

**KURSUS ANJURAN
PERSATUAN JURUKUR TANAH BERTAULIAH MALAYSIA (PEJUTA)
DIKENDALIKAN OLEH GEOSPATIAL SCIENCE AND TECHNOLOGY COLLEGE**



PEJUTA
PERSATUAN JURUKUR TANAH BERTAULIAH MALAYSIA
ASSOCIATION OF AUTHORIZED LAND SURVEYORS MALAYSIA



GEOSPATIAL
SCIENCE & TECHNOLOGY COLLEGE
Let Your Future Begin Here

CTPD/J: 2018

(Untuk JURUKUR TANAH BERLESEN)

BIL	Kod Kursus	Kursus	Tempat (tertakluk kepada pindaan)	Jumlah Penyertaan (Min/Max)	Bilangan Hari/Jam	Tarikh Kursus (2018)	Tarikh Tutup (2018)	Yuran Penyertaan (RM)
1	CTPD/J1	Making Your Business Plan Strategic & Transformational	Thistle Hotel Port Dickson	15/20	3D/2N	26-28 Feb 2018 (Isnin-Rabu)	5 Feb 18	300.00
2	CTPD/J2	3D Laser Scanning	Impiana Hotel Senai & UTM Skudai	15/20	3D/2N	5, 6 & 7 Mac 2018 (Isnin-Selasa)	26 Feb 18	300.00
3.	CTPD/J3	Seminar Pengurusan Wasiat, Hibah, Harta Pusaka Dan Pembahagian Faraid & Will Writing	Primula Beach Hotel Kuala Terengganu	15/20	3D/2N	16-18 April 2018 (Isnin-Rabu)	8 April 2018	300.00
4.	CTPD/J4	Preparation of Special Plan and Preparation of As-Built plan	The Light Hotel Seberang Jaya	15/20	2D/1N	9 & 10 April 2018 (Isnin-Selasa)	01 April 2018	200.00
5.	CTPD/J5	Building Information Modelling (BIM) for Land Surveyor: The Challenges & Opportunities	Hotel Istana Kuala Lumpur	15/20	2D/1N	9 & 10 Julai 2018 (Isnin-Selasa)	01 Julai 2018	200.00
6.	CTPD/J6	Leadership for High Performance : What LS Need to Know	Sea View Hotel Pulau Langkawi	15/20	3D/2N	23,24 & 25 July 2018 (Isnin-Rabu)	7 July 2018	300.00
7	CTPD/J7	Risk Management: Enforcement of Your Legal Right	Awana Hotel Genting Highland Pahang	15/20	2D/1N	13 & 14 Ogos 2018 (Isnin-Selasa)	01 Ogos	200.00
8	CTPD/J8	Perlaksanaan Akta Hakmilik Strata 1985 dan Akta Pengurusan Strata 2015 serta Pindaan untuk JTJ	Puteri Pacific Hotel Johor Bahru	15/20	3D/2N	3,4 & 5 Sept (Isnin-Rabu)	20 Ogos 2018	300.00

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9	CTPD/J9	Healthcare & Wellness Talk for Licensed Surveyor	The Heritage Hotel Cameron Highland	15/20	2D/1N	24 & 25 Sept 2018 (Isnin-Selasa)	10 Sept 2018	200.00
10	CTPD/J10	Presenting Skills With Impact: What LS need to do?	IOI Palm Garden Putrajaya	15/20	2D/1N	8 & 9 Okt 2018 (Isnin-Selasa)	01 Okt 2018	200.00
11	CTPD/J11	UAV Processing and Digital Mapping	Grand Darul Makmur Hotel Kuantan Pahang & POLISAS	15/20	3D/2N	29, 30 & 31 Okt 2018 (Isnin, Selasa & Rabu)	15 Okt 2018	300.00
12	CTPD/J12	Imej Korporat dan Ketrampilan Diri	Anjungan Beach Resort Pulau Pangkor Perak	15/20	2D/1N	12 & 13 Nov 2018 (Isnin & Selasa)	01 Nov 2018	200.00
13	CTPD/J13	Traffic Management Officer	The Grand Beach Resort Port Dickson	20/25	5D/4N	02-05 April 2018 (Isnin-Khamis)	21 Mac 2018	400.00

