

HCM GROUP MEMORANDUM

Ref : HCM/SFU/Admin-COP/02/10/0002
Date : 19 February 2010
To : Admin COP (See attachment)
From : Mohd Shukri Abd Rahman
CC : Dato' Hasnur Rabiain Ismail
(See attachment)

Subject : **K-Sharing Session "Effective Negotiation Skills"**

We are pleased to inform that Admin COP is organizing a K-Sharing session on "**Effective Negotiation Skills**" by a panel of speakers. This is an interesting topic related to one of the company's core staff competencies:

The details are as follows:

Date : **2 March 2010**
Time : **9.30 am**
Venue : **Conference Room, Ground Floor, HCM HQ**
Presenters : **Rohani Rasid (HCME)**
Zarinah Mhd Ismail (HCME)
Husin Mamed (KPS-HCM)
Najatul Jihan Sh. Ahmad (KPS-HCM)

They recently attended a course on negotiation and would like to share what they have learned with other staff. Contract COP and Procurement COP members who are interested to join this session please submit names to Mohd Azizul Idrus through email (m.azizul@hcme.com.my) or tel. No. 92861040 ext 260. Those who attend are required to also share what they have gained with their colleagues.

"Unleash the Power Within"

Thank you.



Mohd Shukri Abd Rahman

Appendix A**CC**

No	Name
1	Mr. Chia Kwok Kin
2	Mohd Norli Md Saleh
3.	Mohammed Asrof Mohd Hussain
4.	Mohd Azman B. Yaacob

Admin COP Members

No	Name	Department/ Company
1	Chia Kwok Kin	HCME
2	Kamarul Bahrin Khaironi	HCME
3	Zarinah Mhd Ismail	HCME
4	Suryanti Ahmad Sabri	HCME
5	Aswani Muda	HCME
6	Rohani Rasid	HCME
7	Mohd Fauzi Abd Aziz	HCME
8	Tee Theong Heng	HCME
9	Appril Liew	HCME
10	Husin Mamed	KPS-HCM
11	Mohd Zamrul Mohd Darus	KPS-HCM
12	Najatul Jihan Sh. Ahmad	KPS-HCM
13	Saiful Fahmi Md Salleh	KPS-HCM (S1 - Shah Alam)
14	Niza Mat Rokani	KPS-HCM (S2 - Sabak Bernam)
15	Saidatul Akma Mohd Shukor	KPS-HCM (S3 - Rawang)
16	Norazlina Abd Aziz	KPS-HCM (S4 - Bangi)
17	Hj Azmi Alias	Admin Exe.
18	Nurul Syawal Bt. Sahak	Admin Asst.
19	Faizal B. Osman	Admin Clerk