



Suara
ePerolehan

English **Segment** ▶

Good management is the art of making **problems** so **interesting** and their **solutions** so **constructive** that everyone wants to get to **work** and **deal** with **them**.

Federal court Extended Handholding Training

It seems that more and more government departments and agencies are eager to implement ePerolehan in their administration. Recently, even the judiciary does not want to miss the electronic procurement boat by requesting CDCSB to further guide them on the system's usage.

More than happy to comply with Federal Court Malaysia request, GM-CDCSB conducted a two-day Extended Handholding training for them beginning 20 March. Facilitated by En. Mohd. Firman bin Mohd. Noh and Pn. Nazatul Idayu binti Idham, the course was attended by 55 participants from 14 PTJs under the auspicious court.

The main objective of the training was to enhance the participants' knowledge specifically in implementing Online Direct Purchase, Ministry Contract and Quotation modules and ePerolehan in general.

For the facilitators, the training gave them the opportunity to enhance their presentation and teaching skills. More importantly, they also receive valuable feedbacks from the participants to further improve ePerolehan.

Seremban Suppliers' Seminar



The free seminars by CDCSB keep going on, going to places near to suppliers that deal with the Government. Last 26 April, Seremban, Negeri Sembilan is the location of choice for the event.

Although Seremban is just on the fringe of the Klang Valley outskirts, there is still need for CDCSB to extend the reach of ePerolehan to suppliers in Negeri Sembilan. The move to cover the state was due to the vast potential to increase the number of eP Enabled suppliers from there.

Targeted mainly at not enabled, newly registered and Direct Purchase Offline suppliers, the event highlighted the benefits of becoming an eP-enabled suppliers in particular and the use of the ePerolehan system as a whole.

Held at the Royale Bintang Resort & Spa, some 150 participants attended the seminar that was officiated by Electronic Procurement Project Director, YBhg. Dato' Abd. Shukor bin Ibrahim. CDCSB was represented by SVP, Pn. Norhisah Md Nor.

The seminars are on-going efforts taken by Client Services Management, CDCSB to increase ePerolehan users. Apart from that, for the staff involved, the events are invaluable opportunities for them to meet suppliers from the other side of the country and understand their unique requirements with regards to electronic procurement.