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KURSUS CTPD/ J1	MAKING YOUR BUSINESS PAN STRATEGIC & TRANSFORMATION
TARIKH KURSUS	26-28 Feb 2018 (Isnin-Rabu)
SYARAT PENYERTAAN	Jurukur Tanah Berlesen
TEMPOH KURSUS	3D/2N
TEMPAT	Thistle Hotel Port Dickson Negeri Sembilan
YURAN	RM300.00
OBJEKTIF	<p>This program focuses on helping organizations develop business plans which are truly strategic & transformational versus operational-centric plans – setting business to have long term view for survival</p> <p>At the end of this course, participants will be able to:</p> <ul style="list-style-type: none"> • Identify leadership norms required to transform organization • Recognize different strategic planning methods • Recognize how to develop strategic orientation & effective strategic plans • Identify steps in transforming own organization/ industry • Recognize key ingredients for executing & managing transformative plans
<p>Course Outline:</p> <p>Focuses on enhancing strategic planning competencies, and making business planners more transformative, covering:</p> <ul style="list-style-type: none"> ➤ Transaction vs Transformational Leaders – discover how they are different ➤ The fundamentals of transformative strategic planning – learn how they are different from operational planning ➤ How strategic orientation influence transformative thinking – learn how to think strategic ➤ The fundamental steps in planning & steering transformations – learn how to push & steer transformations successfully ➤ Pitfalls to avoid when executing transformative strategic plan 	
METHODOLOGY	Syarahannya, Latihan
FACILITATOR	ENCIK MOHAMMED SIDDIQUE BIN ABDUL HAMID Business Consultant

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KURSUS CTPD/ J2	3D LASER SCANNING
TARIKH KURSUS	5,6 & 7 Mac 2018 (Isnin, Selasa & Rabu)
SYARAT PENYERTAAN	Jurukur Tanah Berlesen
TEMPOH KURSUS	3D/2N
TEMPAT	Impiana Hotel Senai Johor Bahru & UTM Skudai
YURAN	RM300.00
OBJEKTIF	<ul style="list-style-type: none"> Laser-scanning and measurement systems that quickly, reliably and accurately give mine and quarry managers the key data they need to plan work and maximise productivity
<p>Course Outline:</p> <p>Instrumentation surveying technology has grown rapidly from time to time and received attention from the government and private organisation. Nowadays, the use of laser scanners and UAV technology has become the focus of many parties from the government agencies, private sector, researchers and etc. especially for various mapping applications in industrial, architectural, civil surveying, urban topography, mining, reverse engineering, and mechanical dimensional inspection.</p> <p>The purpose of this course is to introduce theoretical and applications of 3D laser scanning this technology work planning; and its data capture and pre-processing. All participants will engage in hands-on data collection and work with a variety of pre-processing and visualisation methods.</p> <p><u>Course Learning Outcome</u></p> <p>By end of this course, participants should be able to:</p> <ol style="list-style-type: none"> Understand fundamental of the 3D laser scanning theory. Know the latest applications in 3D laser scanning Collect the data using 3D laser scanning Process the data obtained from 3D laser scanning using standard software such as Cyclone/Scan Master (TLS), and etc. Able to produce output from TLS applications such as; DEM/DTM, 3D Model, and etc. 	
METHODOLOGY	Classroom lecture, hand-on & group discussion
FACILITATOR	Universiti Teknologi Malaysia

