide resolutions to lease situations.

Fit Out and Design

Mall and store designs have become icons that shaped cities and towns. Learn the correlation between leasing, fit-out and design and how consumers' changing habits have shaped the retail spaces in malls.

Operations & Maintenance

Safety and Security

In this session, you will be exposed to all aspects of safety and security practices in malls. The Command centre and Control system operations will be outlined along with the procedures for an ERT (Emergency Response Team). A mall tour will be organised for a site learning experience.

Mechanical and Electrical (M&E)

An integral component to mall operations is the M&E systems. Learn the terminology and systems operations of the air conditioning and ventilation systems that impact your mall's common spaces, retail stores, car park and more. Case studies will be presented to demonstrate the systems and its link to the mall.

Energy Savings and Management

With the electricity tariff increase, malls are proactively taking steps to go green and stay sustainable. Find out more on energy saving practices and how to convert malls into energy efficient buildings. Discover how energy audits are performed to keep energy consumption at the most cost-effective level.

Housekeeping

Housekeeping is important in creating a conducive, hygienic and well-maintained shopping environment for shoppers. Gain insights into how to maintain a good housekeeping standard to get the best out of your mall's service contracts.

Car Park Management

All you need to know about managing a quality car park. From equipment, payment methods, signage, cleaning, security controls of staff, for you to make the best assessment for your car park operations.

Maintenance Plan

Learn all about the mall's reactive, preventive and predictive maintenance plans and its advantages. A good plan is essential to ensure the most cost-effective way to maintain our malls in the long term.

Administration

Managing Industrial Relations and Disputes

Setting KPIs (key performance indicators) for employees is important to drive results. Learn how to create efficiency, innovation, and networking within your workplace to charter staff growth.

This session addresses issues related to work misconduct, poor performance and disputes and how to manage it effectively.

Effective Organizational Control

Having a company vision and effective control in an organization is a driving force for success. By providing a clear understanding of the employees' roles, the team will work cohesively and motivate change as a tool for innovation. Malls must stay effective in the face of competition and promote good organizational culture.

Insurance-An Essential Need

A review on why malls need insurance and the various types to cover mall management and operations. Understand what are the consequential losses due to mall incidents, the associated risks and how essential insurance is for a mall management.

Management of Litigation

A number of questions arise from what happens if a lawsuit were to happen. In this session, you will be exposed to various types of legal actions that can happen in a mall environment. Past cases will be reviewed for a clear understanding of litigation matters.

Part 2

Marketing & Leasing

An introduction on how good planning, pre-development, feasibility along with layout, concept, tenant mix and market positioning is essential in mall development. In post-development, malls have to undergo expansion, redevelopment and renovation to stay competitive.

Marketing

An advanced marketing module on how to cope with changing consumer trends and steering changes in the way we market our mall. Understand partnership and tourism marketing and how to expand your network of resources. Learn about creative thinking and the ability to imagine and invent new ideas, raise possibilities and generate excitement.

Advertising

The advancement of mobile and social media has forced advertising campaigns to get creative and engaging. See how malls are tackling this change and learn how to develop campaigns using various media for optimum results and reach.

Leasing

A more comprehensive approach of leasing from rent structures, rent setting and reviews to deal making and negotiations. Learn the art of a leasing process, how to generate sustainable income and growth while increasing the value and worth of your mall.

Market Research

Learn how to identify problems, approach them and design your own research methodology for your mall. You will be guided on data collection, analysis to report preparation and presentation, enabling your company to make decisions on the problems at hand.

Operations & Maintenance

Safety and Security

Learn about the meticulous planning of a mall's safety practices and security features to provide a safe and secure ambience for shoppers. In-depth emergency situations and evacuations will be tackled along with the sharing of good security practices adopted by successful malls.

Housekeeping

An elaborate housekeeping study on the equipment and practices by malls to meet the high demands of consumers. Constant increase in labour and material prices have forced malls to instill a hands-on approach to maintenance standards and the experiences will be shared here.

Operations Management and Scope of work

Embracing change is the key to a mall's success. The role of the Head of Operations has changed and grown as malls evolve and this session will outline the key responsibilities of operations and its contribution to the mall as a whole.

You will learn how to create an operational organization chart that is in line with your mall's vision and mission along with the job scope of the managers of each operational division.

Administration

Managing Employees' Performance Problems

Dismissal of an employee on poor performance is a question of fact and varies from case to case. Learn details of what documents are important to support management decisions and the correct procedures to manage employees' performance.

Advanced Effective Organizational Control

Organizational control is the process of assigning, evaluating and regulating resources on an ongoing basis to accomplish an organization's goals. To successfully control an organization, managers need to not only know what the performance standards are, but also figure out how to share that information with employees.

Insurance – An Essential Need II

Look into the various insurance policies required by shopping malls and the insurance needs of strata properties.

Talent Management

It's all about an organization's ability to create and optimize the talent resources needed to execute on business strategies. Effective mining and multiplying talent is the key to organization success so there is a need to understand market trends and challenges.

Advanced Management of Litigation II

Delve in depth on how tenants can breach tenancy agreements and how management can recover rental arrears and /or obtain vacant possession. Learn to recognize the pros and cons of such actions and the enforcement proceedings after judgement has been obtained

Operations Cost Settings

Get into a practical workshop of how to work out operations costs and what items make up these costs in a shopping mall.

Endorsed by :



Persatuan Pengurusan Kompleks Malaysia (PPK)

Malaysia Shopping Malls Association

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