The one stop executive training & education centre

KMDC
KDU MANAGEMENT DEVELOPMENT CENTRE

ifp Islamic Financial Planner

Be a Pioneer in the Islamic Financial Planning industry

Islamic Finance Series

Module A: Islamic Financial Planning – the Takwa Workshop

Module B: Takaful – Effective Marketing And Sales Practices

Module C: Roles And Responsibilities Of The Trustee, Executor And Administrator (Wasi)

Module D: Business Takaful And Succession Planning – Effective Marketing And Sales Practices

The following document outlines a suite of short course training programs for delivery via KMDC Malaysia.

KDU Management Development Centre Sdn. Bhd.
Block A, KDU University College, Section 13 Campus,
76 Jalan Universiti, 46200 Petaling Jaya, Selangor.
Tel: 03.7953 6969 / 03.7953 6968 Mobile:012.398 9030
Fax: 03.7953 6966 Email: start@kmdc.com.my

ISLAMIC FINANCIAL PLANNING – THE TAKWA WORKSHOP

by Aiman Yap

**Refer to Appendix for Trainer details*

2-Day workshop

Course Overview

This programme and workshop will highlight appropriate tools and techniques on how to enhance your own financial plan, whether or not it is shariah compliant, meeting your own high demands in your current situation; adapting to current changes, and to meet the needs of your immediate family. It is particularly designed for one who wants to be sure to achieve their financial and spiritual objectives and lay up treasures and wealth in Heaven and on earth.

Target Audience

- Entrepreneurs, Small Business Owners, Individuals, Public wanting to learn to be financially free.
- Post Graduates contemplating Financial Planning as a career

Selected Session Topics

Financial Planning is part of Ibadat

- The Maqasid of Shariah
- Financial Planning is part of Ibadat
- The 5 dimensions of Wealth Management
- Guiding Principles and Source of Knowledge
- Wealth Ownership
- Our Roles and Responsibilities

The Realities of Life

- In the Beginning, there is eternal life …then what happened ?
- Time Lines of our life
- Learning from History
- Discussion and Reflection

Challenges of Mankind

- Wealth – Lay up your treasures in Heaven, for where your treasure is, there your heart will be.
- Money money money – Monetary system today and historic facts
- Why God Fearing people fears usury (Riba) – the new slavery !
- Free yourself and earn true wealth

Wealth Generation

Wealth Management

- Accumulation
- Protection
- Purification

Wealth Distribution

Case Study -

- Cash Flow, Liabilities, Nett Worth, Tax Zakat, Retirement plan and estate planning.

Wrap Up Discussion

Key Take-Away

- Know how to manage their own finances appropriately.
- Setting up an effective strategy for risk management and investments.
- Secure an executor and have their estate well planned according to shariah.
- Special Offer and Promotions for Personal Financial Planning.
- Establish a firm hold of Spiritual and Financial Objectives.

TAKAFUL – EFFECTIVE MARKETING AND SALES PRACTICES

by Aiman Yap

**Refer to Appendix for Trainer details*

2-Day workshop

Course Overview

This programme will highlight appropriate tools and techniques on how to enhance the selling skills for takaful agency members to meet the high demands in the industry; adapting to constant changes, and to meet the needs of a more sophisticated and well inform customers. It is particularly designed for the motivated "rookie" in this industry.

Target Audience

- Entrepreneurs
- Small Business Owners
- Recruit Candidates
- Agency Managers
- Units Managers
- Agency Leaders
- Full Time Agents
- Part Time Agents
- Post Graduates contemplating Takaful Sales as a business

Selected Session Topics

Understanding the Prospects Frame of Mind
Sales Prospects and their needs

- 1minute introduction
- Running a Business
- Setting Goals and Recording Scorecards
- Getting Results and developing the skills to achieve
- 5 Major Activities

Skills you must develop in your career
Overview of what you are dealing with.

- Basics of Communications
- Story Telling and Painting the Picture
- Communications
- Questioning Skills

Interactive Lectures and Workshop

- Approaches
- Presentations
- Closing
- Handling Objections

Developing the Scripts for Approach

Developing the Scripts for Presentations

Developing the Scripts for Closing

- "Power Phrases"
- Handling Objections to the Close
- Wrap Up Discussion

Key Take-Away

- Know how to manage the Takaful business appropriately.
- Setting up an effective selling strategy for Takaful sales.
- Set better sales goal for the business.
- Implement a diagnostic and counseling approach for their sales activities.
- Establish a profitable agency business.