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KURSUS CTPD/ J3	SEMINAR PENGURUSAN WASIAT, HIBAH, HARTA PUSAKA DAN PEMBAHAGIAN FARAID & WILL WRITING
TARIKH KURSUS	16-18 April 2018 (Isnin -Rabu)
SYARAT PENYERTAAN	Jurukur Tanah Berlesen
TEMPOH KURSUS	3D/2N
TEMPAT	Primula Beach Hotel , Kuala Terengganu, Terengganu
YURAN	RM300.00
OBJEKTIF	
<p>Course Outline:</p> <p>Day 1 Masa: 02.00 petang hingga 05.30 petang <i>Check in: 03.00 pm (early check in subject to room availability)</i></p> <ul style="list-style-type: none"> • Pengenalan Wasiat, Harta Pusaka & Faraid • Kepentingan Wasiat , Harta Pusaka & Faraid • Harta yang boleh di faraid • Isu tentang harta sepencarian • Mereka yang boleh menerima Wasiat, Harta Pusaka dan Faraid <p>Day 2 Masa : 09.00 pagi hingga 05.00 ptg Time</p> <ul style="list-style-type: none"> • Jadual bahagian Faraid • Latihan pengiraan Faraid selapis dan berlapis • Penerangan tentang penulisan wasiat yang sah dan contoh penulisan wasiat • Latihan Penulisan Wasiat <p>DAY 3 Masa : 09.00 pagi hingga 11.45 Pagi Time</p> <ul style="list-style-type: none"> • Penerangan tentang penulisan wasiat yang sah dan contoh penulisan wasiat • Latihan Penulisan Wasiat 	
METHODOLOGY	Syarahan, Latihan Pengiraan
FACILITATOR	ENCIK MOHD IRWAN BIN MOHD MUBARAK Peguambela & Peguamcara Perunding Undang-Undang

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KURSUS CTPD/ J4	PREPARATION OF SPECIAL PLAN AND PREPARATION OF AS-BUILT PLAN
TARIKH KURSUS	9 & 10 April 2018 (Isnin -Selasa)
SYARAT PENYERTAAN	Jurukur Tanah Berlesen
TEMPOH KURSUS	2D/1N
TEMPAT	The Light Hotel Seberang Jaya Pulau Pinang
YURAN	RM200.00
OBJEKTIF	•
<p>Course Outline:</p> <p style="text-align: center;"><i>In progress</i></p> <ul style="list-style-type: none"> • <i>Introduction;</i> • <i>what is building plan,</i> • <i>what is as built plan;</i> • <i>Field survey ;</i> • <i>Process of preparation as-built plan;</i> • <i>Process of Certification by local authorities</i> 	
METHODOLOGY	Syarahan, Latihan
FACILITATOR	JUPEM

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KURSUS CTPD/ J6	LEADERSHIP FOR HIGH PERFORMANCE -WHAT LS NEED TO KNOW
TARIKH KURSUS	23,24& 25 Julai 2018 (Isnin-Rabu)
SYARAT PENYERTAAN	Jurukur Tanah Berlesen
TEMPOH KURSUS	3D/2N
TEMPAT	Sea View Hotel , Pulau Langkawi, Kedah
YURAN	RM300.00
OBJEKTIF	<p>At the end of this short course, participants will:</p> <ul style="list-style-type: none"> • Recognize key characteristics & norms required to become an effective leader • Recognize effective practices for governing business performances • Recognize formula in developing effective team dynamics; Identify approaches in developing & accelerating team performances • Identify key steps in driving organizational transformation; Recognize traps in driving organizational change
<p>Course Outline:</p> <p>Focuses on enhancing leadership skill, competencies and norms for leaders, covering:</p> <ul style="list-style-type: none"> ➤ Personal Mastery - Discover the effective leadership styles & norms; Benchmark your own leadership style; sharpen own leadership skills & competencies ➤ Business Mastery - Discover key enablers that make businesses successful; Learn how to develop your business compass, and strengthen your business model ➤ Team Mastery - Equip yourself with the secrets of producing effective & productive teams ➤ Transformation Mastery - Learn how to drive organizational change 	
METHODOLOGY	Syarahan, Latihan
FACILITATOR	ENCIK MOHAMMED SIDDIQUE BIN ABDUL HAMID Business Consultant

