



PNB INVESTMENT BRIDGING (PNB IB) PROGRAMME

MECC 2007, Cairo

By
Dr Ilias Mamat, CStat

PNB Investment Institute
(PNBi)

What is PNBi ?

A joint venture between Permodalan Nasional Berhad (PNB), the leading Malaysian fund management organisation and Financial Services Institute of Australasia (FINSIA) premier professional organisation for people working in the investment and securities market in Australia.

Established in 1998.

Registered as a Private Institution of Higher Learning by the Ministry of Education, Malaysia

PNBi's Objective

To raise the level of professional standards of practitioners in the finance and investment industry in Malaysia through education and training

PNBi activities

- ❖ **Education** ~ Diploma and Post-graduate:
 - ✓ Diploma in Financial Market
 - ✓ Graduate Diploma in Applied Finance & Investment
 - ✓ Master of Applied Finance & Investment
 - ✓ Certified Financial Planner
- ❖ **Workshop/short courses/in-house training**
- **PNB Corporate Social Responsibility (CSR) Initiatives**

What is “PNB IB Programme”?

- A training programme; to provide new graduate with relevant skills & exposure.
- PNB CSR Initiative; aimed to address the high number of unemployed graduates.
- Full-time programme; 1 year.
 - ~ 8-month classroom training plus 4-month industrial attachment

Objective of the programme?

- Providing opportunities to new Islamic study graduates to obtain **transferable skills & enhance marketability.**
Soft-skills, Communication skills & Technical skills plus industrial attachment
- To provide Islamic Financial Services Industry the new entrants

PNB Investment Bridging (PNB IB) Programme

- 8-month intensive classroom training



- 4-month industrial attachment

8-month classroom training

- Duration of programme: 8-month training
 - ° February - September, 2008
- Venue: PNB Investment Institute, PNB Darby Park, Kuala Lumpur
 - ° Classroom training
- Allowance: RM 700 a month
- Accommodation not provided

Continued... Classroom Training

- Training consisting the following courses (8 areas):
 - Islamic Financial Planner (IFP)
 - Certificate in Islamic Banking & Takaful (CIBT)
 - Business courses
 - Essential Skill for New Executives (ESNE)
 - Communication Competency (English At Work)
 - Preparatory Class for Federation of Malaysian Unit Trust Managers (FMUTM) examination
 - Islamic Wealth Management
 - Islamic Estate Planning

1) Islamic Financial Planner (IFP) – 240 hours



2) Certificate in Islamic Banking & Takaful (CIBT) – 24 hours

■ Fundamental on Shariah

- Introduction to Shariah Concept, Usul Fiqh, Qawaid Fiqh, Fiqh, Muamalat
- An overview of Shariah principles in financial transactions
- Application of Trading Contract, Participating Contract, Supporting Contracts,
- The Nature of Risk and Uncertainty

■ Fundamental on Islamic Banking

- The Nature of Risk and Uncertainty
- Financial System in Malaysia
- The Supervision of Islamic Banking
- Introduction to Islamic Banking Business
- Islamic banking industry in Malaysia

Continued....

- **Fundamental on Takaful**
 - **The Nature of Risk and Uncertainty**
 - **The Basic Principles of Insurance and An Introduction to Takaful**
 - **Law of Agency**
 - **The Supervision of Takaful**
 - **Introduction to Takaful Business**

3) Business Courses (48 hours)

a) Analysing Financial Statement

- ❑ The basic concepts – company reports and financial statements
- ❑ Assets
- ❑ Liabilities and equities
- ❑ Profit, cash flows and other information
- ❑ Major accounting issues
- ❑ Analysing financial statements 1
- ❑ Analysing financial statements 2

b) The Malaysian Finance and Investment Industry

- ❑ Introduction to the financial system
- ❑ Regulation of the financial services industry
- ❑ Introduction to the financial markets
- ❑ Investment risks and asset classes
- ❑ Financial market calculations
- ❑ Fundamental taxation concepts
- ❑ The globalisation of financial markets

4) Essential Skills for New Executives (64 hours)

Module	Objective
<i>Module 1:</i> Employment Mindset and Personal Development	To strengthen the personal and work effectiveness
<i>Module 2:</i> Winning That Job	To create an excellent first impression for the job interview

Continued... Essential Skills for New Executives

Module	Objective
<i>Module 3:</i> Managing Expectation, Task, and Time	To be responsive to superior's expectations.
<i>Module 4:</i> Seven Communication Tools	To enhance interpersonal/ communication skills

5) Communication Proficiency (90 hours)

- The course; **English At Work (E.A.W)**
- Trainees ~ based on level of language proficiency as follows :-
 - i) E.A.W - Elementary
 - ii) E.A.W - Basic
- Trainees will be divided into small group; 3 groups
- The modules and breakdown of contact hours for each module are as follows:-

Module	Contact Hours
Pronunciation skills	6 hours
Refresher Grammar	30 hours
English for Specific Purposes	30 hours
Written Business Communication	24 hours
Total	90 hours

