



MiWEPS

Malaysian Organization for Development
of Indian Women in Career, Entrepreneurs and Professionals



**CAREER UPGRADE with EXECUTIVE DIPLOMA from
IPMA (UK) CUEDIP**

**GRADUATION CEREMONY
CLASS 2018**



***Message from Dr. Maria Rufina, President
Malaysian Organization for Development of Indian
Women in Career, Entrepreneurs and Professionals***



To all CUEDIP Graduates,

On behalf of the Management Council of MiWEPs, I would like to wish heartiest congratulations to all Executive Diploma graduates for achievement of this honor.

You all have proven to none other but yourselves that nothing is impossible. While this Executive Diploma prepared you to “Stand Out and Shine” at your work place so that you could elevate yourself in career or business, many of you have your own reasons too for embarking on this journey.

Some of you wanted to challenge yourself, some of you have said how this “Executive Diploma” is a light at the end of a tunnel for you, and some others have shared that these are the skills you are looking for. Whichever reason it may be, you now have, not only your own story to tell but also, the responsibility to inspire others.

But please be reminded, that this Executive Diploma from International Professional Managers Association, UK is now your benchmark in anything you do. You now carry an international trademark and you have to live up to it.

This graduation is not the end, but the beginning. Beginning of a better career, new expectations and inspirations. It is now that you have to explore the unexplored, charter new waters, learn new skills and upgrade yourself further for even better prospects and inspire many others out there that they can do it too. Also remember to always stay humble, keep your cup empty and continue to fill it all through the years.

At this juncture, I would like to extend our heartfelt gratitude to SEDIC for giving us the grant to make this possible, without which we would not have been able to embark on this journey of great success.

Lastly, I wish you all the best in your undertakings and wish you many more success stories.

Best Regards

A handwritten signature in black ink, appearing to read 'Maria', with a stylized flourish.

Dr. Maria Rufina
President
MiWEPs

***Message from Mr Allan Sensicle, Chairman of
International Professional Managers Association, UK***

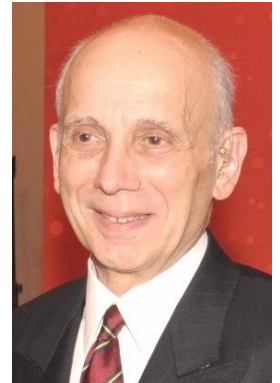
We are delighted to welcome you as a member of our Professional Association. Membership of our Association acknowledges that you have the requisite skills and competence to contribute to your organisation's success and for others to embark on an entrepreneurial project successfully.

What is quite clear is that you have the initial self-belief in your abilities to manage your career development, develop a business and at the same time raise your professional status in your society.

Your success in completing our rigorous and demanding course towards the Executive Diploma in Administration and Executive Diploma in Supervisory & Leadership acknowledges your commitment to achieve your personal goals. However you must regard this as the beginning of a new journey to further improve yourself. Management development is a continuing process. Our Association supports Continuous Professional Development (CPD) and we do hope that you will actively pursue this as the means for your further self improvement.

You are now joining a large community of our members from many countries that share with you the desire for self improvement and career development. We wish you all the very best in your endeavours.

Allan Sensicle
Chairman
International Professional Managers Association, UK



CAREER UPGRADE WITH EXECUTIVE DIPLOMA IN ADMINISTRATION (CUEDIP)

The Career Upgrade with Executive Diploma or CUEDIP programme was initiated by MiWEPs and sponsored by SEDIC. The project was awarded in November 2017. The **CAREER UPGRADE WITH EXECUTIVE DIPLOMA PROGRAMME** is targeted for 100 Indian Women in the B40 category who may be

- Those employed by micro, SME or multi national organizations.
- Those doing their own business and yearning for paper qualification as a form of recognition and to move forward.
- Currently unemployed but have previous working experiences.

The objectives of CUEDIP is:

- To provide paper qualification to those who do not have any.
- To help them chart their career pathway and identify gaps
- To provide them with fundamental development training that is necessary to prepare them for a career upgrade or career change.
- To guide and mentor them to achieve their career goals
- To follow up on their progress
- To prepare them for interviews and new job opportunities

Mandate was given to MiWEPs to conduct CUEDIP in 4 locations namely Wilayah Persekutuan, Selangor, Perak and Johor within 1 year, that is to conclude by Dec 2018.

Certifying Body – IPMA (UK)

The Executive Diploma in Administration is awarded by International Professional Managers' Association in UK (IPMA, UK). IPMA (UK) is a body that is renowned not only in UK but also in Malaysia, including HRDF. The programmes were developed by MiWEPs together with QPAC and all materials, assignments and assessments were pre validated by IPMA (UK).