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KURSUS CTPD/ J5	BUILDING INFORMATION MODELLING (BIM) FOR LAND SURVEYOR: THE CHALLENGES AND OPPORTUNITIES
TARIKH KURSUS	9 &10 Julai 2018 (Isnin & Selasa)
SYARAT PENYERTAAN	Jurukur Tanah Berlesen
TEMPOH KURSUS	2D/1N
TEMPAT	Hotel Istana Kuala Lumpur
YURAN	RM200.00
OBJEKTIF	•
<p>Introduction to Building Information Modelling</p> <ul style="list-style-type: none"> • What is BIM • BIM Lifecycle • BIM Maturity <p>How to Start Embarking on BIM</p> <ul style="list-style-type: none"> • Key Process Before Embarking on BIM • How to use BIM for Organization <p>Resource Requirement for BIM</p> <ul style="list-style-type: none"> • Scope of Work / Requirement using BIM • BIM Learning Curves • BIM Organization Structure <p>Level of Development VS Level of Details</p> <ul style="list-style-type: none"> • General Differentiator • History • How to use in the BIM Process Flow <p>Specification for Information Management for the Capital / Delivery Phase of Construction Projects Using Building Information Modelling</p> <ul style="list-style-type: none"> • Indepth of BIM Maturity Levels • Information Delivery Cycle • Employer’s Information Requirement (EIR) • Standard Process Flow using Common Data Environment <p>Specification for Information Management for the Operational Phase of Assets Using Building Information Modelling (BIM)</p> <ul style="list-style-type: none"> • Asset Information Management Process <p style="text-align: center;">(perubahan silibus akan dimaklumkan dari masa ke semasa)</p>	
METHODOLOGY	Syarahan
FACILITATOR	TBA

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KURSUS CTPD/ J7	RISK MANAGEMENT: ENFORCEMENT OF YOUR LEGAL RIGHT
TARIKH KURSUS	13 & 14 Ogos 2018 (Isnin & Selasa)
SYARAT PENYERTAAN	Jurukur Tanah Berlesen
TEMPOH KURSUS	2D/1N
TEMPAT	Awana Hotel Genting Highland Pahang
YURAN	RM200.00
OBJEKTIF	•
<p>Course Outline:</p> <ul style="list-style-type: none"> • Peserta akan diajar tentang persediaan yang perlu ada jika dipanggil sebagai saksi pendakwaan atau pembelaan kes mahkamah; • Apakah pengetahuan yang perlu ada oleh JTB apabila menjadi saksi; • Mengetahui apakah hak-hak perundangan untuk Jurukur Tanah Berlesen; • Sekiranya terjadi kebangkrapan/ muflis apakah perkara yang perlu dilaksanakan? <p><i>(modul ini dalam proses perincian oleh konsultan yang dilantik supaya menepati keperluan semasa JTB)</i></p>	
METHODOLOGY	Syarahan, Latihan
FACILITATOR	ENCIK MOHD IRWAN BIN MOHD MUBARAK Peguambela & Peguamcara Perunding Undang-Undang

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KURSUS CTPD/ J8	PERLAKSANAAN AKTA HAKMILIK STRATA 1985 DAN AKTA PENGURUSAN STRATA 2015 SERTA PINDAAN UNTUK JURUKUR TANAH BERLESEN
TARIKH KURSUS	3-5 September 2018 (Isnin-Rabu)
SYARAT PENYERTAAN	Jurukur Tanah Berlesen
TEMPOH KURSUS	3D/2N
TEMPAT	JOHOR BAHRU
YURAN	RM300.00
OBJEKTIF	•

Course Outline:

1. Pengenalan Akta Hakmilik Strata 1985
 - a) Intipati Akta Hakmilik Strata 1985 (Pindaan 2013)
2. Hakmilik Strata Serentak Dengan Pemilikan Kosong
 - a) Akta Pengurusan Strata 2013-Sek 6
 - b) Jadual H, Peraturan-Peraturan Pemajuan Perumahan (Kawalan Dan Pelesenan) Akta 118
 - c) Akta Hakmilik Strata 1985 (Pindaan 2013)
 - d) Mekanisma Permohonan
3. Jadual Petak
 - a) Keperluan Jadual Petak
 - b) Pembangunan Yang Wajib Fail Jadual Petak
 - c) Penyediaan Pelan Jadual Petak
 - d) Permohonan SiFUS
4. Pengiraan Unit Share
 - a) Pemahaman formula unit syer
 - b) Hands-on** pengiraan unit syer dengan template excel PTG
 - c) Strata XML
5. Permohonan Sijil Pelan Cadangan Strata (CPSP)
 - a) Permohonan Wajib Dibawah Sek.8 AHS
 - b) Prosidur Permohonan Dan Semakan Permohonan CPSP
 - c) Penyediaan Pelan Cadangan Strata
 - d) Sistem Penomboran Bangunan, Tingkat Bangunan, Petak Bangunan, Petak Tanah Dan Petak Aksesori
 - e) Penentuan Sempadanan Petak Bangunan Dan Takrif Cirri-Ciri Binaan Kekal
 - f) Strata XML
6. Pembangunan Berfasa
 - a) Permohonan berwajib dibawah sek. 20 AHS
 - b) Prosidur permohonan dan semakan permohonan CPSP
7. Permohonan pecah bahagi bangunan.
 - a) Permohonan Pecah Bahagi Bangunan
 - b) Penyediaan Pelan Akui Strata
 - c) Pecahan dan Penyatuan Petak Bangunan

