

Guide for Activity Report Panduan untuk Laporan Aktiviti


The purpose of this document is to provide a guide on the type of information required in the reports for RDD's newsletter, annual report, and other publications.

Tujuan dokumen ini adalah untuk menyediakan panduan bagi jenis maklumat yang diperlukan dalam laporan untuk bahan berita RDD, laporan tahunan, dan penerbitan lain.

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
Name of event Nama acara / program	Latihan Train The Trainer penolong pengurus	
Date & Time Tarikh & Masa	<i>Sepanjang bulan jan hingga mac 19/2/2016, 20/2/2016, 21/2/2016</i>	
Location Lokasi	<i>Pusat Internet 1 Malaysia Felda Keratong 10 Pusat Internet 1 Malaysia Muadzam Shah</i>	
Purpose Tujuan	<p><i>Memberi tunjuk ajar kepada Pen Pengurus PI1M latihan TTT Intel untuk tujuan pengajaran kelak kepada pengguna. Penolong Pengurus di ajar dua (2) Modul ILES dan IEB.</i></p> <p><i>1) Melatih Penolong Pengurus Modul INTEL Learn Easy Step (ILES) dan Entrepreneurship Basics.</i></p> <p><i>2) Mendedahkan Penolong Pengurus kepada kemahiran asas ILES menggunakan Help Guide dari Modul ILES</i></p> <p><i>3) Memberi pendedahan dan pengetahuan tentang asas Latihan Keusahawanan kepada Penolong Pengurus.</i></p>	
Details of recipients Butiran Penerima	<p><i>1 Noor Halisa Binti Misnon 0145350287 891120-06-5418</i></p> <p><i>2 Nurul Amalina Binti Mohd Nasir 890309-06-5476</i></p>	
Details of contribution Butir-butir berkaitan dengan aktiviti	<p><i>19/2/2016 MODULE 1: Introduction & MODULE 2: Defining Entrepreneurship MODULE 3: Generating Business Idea MODULE 4: Identifying Business Opportunity MODULE 5: Defining a Business Plan Lunch MODULE 6: Considerations When Starting Up</i></p>	

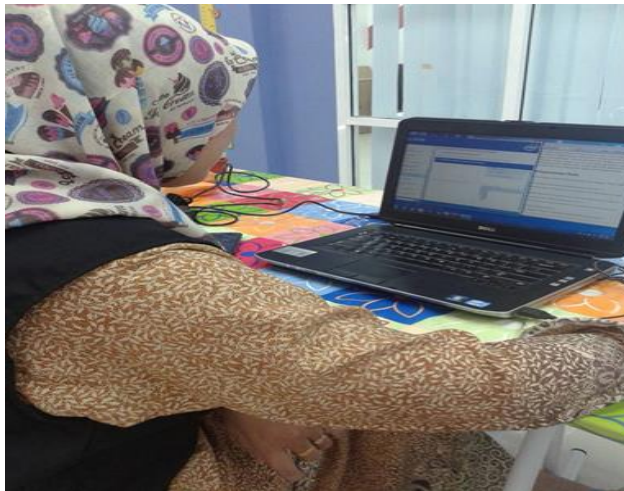
ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	<p> <i>MODULE 7: Setting the Price</i> <i>MODULE 8: Communication & Negotiation Skills</i> <i>MODULE 9: Defining Business Operations</i> <i>MODULE 10: Marketing</i> <i>MODULE 11: Managing Cash Flow</i> <i>MODULE 12: Keeping Records & MODULE 13: Making the Sale</i> 20/2/2016 </p> <p> <i>MODULE 14: Dealing with Issues & MODULE 15: Training Wrap-Up & Evaluation</i> <i>Introduction to Intel® Learn Easy Steps</i> <i>Introduction to Intel® Help Guide</i> <i>ILES Version 3.0 Basic Course Part 1</i> <i>Familiarization of Modules 1-5 (Learning New Skills)</i> <i>ILES Version 3.0 Basic Course Part 2</i> Lunch <i>Familiarization of Modules 6-12 (Applying Skills to Business and Entrepreneurship)</i> <i>ILES Version 3.0 Basic Course Part 3</i> <i>Familiarization of Modules 13-14 (Showcasing Your Work)</i> <i>Familiarization of Activity Cards</i> <i>Transacting ILES in Different Modes</i> <i>Familiarization with Evaluation Toolkit</i> 21/2/2016 </p> <p> <i>Training Staff Evaluation Resources</i> <i>Participant Evaluation Resources</i> <i>Module 6 Activity 1</i> <i>Assigning tasks to participants based on DHG and ILES version 3.0, participants to go through step by step as a learner would.</i> Lunch <i>Module 11 Activity 1</i> <i>Assigning tasks to participants based on DHG and ILES version 3.0, participants to go through step by step as a learner would.</i> </p> <p> <i>Completing Activity Card – Budget</i> Q&A </p>	
Benefits of the contribution Kebaikan / kelebihan aktiviti	<i>Penolong Pengurus dapat mempelajari INTEL dan selain itu mereka menjadi tenaga pengajar untuk melatih pengguna di PI1M.</i>	
Name of VIP Nama VIP	<i>-tiada-</i>	
Name of guest VIP Nama tetamu daripada VIP	<i>-tiada-</i>	