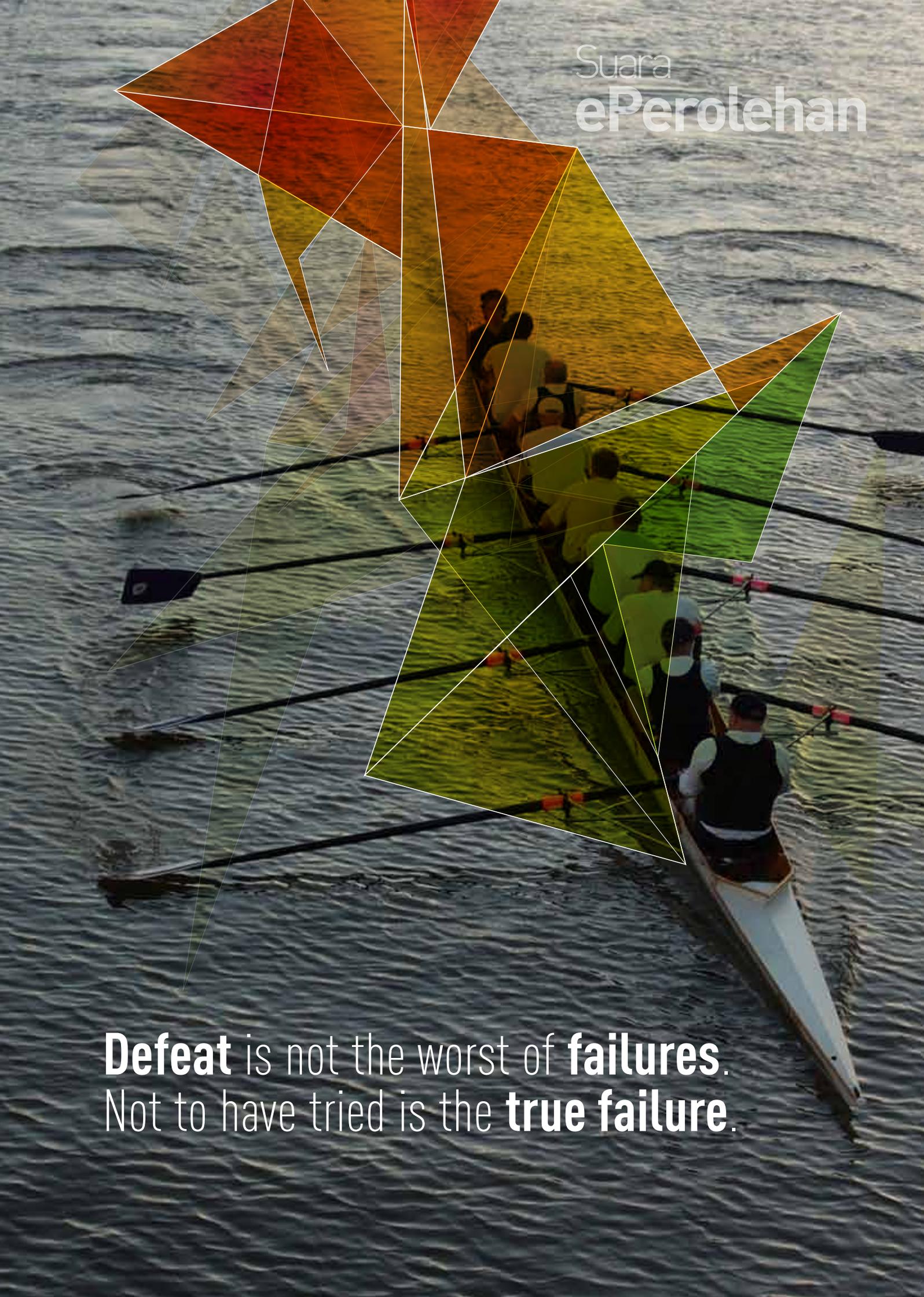
KB Suppliers' Seminar



Right after the suppliers' seminar in Seremban on 26 April, Client Services Management (CSM), CDCSB, conducted a similar one-day event in Kota Bharu, Kelantan on 3 May. Held at The Grand Riverview Hotel, it was attended by more than 100 participants from around the state.

The seminar was even more auspicious as the Department for Federal Development, Kelantan director YBhg. Dato' Makhtar Mustafa attended as a guest of honour. The event was officiated by Electronic Procurement Project Director, YBhg. Dato' Abd. Shukor bin Ibrahim. CDCSB was represented by Senior Vice President for CSM, Pn. Norhisah Md. Nor. At the seminar, participants not only learn about the benefits of using the ePerolehan web-based electronic procurement system, but also the requirements for suppliers to do business with the government. Speakers involved in giving the talks came from the Ministry of Finance and CDCSB.

Apart from sharing their knowledge at the seminar, staff of CSM, CDCSB also received feedbacks from suppliers and consultants from the state of Kelantan on their specific and unique needs regarding the use of the ePerolehan system. The event not only gave them the opportunity to meet new suppliers and consultants but also sharpen their people relations skills at different parts of the country.



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Defeat is not the worst of **failures**.
Not to have tried is the **true failure**.

BORED TO DEATH: MEETINGS THAT KILL

Source: <http://www.expressyourselftosuccess.com>

by Laurie Wilhelm

When was the last time you looked forward to a meeting so much that you couldn't wait to arrive?

Have you ever heard your colleagues talk so excitedly about a meeting that you were jealous that you weren't asked to attend? Did you ever sneak in to a meeting because it sounded like so much fun that you couldn't resist being a "meeting crasher?" Didn't think so.

I haven't either.

Meetings are notorious for their inefficiency and seemingly never-ending discussions. They start late or run overtime. They're unfocused or poorly run. Attendees get side-tracked with discussions that should happen outside the meeting, not during the meeting at the expense of the other participants.

While meetings may not be what you consider the highlight of your day, they really don't have to be as bad as they sometimes are.

Your meetings can be effective and stimulating if you manage the process and the discussion. Here are some suggestions to point you in the right direction:

The agenda defines what is to be achieved at the meeting. Ideally, it should state the 5Ws and How:

First thing's first: The Agenda.

The agenda defines what is to be achieved at the meeting. Ideally, it should state the 5Ws and How:

- a. **Who** will be at the meeting
- b. **What** specific topics will be covered
- c. **Where** the meeting is to be held
- d. **When** the meeting is to occur (include date, start time and finish time)
- e. **Why** the meeting is taking place (the purpose of the meeting)
- f. **How** the participants can prepare for the meeting

Create and distribute the agenda to all participants about a week before the meeting so everyone is "on the same page". Participants need to know what is the purpose of the meeting (why they're spending their time there), what they should expect, and what they should prepare so they're ready to contribute.

At the meeting and above all else, **make sure you're prepared**. Participants won't have a lot of confidence in the meeting leader who comes to his own meeting shuffling through his papers trying to find the right documents, gathering his scattered thoughts, and muddling his way through the items on the agenda.