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8. Harta Bersama terhad & Sub-MC

- a) Harta bersama terhad
- b) Penyediaan Pelan Khas
- c) Permohonan Sub-MC

9. Strata XML

- a) Skema XML
- b) Penggunaan XML Validator

10. Pindaan Akta strata

*** Peserta perlu membawa Komputer riba masing-masing Penentuan Sempadanan Petak Bangunan dan Takrif Cirri-Ciri Binaan Kekal

METHODOLOGY	Syarahan, Latihan
FACILITATOR	SR CHAN KEAT LIM JUPEM

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KURSUS CTPD/ J10	PRESENTING WITH IMPACT: WHAT LS NEED TO LEARN				
TARIKH KURSUS	8 & 9 Oktober 2018 (Isnin -Selasa)				
SYARAT PENYERTAAN	Jurukur Tanah Berlesen				
TEMPOH KURSUS	2D/1N				
TEMPAT	IOI Palm Garden Resort Putrajaya				
YURAN	RM200.00				
OBJEKTIF	<ul style="list-style-type: none"> ➤ Prepare participants to speak with greater control and impact in front of an audience. ➤ Equip participants with several techniques to influence and engage their audience. ➤ Learn how to manage challenging questions and objections from the audience effectively and with ease. ➤ Build audience rapport through vocal delivery and body language. ➤ Learn diaphragmatic breathing techniques for better voice projection. ➤ Explore dressing styles when presenting in different business settings. 				
<p>Course Outline: Day 1 (2.30 pm till 05.30 pm)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0; padding: 5px;">Planning an Impactful Presentation.</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Determine key factors for an impactful presentation • Know the 3Ps (People, Plan & Presentation) in delivering an effective and impactful presentation. </td> </tr> <tr> <td style="background-color: #e0e0e0; padding: 5px;">Influencing & Engaging the Audience</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Introduce 3 core skills in engaging with the audience (Summarizing, Linkages & Attentive Observing). • Apply enthusing statements/phrases in creating visual impact in the audience minds. • Apply the 3A approach (Acknowledge, Assure & Action) in influencing the audience to a positive outcome. <p style="text-align: center;"><i>Practice session applying Core Skills and 3A approach using workplace scenarios</i></p> </td> </tr> </table>		Planning an Impactful Presentation.	<ul style="list-style-type: none"> • Determine key factors for an impactful presentation • Know the 3Ps (People, Plan & Presentation) in delivering an effective and impactful presentation. 	Influencing & Engaging the Audience	<ul style="list-style-type: none"> • Introduce 3 core skills in engaging with the audience (Summarizing, Linkages & Attentive Observing). • Apply enthusing statements/phrases in creating visual impact in the audience minds. • Apply the 3A approach (Acknowledge, Assure & Action) in influencing the audience to a positive outcome. <p style="text-align: center;"><i>Practice session applying Core Skills and 3A approach using workplace scenarios</i></p>
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Body Language for Presentations	<ul style="list-style-type: none"> • Understand how our body language has an impact on the audience during a presentation. • Avoid 8 common body language mistakes made during presentations. • Understand how effective body language supports our message and projects a strong image of the presenter. • Acquire tips and techniques in demonstrating positive body language to project confidence, credibility, energy and sincerity.
Impact Of Voice	<ul style="list-style-type: none"> • Understand voice as an important tool a presenter possess & how it can move and influence listeners. • Understand the 5 elements of vocal: Pitch, Pace, Volume, Pause & Intonation to give impact to vocal delivery & enhance your speaking voice. • Acquire diaphragmatic breathing techniques tips to help project your voice and provide support to your vocal delivery.

