

PROGRAM OUTLINE

&

PARTICIPATION REQUIREMENTS

OF

AFRO-ASIAN ENTREPRENEURS PROGRAM

9th November 2010 – 16th November 2010

KUALA LUMPUR, MALAYSIA

AFRO-ASIAN ENTREPRENEURS PROGRAM

1. BACKGROUND OF THE PROGRAM ORGANISER

Established in 1985, the **PERSATUAN ALUMNI AOTS MALAYSIA (PAAM)** has been pooling and tapping the skills and resources of ex-AOTS trainees to make meaningful contribution, particularly with regard to technology transfers, and also to develop mutual co-operation amongst members and maintain friendship between members and AOTS Japan (the Association for Overseas Technical Scholarship) through various activities. This has resulted in enhancing and improving the mutual support and understanding between Japan and Malaysia and their peoples.

Expanding its scope of assistance, PAAM have now planned cooperation with AOTS Japan to share their knowledge with our friends throughout the world. As we have benefited greatly from Japanese know-how and technology, it is now our turn to share our experiences with others and to encourage them to develop their entrepreneurial skills too.

2. NUMBER OF PARTICIPANTS

A total of 15 participants will be invited from the AFRICAN FEDERATION OF AOTS ALUMNI SOCIETIES (AFAAS), FEDERATION OF SOUTH-EAST ASIAN AOTS ALUMNI SOCIETIES (FOSAAS) and SOUTH ASIA FEDERATION OF AOTS ALUMNI SOCIETIES (SAFAAS).

3. QUALIFICATIONS OF PARTICIPANTS

- Participants should be **owners, senior managers, managers or executives of enterprises in their countries**. Senior officers of public organizations responsible for industrial development are also encouraged to apply.
- Participants should preferably **not be more than 60 years of age**, with more than three years of experience in their current position.
- Participants should preferably be university graduates or have equivalent professional or working experience and be healthy enough to undergo an intensive **6-day training program** in Malaysia.
- Participants should have a sufficient working knowledge of English.
- **Important Notes** :
 - (1) Family members other than participants are not allowed to accompany the participants to Malaysia.
 - (2) Participants shall not request PAAM to arrange, or arrange by themselves any additional programs. Participants shall leave Malaysia and return to their home country on the completion of the program in accordance with the PAAM Rules and Regulations.

4. APPLICATION PROCEDURE

Candidates should apply to PAAM through their respective AOTS Alumni Societies. Completed application forms should reach PAAM **before 13 September 2010.**

The following should be enclosed with the application forms:-

- (1) **Enquiry into Participant's Personal Record and Medical Check Sheet**
- (2) **3 copies of recent photograph (4 x 4 cm)**
- (3) **Brochure of Participant's Company/Organization**
- (4) **Photostat Copy of Passport, including all blank pages**

Each applicant's documentation will be reviewed by the Screening Committee and the result of the screening will be communicated to the candidates through their respective AOTS Alumni Societies accordingly.

5. OUTLINE OF THE PROGRAM

OBJECTIVES

The following are the objectives:

- (a) To enable participants to be exposed to the latest management practices of Malaysian enterprises & from other experts.
- (b) To upgrade managerial skills of executives and senior managers of manufacturing enterprises to plan and control activities of their enterprises more efficiently.
- (c) To provide opportunities for the participants of the program to exchange views and experiences among themselves as well as with Malaysian Small Medium Enterprises (SMEs).
- (d) To provide opportunities to create an active business network of SMEs.

Program Duration

The program lasts for 6 days, from **Tuesday, 9th November 2010 to Tuesday, 16th November 2010.** A typical daily schedule consists of a 3-hour morning session and a 3-hour afternoon session.

Program Subjects

- (1) General introduction to the Malaysian industrial structure and the role of small and medium scale enterprises.
- (2) Lectures and discussions of Total Quality Management, Marketing, Entrepreneurial Skills, etc.
- (3) Visits and study tours to observe successful SMEs and their management activities.
- (4) Group presentations and summary discussion.

Language

All lectures, discussions and plant visits will be conducted in English. Course documents and training materials will be prepared in English too.

Program Location

The program will be held at a hotel in Kuala Lumpur, Malaysia and or areas in its proximity.

6. ACCOMMODATION

During the program, from the evening of Monday, 8th November 2010 to the morning of Wednesday, 17th November 2010, PAAM will provide participants with accommodation. From 9th Nov to 16th Nov 2010 all lunches will be provided together with tea/coffee breaks when lecture sessions are conducted. Two dinners will also be provided (the Welcome and Closing ceremony)

If participants arrive in Malaysia earlier than the day before commencement and/or leaves later than the day after the closing day of the program, the participant shall bear the accommodation and meal expenses of the extra days at his/her own expense.

7. PARTICIPATION FEES

Participation Fee per person	USD 1200.00
Subsidy from World Network Friendship Fund USD50 x 10 days	USD 500.00
Participation fee payable to PAAM	USD 700.00

Accommodation will be on twin-sharing basis (2 participants in a room) in a 4-star hotel with modern facilities.

Participation fee of **USD 700.00** together with the completed **Application Form** should be submitted to **your local AOTS Alumni Society** for **submission to PAAM** before stipulated deadline for final approval.

Participants who prefer single room should pay extra **USD400.00** per person apart from the participation fee of USD700.00

Payment of participation fee does not constitute confirmation or acceptance by PAAM. PAAM reserves the right to accept or reject **any application** after a **reasonable review** of every application by the Screening Committee. PAAM will not be liable for any non-payment if discovered lost in transit & through other faults.

An official receipt will be issued to the participant upon the confirmed receipt of payment by PAAM. Unsuccessful applicants will be refunded immediately after the completion of the screening process.

Note: Participants will not receive the subsidy in cash.

8. AIR FARE

Tickets for air travel to and from Malaysia shall be purchased by the participants.

Participants are requested to ensure that they make every necessary arrangement on their side before starting the journey to Malaysia. They are advised to arrange their flight for arrival in Malaysia at least one day before the program and for departure one day after the program ends. **Please do not accept waiting list booking.**

9. VISA AND HEALTH REQUIREMENTS

The rules and policies of the Malaysian Immigration and Department of Health require that visitors from specific countries entering into Malaysia either for business or training purposes require visas and inoculations for the duration while in Malaysia. As such, selected applicants are requested to seek further information from the Malaysian Embassy and or High Commission in their respective countries as to the relevant requirements set forth by the said authorities.

10. FURTHER INFORMATION

For further information, please contact:-

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