You have to be on top of everything: know what you have to discuss, the decisions that have to be made, what is everyone's role and have everything you'll need at your fingertips.

When you begin the meeting, the first task is to **review the agenda with the participants**. Simply ask if anyone has any questions about the items, the order or if they have an item they'd like to add. Note that the item they add can't be something that other participants had to prepare for. If that's the case, include the suggested item in the next meeting so there's time to prepare. If the item which the individual would like added is something reasonable to include without notice (since the review happens at the beginning of the meeting), include it where appropriate.

One key area that dooms any meeting is when the discussion takes on a life of its own – when it becomes unfocused or off the topic of the meeting. It's important to **keep the meeting on track**. Remember, it's solely your responsibility to direct the discussion, keep it focused and minimize disruptions and irrelevant side conversations. As the person leading the meeting, it's acceptable for you to politely and respectfully interrupt others for the purpose of maintaining the focus of the meeting.

Keep the discussion moving. Discuss, make decisions, establish action items and move on. Allowing for lulls in the discussion gives

participants a chance to zone out and start looking at their watch. Get to the next item while you still have everyone's attention.

Encourage everyone to contribute more and some less. Meeting participants have different personalities. Some are quiet and reserved, some are vocal and assertive. Maintain a balance between the two groups. Encourage the quiet participants to contribute by asking them for their input and discourage the vocal participants by stating that you'll take their input once a few others have had the opportunity to speak. (Alternatively, if you know of a participant who is an "over contributor," you could take that individual aside, prior to the start of the meeting, and suggest that he balance the frequency and length of his contributions with those of the rest of the group....otherwise you'll have to...)

Encourage different ideas by having participants state different views and perspectives. This stimulates critical thinking and is another opportunity to get everyone involved. However, this doesn't mean that all you have to do is just sit back and the discussion will take care of itself. It's not easy to offer differing opinions, ideas and approaches. Without your involvement and encouragement, it's likely that these will go unsaid because no one wants to go against the group.

You will have to participate by asking questions to various attendees to get them to offer their input or you'll have to come up with a few ideas and ask the participants for their thoughts and feedback. Or you can ask Person B what her thoughts on Person A's idea. Have her state how she thinks it could work and what are some potential obstacles.

There are many ways to keep your meeting from being a killer. As the person leading the meeting, it's up to you to take the responsibility not only for what needs to be discussed and decided, but also to create an environment that gets the best ideas and input from the participants.

Reasons Why You Should Have a Holiday



Holidays are important for many reasons however, many people neglect to take the time out they need mentally or physically to ensure their continued health and happiness.

Working 365 days a year or near to 365 days a year (six days a week) is not only crazy but bad for the mind and body.

The mind needs a variety of stimuli and if you spend the majority of the time working in your job you minimise brain functionality, that is some parts of your brain will "fall asleep". A variety of tasks, hobbies, changes in your life will ensure your brain gets the exercise it needs to keep working the way it should.

After a holiday you feel renewed and your attitude is more relaxed and receptive for what is to come. Most of all even if you don't think you are stressed every day events do stress the mind and body. Holidays ensure these stresses are released and wellbeing is rejuvenated.

Here are five compelling reasons why you should take a holiday and why sunshine is an important part of your holiday.

1. Exercise. Whenever you take a holiday you will find that you will move your body and exercise in different ways. If you are in a job where you sit all day this will be refreshing and regenerating. If you are in a manual labour job you will find that you will be moving your body in ways you don't when working.

Exercise not only is good for the body but it is good for the mind as different chemicals are stimulated during and after the exercise. Your exercise need only be simply going for walks of which most of us do plenty of when holidaying without even realising.

2. If you normally suffer from aches and pains you may find that a holiday will minimise these. Holidays usually mean a change of scenery and a shift in mental focus. It also means more or different exercise to what you normally do.

It does not mean any physical problems you have necessarily go away but means mentally you do not focus on them and therefore allows you mind to subliminally repair your body whilst you are focussing elsewhere.