Even the trainers' profiles are vetted and approved by IPMA (UK) prior to executing this programme. Prior to starting the batch, all selected participants' were registered with IPMA (UK). Upon completion of all modules and assessments, the results and exam papers are sent to IPMA (UK) for verification, before they prepare the certificates and transcripts. All those who graduate with IPMA (UK) are entitled to free membership in IPMA and may use the letters "MPMA" behind their name.

Modules

The motto for this programme was identified as **"STAND OUT AND SHINE"** in order to make themselves more **"appealing"** to their **bosses or clients in every way possible**, so that they would be the next candidate for a salary raise, promotion, preferred choice for a trustworthy job or any other positive opportunities.



**International Professional
Managers Association**

All modules have been carefully **developed and modified to bring about positive changes** in mindset, attitude and behaviour of the participants and validated by IPMA (UK).

The Modules covered and the key learning outcomes are as below.

Module 1: Career transformation	Mindsetting, 1 year goal setting for target position
Module 2: Self Rebranding	Grooming, Body language, Gestures, Protocol
Module 3: Influencing and Convincing	Speaking positively, confidently, structuring your message
Module 4: Performance Excellence	Doing anything with excellent quality, delivering on time
Module 5: Planning and Organizing	Organizing work station, housekeeping, record and filing
Module 6: Creative & Critical Thinking	Trouble shooting, thinking, being proactive, giving ideas
Module 7: Microsoft Word	Designing formats, increasing speed using short cut keys
Module 8: Microsoft Excel	Increasing speed using short cuts, formulas. Graphs, tables
Module 9: Microsoft Powerpoint	Preparing presentation slides, animation, pictures, colors
Module 10: Resume Preparation	Preparing Resume, attending interviews professionally

Many **case studies depicting real scenarios and challenges** faced by bosses and customers were highlighted in the cases, so that the participants would **come out of “ignorance” or “blaming” zone** and take responsibility and ownership to grow themselves. They were trained to leave no stones unturned when it comes to **winning their bosses and clients over** and ultimately be the **candidate of choice for a promotion or raise** or to win the business.

Recruitment of Participants

On the 25th November 2017, CUEDIP was launched in MiWEPS’ Mega event called Career And Business Upgrade Summit (CAP) in University Malaya, which was attended by about 350 local participants and 80 Philippines delegates. CUEDIP programme was launched by YBhg Professor Datuk Dr NS Rajendran, the then Director of SEDIC . To symbolize award of the “Executive Diploma for 100 Women” to MiWEPS, Prof Rajendran handed over a mock cheque, witnessed by the whole congregation. During this event, 125 of them applied for CUEDIP in Wilayah and Selangor . We also received about 70 inquiries through the promotion we did in Minnal Fm.



The first 50 pax recruited were from KLang Valley, covering Wilayah and Selangor. Deserving candidates were shortlisted and interviewed by the EXCO members of MiWEPS . The purpose of the interview was to ensure good attitude and commitment to the programme.





For Perak (batch 3) and Johor (batch 4), we conducted “Reach Out” in Ipoh and Johor Baharu. We had very good turnout and recruited 25 participants each from there.



Implementation of CUEDIP

Batch 1 and 2 consisted of 50 pax from Wilayah Persekutuan and Selangor. The training were conducted mostly in Brickfield Asia College, PJ Campus, from Jan – June 2018. Batch 3 for Perak consisted of 25 pax and the training were conducted mostly in JSS Tailoring Academy from July – Sep 2018 and batch 4 for Johor was conducted from Aug – Nov 2018, mostly in MIC Hall in Taman Nesa.

A total of 10 modules were covered in CUEDIP. For each module, they were given “Take Home Assignments” which were actual behavioural change that they are supposed to demonstrate back at work or with their clients. At the beginning of each module, they were required to share the feedback received from others on their change.

Once all 10 modules were completed, the participants had to attend one full day of practical assessment. During this assessment, they had to undertake 5 tasks to demonstrate their competency in the following areas:

- 1) Speaking, expressing and justifying ability
- 2) Microsoft word, excel and powerpoint
- 3) Critical and creative thinking
- 4) Quality and Efficiency
- 5) Personal organizing

Those who did not complete the CUEDIP or did not attend the final assessment were not eligible to graduate.