DAY 2 (8.45 am till 5.00 pm)

Dressing for a Presentation

- Understand how your choice of clothing & appearance can have an influence on the effectiveness of your presentation and the image the audience have of you.
- Know some clothing considerations to take for different business settings and to avoid common dressing mistakes that can spoil your appearance.
- Be familiar with different business dress code & styles for different business needs.

Staying in Control During Presentations

- Know how to respond to Questions and manage Objections tactfully and effectively.
- Be familiar with the different types of Questioning techniques.
- Apply the 3-step process in responding to Questions and Objections (Acknowledge, Repeat or Rephrase for Understanding, Respond)
- Learn some Do's & Don'ts in responding to Questions

Presentations Alive!

- Participants to practice delivering a presentation using skills and techniques acquired from the workshop.
 - Evaluation / feedback template will be used when providing feedback to the participant.
- Practice delivery session will also enable facilitator to reinforce key learning, clarify and respond to questions from the participants

METHODOLOGY	Syarah, Latihan
FACILITATOR	TBA Business & Image Consultant

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KURSUS CTPD/ J9	HEALTHCARE & WELLNESS FOR LS
TARIKH KURSUS	24 & 25 Sept 2018 (Isnin-Selasa)
SYARAT PENYERTAAN	Jurukur Tanah Berlesen
TEMPOH KURSUS	2D/1N
TEMPAT	The Heritage Hotel Cameroon Highland
YURAN	RM200.00
OBJEKTIF	
<p>Course Outline:</p> <p>A) Knowing Diabetes (What exercises can you do if you have Diabetes?, Exercise & Diet) B) Managing Hypertension (Signs, Symptoms and Causes, Prevention and Treatment) C) Osteoporosis (Risk factors, Management of condition) D) Manage Your Stress (Effects of Stress (Physical, Psychological, Emotional, Behavioral) E) Heart Attack & Stroke (Changes to your life styles): Kenali dan Sayangi Jantung Anda</p> <p style="text-align: center;"><i>IN PROGRESS</i></p>	
METHODOLOGY	Syarahan, Latihan
FACILITATOR	TBA Medical Specialist

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KURSUS CTPD/ J11	UAV PROCESSING AND DIGITAL MAPPING
TARIKH KURSUS	29, 30 & 31 Oktober 2018 (Isnin-Rabu)
SYARAT PENYERTAAN	Jurukur Tanah Berlesen
TEMPOH KURSUS	3D/2N
TEMPAT	Grand Darul Makmur Hotel Kuantan & POLISAS Kuantan
YURAN	RM300.00
OBJEKTIF	<ul style="list-style-type: none"> • Teori dan konsep UAV • Melatih dan memberi kemahiran kepada kakitangan JTB mengendalikan alatan UAV dan memproses data .
<p>Participants should be able to: Understand fundamental of the UAV theory. Know the latest applications in UAV. Have a basic knowledge how to calibrate UAV Camera. Collect the data using UAV. Process the data obtained from UAV using standard software Able to produce output from UAV applications such as Orthophoto (UAV) and etc.</p> <p>Course Outline:</p> <p>Day 1 Basic Digital Mapping Workflow Field Aerial UAV Mapping Field Data Post Processing</p> <p>Day 2 Quality Assessments Digital Mapping Post Processing With GCP And Without GCP Post Processing For 2D And 3D Mapping</p> <p>Day 3 Digital Mapping Analysis - DTM , DSM , DEM Geo Visualization - Virtual Surveyor Advance Analysis</p>	
METHODOLOGY	Syarahan, Latihan
FACILITATOR	UTM

