



# MAY 2021 IN-HOUSE CTRE PROGRAMME AT KLTGA

FACILITATOR – MR JOHN YIP/03 9221 0688

## NINE (9) NEW TOPICS THIS MONTH

WHEN	TIME	PROGRAM	LANGUAGE	SPEAKER
4th Tues	9.30am - 12.45pm	(New) The Various Sections Wildlife Dept. and Enforcement Experience	ENGLISH	Mr. Mogana Sundram
	1.45pm - 5.00pm	(New) Management of Crows & Rock Pigeon		
7th Fri	9.30am - 12.45pm	Fundamental Soil Science to Plant Growth	MANDARIN	Mr. Ang Thon Bah
	1.45pm - 5.00pm	The Charm of the Tropical Rainforest		
8th Sat	9.30am - 12.45pm	(New) Kuala Terengganu ~ Natural & Cultural Wonders	MANDARIN	Mr. Kevin Fong Soon Heng
	1.45pm - 5.00pm	(New) Land Below the Wind – Discover Kota Kinabalu and Sabah		
11th Tues	9.30am - 12.45pm	(New) Story of Malaysian States	ENGLISH	Mr. Billy Woo Yin Khee
	1.45pm - 5.00pm	Knowing Kuala Lumpur		
18th Tues	9.30am - 12.45pm	(New) Pictorial History of KL Landmark - Before & After	ENGLISH	Mr. Yuan Khai Heng
	1.45pm - 5.00pm	(New) Interesting Facts on International Movies in Malaysia		
21st Fri	9.30am - 12.45pm	Diet Advice for TG towards healthy EQ & Body System Wellness	MANDARIN	Dr. Khor Sea Moon
	1.45pm - 5.00pm	TCM First Aid Theory & Practical for Tourist Guides		
22nd Sat	9.30am - 12.45pm	(New) Kuala Selangor: Heritage & Nature Attraction	ENGLISH	Capt. Azmi Bin Abdul Aziz
	1.45pm - 5.00pm	(New) Pangkor Island		
25th Tues	9.30am - 12.45pm	Malaysian Batik Industry – From Cottage Industry to Fashion Runways of the World	MALAY	En. Nik M Faiz Bin Nik M. Amin
	1.45pm - 5.00pm	(New) Advisory for Tourist Flying Drone in Malaysia		En Zarul Ekhwan Rusli
28th Fri	9.30am - 12.45pm	The Power of Spoken Words	MANDARIN	Mr. Peter Yap Wei Choong
	1.45pm - 5.00pm	The Art of Active Listening		

PLEASE SEE NEXT PAGE FOR BOOKING/PAYMENT GUIDELINES

## CTRE PROGRAM TERMS & CONDITIONS

### 1. The revised in-house CTRE fees till December 2021 will be as follows:

- 1.1 **KLTGA members with valid KLTGA membership: RM30.00 per topic.**
- 1.2 **Non-Members: RM60.00 per topic (unchanged)**

### 2. Minimum/maximum number of participants per CTRE class during this CMCO period.

- 2.1. Please note that in view of the reduced fees being paid by members for the CTRE classes from April onwards, a **minimum of 10 participants** is required to confirm a CTRE class.
- 2.2. In adherence to social distancing protocols, a **maximum of 19 participants** is allowed for each CTRE class.

### 3. **Cut off days** to determine if a CTRE class has received the minimum of 10 participants is 3 days as follows:

- 3.1. **For Tuesday CTREs = by Friday 5.00pm the week before.**
- 3.2. **For Friday CTREs = by Tuesday 5.00pm of the same week.**
- 3.3. **For Saturday CTREs = by Wednesday 5.00pm of the same week.**

### 4. Bookings for a CTRE class can only be made in the following manner:

- 4.1 In person at KLTGA office during office hours.
- 4.2 Via email to: **kltga@live.com**.
- 4.3 Via calls to KLTGA office during office hours @ **03-9221 0688**.

### 5. **Pre-payment** is required for confirmation of booking

- 5.1. To be fair to all members, bookings are only accepted with prepayment on a first come, first served basis.
- 5.2. Confirmation of your CTRE class participation can only be made to you upon receipt of your payment.
- 5.3. Once you know space is available for any of the CTRE topics you wish to attend, please make immediate payment for the CTRE topic/s via GIRO transfer to **KLTGA MAYBANK account number 014105301486**.
- 5.4. Also email to **kltga@live.com** the confirmation of your payment immediately, **providing the following:**
  - 5.4.1 Name & TG No
  - 5.4.2 Date, Time & CTRE topics you are paying for
  - 5.4.3 Total amount paid
  - 5.4.4 Copy of bank-in/payment slip/screenshot
- 5.5. Members with sufficient unused CTRE deposits still with KLTGA may request for the deposit as payment.
  - 5.5.1 Email the request to **kltga@live.com** to ensure written record for our mutual protection.

### 6. Refunds, postponements, transfer of confirmations & cancellations

- 6.1. Once a booking is confirmed & paid, no changes whatsoever will be allowed.
- 6.2. All bookings are non-refundable & non-transferable.
- 6.3. Postponement/cancellation of confirmed bookings is strictly prohibited for whatever reason whatsoever.
- 6.4. So, please make bookings only when you are absolutely sure you will be able to attend!

### 7. Cancellation of CTRE classes due to insufficient number of participants.

- 7.1 If a CTRE class has to be canceled when the minimum number of 10 participants is not achieved by the cut off day (as in 3 above), payments made will be withheld at KLTGA & applied toward your future CTRE bookings.

### 8. Compliance with all KKM & relevant CMCO SOPs

In conducting in-class CTRE @ KLTGA during the current CMCO, all the usual pandemic SOPs will apply:

- 8.1. These include...
  - 8.1.1 Compulsory mask wearing while in KLTGA office & throughout the CTRE classes.
  - 8.1.2 Scanning the **MySejahtera** at KLTGA office /registering in visitors' log.
  - 8.1.3 Body temperature check upon entry to KLTGA office.
  - 8.1.4 Social distancing in KLTGA office & the seminar room.
- 8.2. All other CMCO SOPs practiced during previous in-house CTRE classes will also be strictly enforced.
- 8.3. As a reminder, CMCO SOP announcements will be made at the beginning of each CTRE class.

For further clarification/information, please visit/call KLTGA office during office hours or email - **kltga@live.com**