CUEDIP Participants

Batch 1 & 2 – Wilayah Persekutuan and Selangor



Batch 3 – Perak



Batch 4 – Johor



Graduates for Executive Diploma in Administration

1	M7784	Allirani Ramasamy	KL & Sel
2	M7970	Anantha Valli Perumal	Perak
3	M7785	Angela Christina	KL & Sel
4	M7971	Anne Emmanuel Anthony	Perak
5	M7786	B. Sarathy Balasingam	KL & Sel
6	M7787	Bilkis John Cooray	KL & Sel
7	M7788	Chitra Devi Balakrishnan	KL & Sel
8	M8195	Clara Samydore	Johor
9	M7789	Davi Sohanlal	KL & Sel
10	M7972	Deenavathy Muniam	Perak
11	M7790	Devica Periasamy	KL & Sel
12	M7791	Elizabeth Nelson	KL & Sel
13	M7974	Erajeswary Sanmugam	Perak
14	M7975	Esai Vaani Balaramin	Perak
15	M8196	Eswary	Johor
16	M7792	Fawzia Begum	KL & Sel
17	M7793	Goviri @ Jothi	KL & Sel
18	M7976	Halli Balaramin	Perak
19	M7794	Hari Vashini	KL & Sel
20	M7795	Hemalatha	KL & Sel
21	M8197	Heymamalathi Muniam	Johor
22	M7796	Humie Kalsum	KL & Sel
23	M7797	Indira Sennapayan	KL & Sel
24	M7977	Indra Balaram	Perak
25	M7978	Jaganeeswary	Perak
26	M7979	Janipar Arokiasamy	Perak
27	M7798	Kalaiselvi	KL & Sel
28	M7980	Keshmavani Abdullah	Perak
29	M7800	Kuppu Mayandy	KL & Sel
30	M7801	Lata Devi Sohanlal	KL & Sel
31	M8198	Magdalene Rophe	Johor
32	M8219	Mageswary Ayavoo	Johor
33	M7981	Mageswary Munusamy	Perak
34	M7803	Malarkodi@Jeymalar	KL & Sel
35	M7982	Malini Velappan	Perak
36	M8203	Mallega Davy Gopal Nair	Johor
37	M7804	Manimakalai	KL & Sel
38	M8199	Megala Loganathan	Johor
39	M8200	Megala Selvam	Johor
40	M8201	Mithrashini Vasudevan	Johor
41	M7983	Nallamah Balakrishnan	Perak
42	M7805	Nazihah Abdullah	KL & Sel
43	M8202	Nilarasi	Johor
44	M8205	Normala Atiqah	Johor

45	M7806	Parameswari	KL & Sel
46	M7807	Parameswathy	KL & Sel
47	M7984	Parimaladevi P	Perak
48	M8208	Parvathy Ramasamy	Johor
49	M7809	Pathma Nallathambi	KL & Sel
50	M7985	Punitha Subramaniam	Perak
51	M7810	Rajasundari	KL & Sel
52	M8209	Ramani Narayanan	Johor
53	M7811	Ramaniammal	KL & Sel
54	M8204	Ranjitha Subramaniam	Johor
55	M8210	Ranjithavani	Johor
56	M7812	Renajit Kaur	KL & Sel
57	M7813	Rengamah	KL & Sel
58	M8211	Renuga Ramachandran	Johor
59	M7986	S.Kalavathy Samynathan	Perak
60	M7799	S.Kannimariyamal	KL & Sel
61	M8218	Saiynthini	Johor
62	M7987	Salini Mohan	Perak
63	M7814	Sarah Muthu	KL & Sel
64	M7815	Sarasvathi Kesavan	KL & Sel
65	M7816	Saraswathy Krishnan	KL & Sel
66	M7818	Sarina Abd Aziz @ Anietha	KL & Sel
67	M7988	Selvarani Velappan	Perak
68	M7819	Shanthini Karuppiiah	KL & Sel
69	M8212	Sharmini Rekha Tamayar	Johor
70	M8213	Shila Subramaniam	Johor
71	M7820	Siamala Subramaniam	KL & Sel
72	M8214	Sivagami Ganesan	Johor
73	M7989	Sothilatcumy Subarmaniam	Perak
74	M7822	Suseela Ganapathy	KL & Sel
75	M7823	Sushila Kathan	KL & Sel
76	M7824	Swathi Arivananthan	KL & Sel
77	M7825	Tamelarase Kathan	KL & Sel
78	M7821	Tamil Malar	KL & Sel
79	M8216	Thanalechumy	Johor
80	M7826	Thilagam Balasingam	KL & Sel
81	M7991	Thilagam Gopal	Perak
82	M7827	Thilagawathy	KL & Sel
83	M7992	Uasaa Ramachandran	Perak
84	M7829	Uma Devi Sarkunam	KL & Sel
85	M7993	Vanitha Manikam	Perak
86	M7830	Vethanayagi Chanderan	KL & Sel
87	M8217	Yogaletchumy	Johor
88	M7832	Yogeswary @ Abhiramy	KL & Sel
89	M7833	Yuganes Munisamy	KL & Sel