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<p>Main execution Pelaksanaan aktiviti utama</p>	<p><i>Latihan selama 3 hari</i> <i>19/2/2016</i> <i>MODULE 1: Introduction & MODULE 2: Defining Entrepreneurship</i> <i>MODULE 3: Generating Business Idea</i> <i>MODULE 4: Identifying Business Opportunity</i> <i>MODULE 5: Defining a Business Plan</i> <i>Lunch</i> <i>MODULE 6: Considerations When Starting Up</i> <i>MODULE 7: Setting the Price</i> <i>MODULE 8: Communication & Negotiation Skills</i> <i>MODULE 9: Defining Business Operations</i> <i>MODULE 10: Marketing</i> <i>MODULE 11: Managing Cash Flow</i> <i>MODULE 12: Keeping Records & MODULE 13: Making the Sale</i> <i>20/2/2016</i></p> <p><i>MODULE 14: Dealing with Issues & MODULE 15: Training Wrap-Up & Evaluation</i> <i>Introduction to Intel® Learn Easy Steps</i> <i>Introduction to Intel® Help Guide</i> <i>ILES Version 3.0 Basic Course Part 1</i> <i>Familiarization of Modules 1-5 (Learning New Skills)</i> <i>ILES Version 3.0 Basic Course Part 2</i> <i>Lunch</i> <i>Familiarization of Modules 6-12 (Applying Skills to Business and Entrepreneurship)</i> <i>ILES Version 3.0 Basic Course Part 3</i> <i>Familiarization of Modules 13-14 (Showcasing Your Work)</i> <i>Familiarization of Activity Cards</i> <i>Transacting ILES in Different Modes</i> <i>Familiarization with Evaluation Toolkit</i> <i>21/2/2016</i></p> <p><i>Training Staff Evaluation Resources</i> <i>Participant Evaluation Resources</i> <i>Module 6 Activity 1</i> <i>Assigning tasks to participants based on DHG and ILES version 3.0, participants to go through step by step as a learner would.</i> <i>Lunch</i> <i>Module 11 Activity 1</i> <i>Assigning tasks to participants based on DHG and ILES version 3.0, participants to go through step by step as a learner would.</i></p>	

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	<i>Completing Activity Card – Budget Q&A</i>	
Supporting activities Aktiviti Sokongan	<i>Membuat Latihan menggunakan Aktiviti Kad, Help Guide</i>	
Other participants Peserta Lain	<i>Noor Halisa Binti Misnon 891120-06-5418 Nurul Amalina Bt Mohd Nasir 890309-06-5476 Siti Aisyah Binti Padzil 890605-06-5390 Norbaizura binti Zaman 891220-14-5300 Nur Aini Farhana Bt Abd Malik 920611-06-5244 Md Najib Bin Abu Bakar 820718-06-5465 Nor Aimi Bt Zaini 870502-01-5798</i>	
Photo caption Keterangan gambar	 <p data-bbox="566 1440 911 1472"><i>Latihan Intel Entrepreneur</i></p>	<i>Make sure to match photos with caption Pastikan gambar sepadan dengan keterangan</i>
Photo caption names Keterangan gambar berserta nama		

**ITEM
JENIS****INFORMATION
MAKLUMAT****NOTES
NOTA**

*Latihan Menggunakan Help Guide
(Noor Halisa Binti Misnon)*



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Translation Terjemahan	<i>English or BM version of special names/titles Versi Bahasa Melayu dan Inggeris bagi nama khas / gelaran</i>	
Supporting documents Dokumen Sokongan	-	<i>Enclose as attachment Sebagai lampiran</i>

**PLEASE SUBMIT YOUR WRITTEN REPORT & PHOTOS BASED ON THIS GUIDE TO THE
CONTENT APPLICATION DEVELOPMENT DEPARTMENT WITHIN ONE WEEK OF THE
EVENT**

**SILA KEMUKAKAN LAPORAN BERTULIS & GAMBAR-GAMBAR BERLANDASKAN
PANDUAN YANG DIBERIKAN DAN HANTAR KE JABATAN PEMBANGUNAN APLIKASI
KANDUNGAN DALAM TEMPOH SEMINGGU SELEPAS ACARA / PROGRAM
BERLANGSUNG**