

INSTITUT KEUSAHAWANAN NEGARA BERHAD
TRAINER REVIEW SESSION FORMAT
FOR PROGRAM JAGUH KEUSAHAWANAN NASIONAL

PART A: COMPANY PROFILE

Company/Business Name	:	
Registration No	:	
Year Incorporated	:	
Type of Business Activity	:	
Industry	:	
Address & Phone No	:	
Shareholder(s)/ Partner(s) & Highest Academic Qualifications & Working Experience	:	1. Name Education Position Experience
Coaches and Assistant Coaches Line up & Specialisation, Highest Academic Qualifications & Working Experience	:	2. Name Education Position Experience
	:	3. Name Education Position Experience
Last year turnover (2024)	:	RM XXXX
Full Employee(s)	:	XX employees
Experience in industry	:	XX years
Experience in training	:	XX years
Track Record	:	<u>Business to Consumer (B2C)</u> 1. 2. <u>Business to Business (B2B)</u> 1. 2.

PART B: PROGRAMME IMPLEMENTATION APPROACH

i. PROGRAMME SPECIFICATIONS

Notes: All planning and proposed content under this section must be based on the implementation of one (1) selected location only.

Programme	:	Phase 1 : Kem Kesedaran Keusahawanan Inovasi Phase 2 : Kem Pecutan Nasional
Locations	:	UUM, UiTM Seri Iskandar, UTeM, UniSZA, UiTM Kampus Dengkul, POLISAS, UTM, UM, UiTM Sabah, USM, UiTM Machang, UNIMAS, USIM <i>Notes: Kindly specify the programee location(s) your company proposes to provide services for.</i>
Tenure	:	4 Days (including 1 day for setup, 2 days for event execution & 1-day post-event)
Objective	:	1. To ensure the event is professionally and smoothly organized across all campuses 2. To ensure the flow of the event is seamless, meeting all expectations of participants and stakeholders. 3. To provide a platform for the participants to develop their skills in a conducive environment.
Submission by & Address		Info Minda Sdn Bhd No 8-1, Jalan Usahawan 7, Pusat Bandar Damansara 50450 Kuala Lumpur No Tel: 03 - 8314 6666 No Fax: 03 - 8314 7777 Contact name : Pn Azizah binti Abu (012 - 345 6789)
Make your pitch (Not more than 30 words & avoid generic pitches)	:	We have 15 years experiences managing event. Xxx Among notable events before: 1. XXXX 2. XXXX 3. XXXX

PART B: PROGRAMME PLANNING & SPECIFICATIONS (60%)

ii. Programme Planning (in details)

Event Schedule & Timeline

- **Detailed timeline** outlining the key dates (e.g., event setup, event execution, post-event breakdown).
- Breakdown of activities for each day, including session timings, key milestones, and specific roles of each team during the setup and event days.
- For example:
 - **Day 1:** Event setup
 - **Day 2-3:** JAGUH Programme execution
 - **Day 4:** Post-event cleanup

Resource Requirements

- Detailed breakdown of all equipment and resources needed for the programme, including:
 - **Venue Setup:** chairs, tables, banners, signage, etc.
 - **Breakout room, Secretariat room & Registration area**
 - **Audio-Visual Setup:** PA systems, microphones, stage lighting, etc (to be discussed with universities)
- Considerations for special needs (e.g., for VIPs, performers, accessibility needs).

Logistics and Operations

- **Logistics planning** (e.g., transportation, setup & takedown schedules)
- **Participants & Trainers accommodation arrangements**

- Detailed plans for catering, food and beverage arrangements, and coordination with vendors/universities.
- Security plans, waste management, and sanitation protocols.

Event Staffing and Roles

- List of key roles and responsibilities for the programme, including trainers/facilitators, coordinators, support staff, volunteers, and technical teams.
- Staff allocation for each area (stage management, registration, exhibitions, food zones, etc.).

Contingency Plans

- Risk management strategies, including backup plans for unexpected circumstances
- Crisis management procedures.

Marketing & Promotion Strategy

- A brief summary of marketing efforts, including **advertisements and promotions**. (to be discussed with universities & INSKEN for participants criteria)

Evaluation & Post-Event Feedback

- **Methodology for collecting feedback** (e.g., surveys, focus groups).
- How success will be measured (e.g., number of participants, sales, participant satisfaction).
- Plans for post-event reporting and follow-up.

PART C: PROPOSED COSTING

NO	ITEM	COST PER UNIT (RM)	UNIT	TOTAL COST (RM)
Delivery for 250 pax (Phase 1) and 100 pax (Phase 2)				
1	Management & coordination fee (including trainers fee) Phase 1 : 2 days 1 night per class (250 pax / session)			
2	Management & coordination fee (including trainers fee) Phase 2 : 3 days 2 night per class (100 pax / class)			
3	Venue Setup and Audio-Visual system (<i>programme location is at the selected universities</i>)			
4	Participants & Trainers Accommodation (<i>accommodation is at the selected universities</i>)	N/A	N/A	N/A
5	Module programme JAGUH (<i>provided by INSKEN</i>)	N/A	N/A	N/A
6	Event Staffing (assistant)			
7	Internet Allowance (if relevant)			
8	Misc			
Total RM				

Cost per head RMXXX**Note: The costing is subject to further negotiation**