CUEDIP Projects

a) Sunday Wellness Brunch by Santhosham Group

Sunday Wellness Brunch
Time to unwind with your family
29th July 2018. Sunday
8.00am – 11.30am
MCS College, Banting

RM 10 ONLY

This is an initiative of MSWEPs Diploma Students

- 5 Critical points for self healing
- 3 Quick Yoga tips for pain relief at work
- Check your BMI for free
- Basic health check for free
- Inspiring Health talks
- Breakfast and Brunch (Healthy yet Yummy)

Contact : xxxxxxxx

Explore Yoga Zumba your way to health Health Checks

FOR THE ANXIETY AND STRESS

Lucky Prizes to be won

Sunday Wellness Brunch was initiated by Santosham group which was led by Manimakalai and mentored by Dr. Cecilliann Veronica. The group members were Tamilarase, Allirani, G.Susila, Mageswary, Rengamah, Yuganes and K.Sushila.

The Wellness Brunch was conducted in MCS College in Banting on the 29th July 2018 from 8am till 12.00pm. About 80 people attended the event. It started off with an energetic zumba, followed by health talks and yoga demonstration. There were also booths to promote health products and the public was also offered free health screening. Finally, for brunch, the public were served with health conscious diet. The entire event was very successful and it gave us great pleasure to see the group apply whatever techniques learnt.



b) Car Booth Sales by STAR Cuedip Group

The Car Booth Sales project was conducted by STAR Cuedip group. It was spearheaded by Elizabeth Nelson and mentored by Ms Amsa Naidu. Those involved in this project were Hemalatha, Kalaiselvi, Uma Devi, Saraswathy, Rajasundari, Anietha and Keshmavani.

Car booth sales is very popular among other races but this is the first time, a car booth sales is being organized solely for Indians. A total of 48 booths were displayed in this event and the owners said that this was the first time ever for them to try out car booth sales. It was held at Tesco Extra Shah Alam car park on the 7th October 2018 from 4pm till 11pm.

To make this event more interesting, the group gave away prizes for 3 best booths and also 10 lucky draw prizes. Almost all of them boasted of very good sales, despite heavy rain on that day. Some great testimonies include 200% profit for an organic product, easy and affordable concept for start ups and small businesses. The entire event was very successful and this was even published in the Tamil Malar newspaper.



c) Speakers Club by Champion Group



The Champion Group used the existing Speakers Club as the platform and initiated a debate. The purpose was to encourage the attendees to participate in the impromptu debate and showcase their ability to speak in public. This group was led by Parameswathy Muthu and mentored by Ms Jamuna and Ms Prema. Those involved in this project were Deviga, Ramani, Sarawathy Krishnan, Siamala, Humie, Nazihah and Kuppu.

The debate was held on the 14th August 2018 in Signature Hotel and attended by 45 pax. A title was given and all those present were to debate on that topic, be it for or against the motion. Prominent people were invited as judges. The debate stirred up everyone to speak. To make this event more interesting the team prepared goody bags and prizes for the best debater.



Synopsis of CUEDIP Training Batch 1 – Wilayah Persekutuan and Selangor



Synopsis of CUEDIP Training Batch 3 – Perak



Batch 4 – Johor

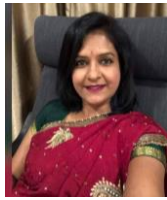


Acknowledgement

A big Thank You to all trainers for giving their 110% to make this programme relevant and successful. Without their commitment, we would not have been able to see the impact of the programme.



Dr. Maria
Rufina



Ms
Nawarmani



Ms
Thilaga



En Zaidi
Ismail



Dr
Sivajothi



Ms
Dahinoor



Ms
Jamuna

- MiWEPS committee and all others who have assisted in supportive role.
- Ranjitha for photography and social media uploads

Testimonies

- I got an increment of RM 100 and my boss trusted me with my office keys. He was impressed with the way I did housekeeping using 5S techniques. – *Nallamah* –
- Now I can talk in public with more confidence. I also able to convince client easily. – *Nazihah* –
- Through CUEDIP's mentoring session via Global Walk, I got CIDB permit for my business. I got extra RM 500 – 1000 monthly (by being a speaker in agroprenuer). Opened booth in car booth sales and started off Abbi's kitchen – *Yogeswary @ Abbi* –
- I got a promotion from Accounts Clerk to Accounts Cum Admin with RM 200 increment. – *Mageswari* –
- I got increment of RM 200 and two months bonus – *Uma Devi* –
- I got Sun Shine award 2018, and this is the first time in my working experience. Also got increment RM 50 - *Hemalatha* -
- I got an increment of RM 100 and I can now use powerpoint and excel, never before – *Thilagam* -