



The Project Management Professional (PMP) program is the leading credential to recognize project managers who have proved their skills to successfully managed projects. The certification represents an elite group of project managers.

According to a recent survey of PMI certificates and members:

- The median salary of PMP holders globally is 16% higher (32% higher in the USA) than those without certification.
- 90 million of project management oriented employees currently in project industries around the world.
- 25 million new project management oriented employees needed to meet global talent demands by 2030
- 12 million new employees driven by expansion and 13 million driven by retirement

## PROJECT MANAGEMENT PROFESSIONAL (PMP) – exam preparation course

### Course outline

*Pillar 1: Fundamentals & project framework*

*Pillar 2: Creating a high performance team*

*Pillar 3: Starting the project*

*Pillar 4: Doing the project*

*Pillar 5: Keeping the team on track*

*Pillar 6: Keeping the business in mind*

### Contact Us

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**Eng. Talaat Alwadhi, PMP**

- International Trainer
- Founder and CEO of Creativity House in Malaysia
- 20 years' experience as Professional Petroleum Engineer

**QUAVER  
MAINTENANCE  
SDN BHD**



## REGISTRATION FORM – PROJECT MANAGEMENT PROFESSIONAL (PMP)

Training schedule : 7<sup>th</sup> to 11<sup>th</sup> May 2023

Price : RM 5,000

Payment method : HRDC / Non HRDC

Participant name : i) \_\_\_\_\_ ii) \_\_\_\_\_ iii) \_\_\_\_\_  
iv) \_\_\_\_\_ v) \_\_\_\_\_ vi) \_\_\_\_\_

Company name : \_\_\_\_\_

Company address : \_\_\_\_\_  
\_\_\_\_\_

Email : \_\_\_\_\_

Phone : Office \_\_\_\_\_ Personal \_\_\_\_\_

### PAYMENT INFO

We will send the Tax Invoice upon confirmation of the course (i.e. upon meeting the minimum class size).

For Cheque Payments, kindly make cheques payable to: Quaver Maintenance Sdn. Bhd.

For Bank Transfer Payments, kindly make payment to our account as per details below & email us a copy of the receipt.

Important : All bank charges are to be borne by Payer.

Bank Name : Public Bank Islamic Berhad

Account Number : 3818640433

*Confirmed & accepted by: (Please Chop & Sign)*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name & Designation)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Company's chop)

# COURSE BOOKING TERMS AND CONDITION AND CANCELLATION POLICY

Please note these 'Terms and Conditions' may be subject to change without notice.

## Booking, Invoicing and Payment

- A Course Booking Confirmation will be sent upon receiving Course Registration Form for booking of seat(s).
- The Course will only be confirmed upon meeting the minimum class size of 10 registered participants or 14 days prior to the commencement of the course (whichever sooner).
- The Tax Invoice will only be sent upon Confirmation of the Course.
- Invoices will be sent via post and emailed to the name, mailing address and email address provided on the Course Registration Form and must be paid within 14 days of the invoice date or no later than 1 working day prior to the start of the course, whichever date occurs soonest (the "due date").
- Payment must be made in Ringgit Malaysia by Cheque or Bank Transfer.

## Course Attendance and Certification

- Candidates will receive joining instructions via email to the email address provided on the Course Registration Form. It is the responsibility of the individual completing the Course Registration Form to ensure joining instructions are received by the candidate.
- If the joining instructions are not received, it is the responsibility of the individual who completed the Course Registration Form to contact Quaver Maintenance Sdn Bhd to arrange for them to be reissued.
- Failure to attend the course will result in the full cost being incurred.
- Quaver Maintenance Sdn Bhd will send all correspondence primarily via email to the email address provided on the Course Registration Form. If alternative details are received after the Course Registration Form has been submitted, they will supersede the original details and all future correspondence will be sent to the new address.
- No certificate(s) shall be issued whilst there is an outstanding balance due to Quaver Maintenance Sdn Bhd.
- It may be necessary, for reasons beyond the control of Quaver Maintenance Sdn Bhd, to change the content and timing of the programme, the date, the venue or the tutor.

## Cancellations by Customer

- All requests for cancellations and/or transfers must be received in writing.
- Changes will become effective on the date of written confirmation being received.
- The appropriate cancellation charge will apply based on the cost of your booking, as shown below: -
  - Cancellations received up to 30 days prior to class will not be charged the training fee.
  - Cancellations received 15 to 29 days prior to class will be invoiced 50% of the full training fee.
  - Cancellations received less than 14 days prior to class, and no-shows, are subject to payment for the full amount.
- Registrant substitutions may be accepted if notified at least 3 days before the start date of the course.
- **IMPORTANT! Please note that if you do not cancel or do not attend, you are responsible for payment.**

## Cancellations by Quaver Maintenance Sdn. Bhd.

- KMM Technical Solutions Sdn Bhd reserves the right to cancel or change a class at any time, including but not limited to, lack of participation (a minimum class size of 10 participants is required), classroom, equipment or trainer availability.
- Notification will be provided within 14 days of the class, whenever possible.
- Registrants will not be charged for the course.
- Quaver Maintenance Sdn Bhd is not liable for any direct, or indirect, consequential or special damages that may be incurred due to a cancellation of a scheduled class, including, but not limited to, cancellation penalties for transportation or accommodations. The customer or student's sole remedy shall be the refund of prepaid course fees.

## Course Provisions

- A buffet lunch and two (2) tea breaks are provided on each day of the course (unless otherwise stated). The cost is included in the price quoted. Any special dietary requirements need to be notified in writing to Quaver Maintenance Sdn Bhd. in advance of the course commencing.
- Accommodation and travel are the responsibility of the candidate.

## Force Majeure

- Quaver Maintenance Sdn Bhd shall not be liable to refund of fees or for any other penalty should courses be cancelled due to war, fire, flood, earthquake, strike lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control.