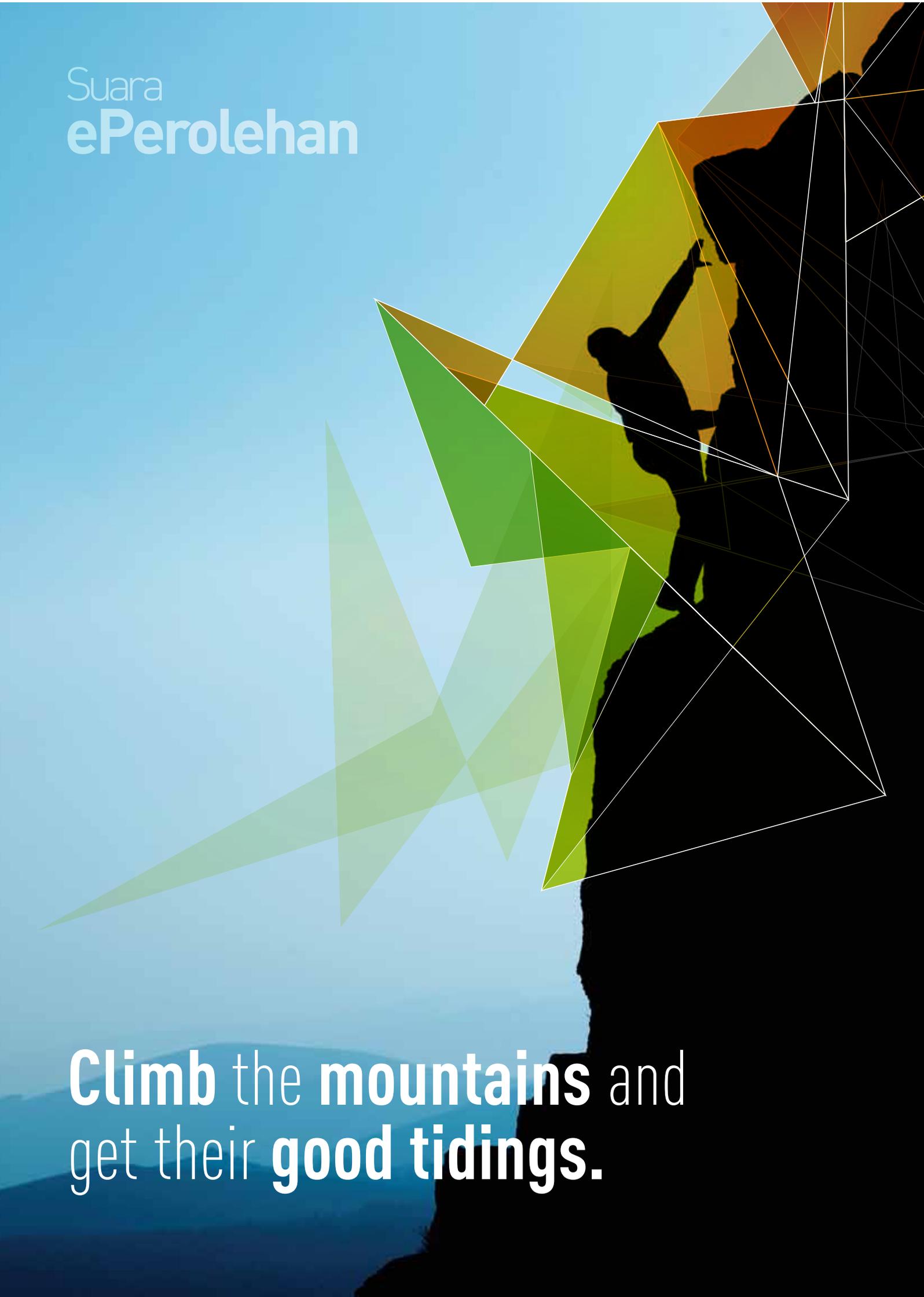
3. Get sunshine. Most of us will holiday in places where there is sunshine. Even if you go skiing you will get plenty of sunshine. The sun is very important for mental and physical well being. The body requires the sun for the production of vitamin D whilst mentally the sun just makes us feel happy and alive. If you normally work indoor or in an artificially lit office choosing holidays where you will get plenty of sun is important.

4. Get better sleep. There is no doubt that many of us are sleep deprived. When on holidays you have the opportunity to get more sleep or more quality sleep by leaving the stresses of your everyday life behind. This will rejuvenate your mind and body leaving you relaxed and refreshed.

5. Spend time with the family. With Mum and Dad working family life can be fragmented. Children may hardly ever have time with Mum and Dad at the same time. A holiday allows for the whole family to spend time together and enjoy each other's company while recharging the batteries.

Source: <http://articles.submyourarticle.com>

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Climb the **mountains** and
get their **good tidings.**

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8						4		
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SUDOKU



Bolehkah anda mencari 5 perbezaan diantara kedua-dua gambar ini?

Semak Jawapan

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5	1	7	8	9	6	2	4	3
6	3	4	7	2	1	9	5	8
4	8	9	5	6	7	3	1	2
2	7	1	3	4	9	6	8	5
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1	4	5	9	3	2	8	6	7
8	9	3	6	7	5	4	2	1
7	6	2	1	8	4	5	3	9