Modules		Contents		Modules		Contents	
Pronunciation Skills	<ul style="list-style-type: none"> ▶ Voice projection practice ▶ Tips for good pronunciation ▶ Sounds of consonant clusters in the middle of words ▶ Different sounds of 's' and 'a' ▶ Intonation practice ▶ Introduction to stresses in words 			Functional English	<ul style="list-style-type: none"> ▶ Asking quantity ▶ Expressing preferences ▶ Expressing likes and dislikes ▶ Talking about obligation ▶ Making comparisons ▶ Talking about definite plans 		
Modules		Contents		Modules		Contents	
Grammar	<ul style="list-style-type: none"> ▶ Word Groups 2 ▶ Indefinite and definite articles ▶ There is / isn't ▶ There are / aren't ▶ Comparatives and superlatives ▶ Secret to mastering tenses (Elementary) ▶ Tenses and meanings (Elementary) ▶ The Simple Past (Form and Usage) ▶ 'Wh' questions with action verbs in the present simple, simple past and present continuous – What's the difference? ▶ Positive and negative statements in the simple past ▶ Prepositions of place ▶ Sentence structure 1 ▶ Conjunctions - 			English for Specific Purposes	<ul style="list-style-type: none"> ▶ English for Socialising ✓ Talking about past actions and favourite things ✓ Talking about daily activities in the present and past ✓ Talking about work ✓ Discussing pros and cons of each other's work place 		
				Modules		Contents	
				Business Writing	<ul style="list-style-type: none"> ▶ Format: Fact or fallacy ▶ Different types of letters ▶ Essential qualities of effective business letters ▶ Useful phrases for business letters ▶ Drafting and editing practice ▶ Descriptive writing – company/organisation/ products and services ▶ Language and tenses used in reports ▶ What makes your report stand-out? 		

Continued.....Communication proficiency

E.A.W - Basic

Modules		Contents		Modules		Contents	
Pronunciation Skills	<ul style="list-style-type: none"> ▶ Voice projection practice ▶ Tips for good pronunciation ▶ Difficult alphabet sounds ▶ Different sounds of 'o' ▶ Intonation practice 			Functional English	<ul style="list-style-type: none"> ▶ Indicating location ▶ Enquiring about location ▶ Describing people ▶ Expressing ability and inability ▶ Reading schedules 		
Modules		Contents		Modules		Contents	
Grammar	<ul style="list-style-type: none"> ▶ Word Groups ▶ Indefinite and definite articles ▶ Secret to mastering tenses (Basic) ▶ Tenses and meanings (Basic) ▶ The simple present ▶ 'Wh' questions with verb 'be' in the present simple ▶ Positive and negative statements in the simple present with verb 'be' ▶ Positive and negative statements in the present continuous ▶ To have ▶ Possessive adjectives ▶ Prepositions of Time 			English for Specific Purposes	<ul style="list-style-type: none"> ▶ English for telephones <ul style="list-style-type: none"> ✓ Switchboard speaking ✓ Asking for caller's name and telephone number ▶ English at the Office <ul style="list-style-type: none"> ✓ Showing someone around the office ✓ Presenting a company's background information 		
				Modules		Contents	
				Business Writing	<ul style="list-style-type: none"> ▶ Tips for writing e-mails ▶ E-mail etiquette ▶ Opening and closing phrases for e-mails ▶ The writing process ▶ Drafting and editing practice 		

6) Preparatory Class for FMUTM examination (24 hours)

- Introduction to Unit Trusts
- Unit Trusts ~ The Mechanics
- Regulations of The Industry
- Advantages of Unit Trusts and Financial Planning
- Industry ethics and conducts

7) Islamic Wealth Management (24 hours)

- Introduction to Islamic Wealth Management (IWM)
- Wealth management through Islamic perspective
- Components of IWM
- Formulating steps to create customer's aware
- Identifying the customer's need
- Formulating the sales process
- Recognising the IWM tools
- Application for IWM tools

8) Islamic Estate Planning (24 hours)

4-month industrial attachment

- Oct 2008 - Jan 2009 (academic calendar Feb'08)
- At one of PNB group of companies.
- The placement of trainee is at the PNBI's discretion.
- Monthly allowance of RM 700 paid by the company
- Trainee is to respect rules / regulations of company of attachment
- No Accommodation provided

Career Prospects

- **Financial Planner**
 - Financial Executive
 - Unit trust consultant
 - Insurance Executive
 - Agent/Freelance
- **Credit Officer**
- **Business Support Executive**
- **Underwriter**

Contact Us

PNB Investment Institute (PNBi)

Lot 4.8.4, Level 4

PNB Darby Park Commercial Centre

No. 10, Jalan Binjai

50450 Kuala Lumpur

Tel : 03-2171 2304/1984/5574/2859/2506

Fax : 03-2166 3406

E-mail : pnb_i@pnb.com.my,
ilias@pnb.com.my

Website : www.pnb.com.my

PNB Investment Institute Sdn Berhad



Q & A's Session

Thank You..