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KURSUS CTPD/ J12	IMEJ KORPORAT DAN KETRAMPILAN DIRI
TARIKH KURSUS	12 & 13 Nov 2018 (Isnin & Selasa)
SYARAT PENYERTAAN	Jurukur Tanah Berlesen
TEMPOH KURSUS	2D/1N
TEMPAT	Anjungan Beach Resort Pulau Pangkor Perak
YURAN	RM200.00
OBJEKTIF	<ul style="list-style-type: none"> • To create awareness on the importance of managing 'First Impression' as a Brand Ambassador to the company and the impact to their personal development, life, business, career and personal brand. • To align participants' image with company's objective, mission, vision, environment and core values. • For better understanding of self-brand values and increase credibility through personal image consistency. • To identify participants' Personal Image Goals and create action plans to build desired 'image'. • To increase confidence in appearance despite participants' background, body figure challenges, lifestyle, age and profession. • To enhance soft skill knowledge through business etiquette essentials while building rapport, establish effective communication and boost personal charisma. • To improve grooming habits and perpetuate skin care routines for a healthy personal lifestyle.
<p>Course Outline:</p> <p>Module 1: Mastering the Arts and Science of First Impression :-</p> <ul style="list-style-type: none"> • Visual Impact : create that lasting First Impression • Consistency and Credibility in your Professional Presence <p>Module 2 : Personal Image Management:-</p> <ul style="list-style-type: none"> • Discover the Secrets to your WOW Factor • Fashioning your image to match your Personal Brand • Planning and Building Your Wardrobe <p>Module 3: Dress for Success:-</p> <ul style="list-style-type: none"> • Levels of Formality (business and casual dressing) • 10 mistakes every Executive makes in their business attire today <p>Module 4 : Business Etiquette Essentials:- Etiquette for the workplace deportment and poise.</p>	
METHODOLOGY	Syarahan, Latihan
FACILITATOR	TBA Image Consultant

**KURSUS ANJURAN
PERSATUAN JURUKUR TANAH BERTAULIAH MALAYSIA (PEJUTA)
DIKENDALIKAN OLEH GEOSPATIAL SCIENCE AND TECHNOLOGY COLLEGE**

KURSUS CTPD/ J13	TRAFFIC MANAGEMENT OFFICER (TMO)						
TARIKH KURSUS	02 hingga 05 April 2018 (Isnin hingga Khamis)						
SYARAT PENYERTAAN	Jurukur Tanah Berlesen						
TEMPOH KURSUS	5D/4N						
TEMPAT	The Grand Beach Resort Port Dickson Negeri Sembilan						
YURAN	RM400.00						
OBJEKTIF	<ul style="list-style-type: none"> • Memahami perundangan berkaitan dengan kerja pengurusan trafik di Malaysia • Mengetahui dan mahir mengenal pasti semua hazard dan risiko semasa uruskan trafik di tempat kerja supaya tidak membahayakan semua yang bekerja dan juga pengguna • Memahami dan mahir menguruskan trafik dengan menggunakan konsep 5 zon • Mahir menulis laporan pengurusan dengan baik dan ikut standard yang ditetapkan oleh JKR 						
<p>Course Outline:</p> <p>Day 1:</p> <ul style="list-style-type: none"> • Kepentingan pengurusan trafik di kawasan kerja dan kawasan zon kerja • Strategik efektif pelaksanaan pengurusan trafik/ pengurusan keselamatan sektor pembinaan/ akta-akta dan peraturan yang berkaitan/ HIRARC <p>DAY 2:</p> <ul style="list-style-type: none"> • Merancang pelan pengurusan trafik/ merekabentuk & lakaran pelan pengurusan trafik/ pelan pengurusan trafik & papantanda sementara <p>DAY 3:</p> <ul style="list-style-type: none"> • Lawatan ke tapak bina dan pemeriksaan • Kertas 1: pembentangan kertas kerja <p>DAY 4:</p> <ul style="list-style-type: none"> • Pemasangan dan pemindahan peralatan kawalan trafik/ penyelenggaraan zon kawalan trafik • UJIAN Kertas 2: Penialian Kefahaman dan kemahiran (UKK) <p>Kaedah Penilaian:</p> <table border="1" style="width: 100%;"> <tr> <td>Kertas 1: Pembentangan Lawatan Tapak</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Kertas 2: Ujian Bertulis (teori)</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Kertas 3: Laporan Bertulis dihantar tidak lewat dari 1 bulan tarikh akhir kursus</td> <td style="text-align: right;">60%</td> </tr> </table>		Kertas 1: Pembentangan Lawatan Tapak	20%	Kertas 2: Ujian Bertulis (teori)	20%	Kertas 3: Laporan Bertulis dihantar tidak lewat dari 1 bulan tarikh akhir kursus	60%
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Kertas 3: Laporan Bertulis dihantar tidak lewat dari 1 bulan tarikh akhir kursus	60%						
METHODOLOGY	Syarahan, Latihan di Tapak dan Penulisan Laporan						
FACILITATOR	CIDB Holdings Sdn Bhd						