

MEMBERS CIRCULAR – NORTHERN REGION

6 May 2019

Ref 020/05/19

Dear Members

OPERATIONS & MAINTENANCE 1-DAY WORKSHOP, NORTHERN REGION MALLS

Greetings from PPK Malaysia!

We are pleased to announce that in line with our continuous process of the training and education of personnel in shopping malls, we will be organising our inaugural workshop for shopping malls in the Northern Region. It is our objective to bring our current practitioners on operations and maintenance to share their invaluable experience and expertise with malls on topics covering Operations and Maintenance like security, car park management, housekeeping, business models, managing mixed developments etc. Please refer to the attached programme for further information.

The schedule for the said workshop together with the registration fees payable are as follows:

Date: Fri 19 July 2019
Time: 8.30 am – 5.00 pm
Venue: Cititel, 66 Jalan Penang, 10000 Penang

	PPK members	Non-members
Registration (per person) inclusive of 6% service tax	RM 625.40	RM 731.40

We look forward to your close participation to register personnel from your malls for the said workshop as soon as possible but for logistics, **the workshop will only be confirmed if there is a minimum registration of 25 pax.** Interested participants are requested to complete the attached registration form and **email to our secretariat latest by Monday, 27 May 2019**. In the meantime, you may contact our secretariat at Tel: 03-7727 6202 if you require further information. Thank you.

Yours faithfully

PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK)



TAN SRI DATO TEO CHIANG KOK

President

Persatuan Pengurusan Kompleks Malaysia (PPK)

Malaysia Shopping Malls Association

A608, 6th Floor, Lobby 2, No. 1, Jalan SS20/27, Damansara Intan, 47400 Petaling Jaya, Selangor D.E. Malaysia

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OPERATIONS & MAINTENANCE 1-DAY WORKSHOP, NORTHERN REGION MALLS

Date: Fri 19 July 2019
 Time: 8.30 am – 5.00 pm
 Venue: Cititel, 66 Jalan Penang, 10000 Penang

TO: PPK MALAYSIA
 A 608, 6th Floor, Lobby 2, Block A
 No. 1, Jalan SS20/27, Damansara Intan, 47400 Petaling Jaya

Email: secretariat@ppkm.org.my

We are interested to participate in the abovementioned event and wish to register the following:

NAMES	DESIGNATION	MOBILE NO.	EMAIL ADDRESS:
1 Mr/Ms.....
2 Mr/Ms.....
Name of Organisation/ Shopping Centre/Building:		
Address:		
Name of Contact personnel:		
Email of Contact personnel:		
Tel. No. of contact personnel:		

Enclosed please find our payment amounting to RMpayable to PERSATUAN PENGURUSAN KOMPLEKS MALAYSIA (PPK) via cheque No.datedfor persons. Thank you.

NOTE: In the event you have registered for same and are unable to attend, kindly send a representative otherwise the registration fee will still be chargeable to you.

Yours faithfully

Name :
 Date :
 Company Stamp:

IMPORTANT NOTES:

- The workshop will only be confirmed if there is a minimum registration of 25 pax
- PLEASE EMAIL THIS FORM TO secretariat@ppkm.org.my LATEST BY MONDAY, 27 MAY 2019
- PAYMENT DETAILS: You may directly bank into our CIMB Account Number: CIMB 80-0263685-0 and email the bank-in slip to secretariat@ppkm.org.my to confirm your seat



PPK MALAYSIA OPERATIONS & MAINTENANCE 1-DAY WORKSHOP

Date: Fri 19 July 2019 Time: 8.30 am – 5.00 pm
Venue: Cititel, 66 Jalan Penang, 10000 Penang

TIME		Speaker
0830	ARRIVAL & REGISTRATION	-
0900	WELCOME ADDRESS / Overview	
0915	Overview: Introduction to Shopping Mall Management	Vincent Chong
0945	Security <ul style="list-style-type: none">• Crime Prevention & Security Awareness• Emergency Response Team	Vincent Chong
1030	<i>Coffee Break</i>	-
1045	Car Park Management <ul style="list-style-type: none">• qualities of a good car park• types of management contracts• services/facilities	Vincent Chong
1130	Housekeeping <ul style="list-style-type: none">• overview of considerations• minimum standards	Vincent Chong
1200	Business & Financial Model of a Shopping Mall <ul style="list-style-type: none">• The Operational Model• Roles & Responsibilities of key departments in a mall / Contracts / Managing the Back of House	Ir YL Lum
1300	<i>Lunch</i>	-
1400	<ul style="list-style-type: none">• M&E and Managing Mixed Developments• Overall design & management concept• M&E Requirement for Retail Space Design	Ir YL Lum
1600	<i>Tea Break</i>	-
1615	Q& A Panel Discussion with speakers: <ul style="list-style-type: none">• Vincent Chong• Ir YL Lum	
1700	END OF WORKSHOP	-

Programme subject to change without notice at the discretion of the organizer