ROLES AND RESPONSIBILITIES OF THE TRUSTEE, EXECUTOR AND ADMINISTRATOR (WASI)

by Aiman Yap

**Refer to Appendix for Trainer details*

1-Day workshop

Course Overview

This programme will highlight necessary actions and processes on how to act as a WASI. Needed skills and knowledge is imparted, so as to meet the needs of distributing the estate of deceased. It is particularly designed to motivate "love" and unity in the family.

Target Audience

- People who wish to understand the roles and responsibilities of a trustee, executor and administrator.

Selected Session Topics

Understanding Wealth – Money, Properties, Assets, Belongings of Mankind

- 1minute introduction
- Why is Wealth a means to the Paradise
- What is Wealth Ownership
- When to get this Wealth?
- Who is entitled to Wealth and what are the parameters?

Understanding the Differences in Estate Planning between one who is Muslim and one who is not..

- Wealth Ownership in Islam
- Legal Jurisdiction
- Distribution Act
- Faraidh vs the Distribution Act

Understanding the Wisoyah, Wasiyyah, Faraidh and Hibah

- Wisoyah
- Wassiyah
- Hibah
- Faraidh
- Trust
- Living Trust

Understanding who the WASI is.

- Administrator
- Executor
- Trustee

What happens to a person's estate when he or she dies.

- Frozen Estate
- Distribution of estate in Malaysia
- To Will or not to Will, is the Question?

Understanding who is the Executor and the Administrator.

- Calling in assets, liabilities, settlement and distribution of assets
- Small Estate Distribution Act 1955 and the Probate and Administration Act 1959
- Public Trust Corporation Act 1995 – Role of Amanah Raya Bhd

Key Take-Away

- Know how to manage and be a WASI appropriately.
- Know how to appoint a Financial Planner effectively.
- Know how to conduct a family meeting among the siblings.
- Understanding the various options available to execute.
- Establish a peace and cohesion of the family kinship (Al Nasl).

BUSINESS TAKAFUL AND SUCCESSION PLANNING – EFFECTIVE MARKETING AND SALES PRACTICES

by Aiman Yap

**Refer to Appendix for Trainer details*

3-Day workshop

Course Overview

This programme will highlight appropriate tools and techniques on how to enhance the selling skills for takaful and unit trust agency members to meet the high demands in the industry; adapting to constant changes, and to meet the needs of a more sophisticated and well inform customers. It is particularly designed for the motivated "rookie" in this industry.

Target Audience

- Entrepreneurs
- Small Business Owners
- Recruit Candidates
- Agency Managers
- Units Managers
- Agency Leaders
- Full Time Agents
- Part Time Agents
- Post Graduates contemplating Takaful Sales as a business

Selected Session Topics

Introduction to Business Takaful
- Overview of Business Takaful
- Insurable interest and risk management issues
- Risk Treatments
- Funding the solutions

Overview of Succession planning.
- Buy-sell agreement
- Valuation of the business
- Family Takaful as the ideal solution

Keyman: What is it actually?
- Valuing your Keyman and the HR aspects
- Tax treatment of Keyman Takaful
- Buy-sell between Shareholders
- Business Valuation

Selling Business Takaful
- Recognize the Pattern
- Identify the situation. Good appearance now = danger in the future

Skills you must develop in your career
Overview of what you are dealing with.
- Communications
- Basics of Communications
- Questioning Skills
- Story Telling
- Painting the picture
- Story Telling and Painting the Picture
- Communications
- Questioning Skills

Interactive Lectures and Workshop
- Approaches
- Presentations
- Closing
- Handling Objections

Developing the Scripts for Approach

Developing the Scripts for Presentation

Developing the Scripts for Close
- "Power Phrases"
- Handling Objections to the Close
- Wrap Up Discussion

Key Take-Away

- Know how to sell business takaful appropriately.
- Setting up an effective selling strategy for sales.
- Set better sales goal for the business.
- Implement a diagnostic and counseling approach for their sales activities.
- Establish a profitable and professional business practice.

Appendix: Trainer’s Profile

Aiman Fazeer Yap

He started his career in 1979 as an agent selling life and general insurance, and eventually group plans as well. He has developed and has dealt with many (MDRT) Million Dollar Round Table members, over the past 12 years. He holds a degree in Marketing (Chartered Institute of Marketing CIM 1982). He also holds the designation CLPM - Certified Life Planner and Marketeer by the Life Practitioner Council, and Islamic Financial Planner (IFP) certificate. He has presented papers / spoken in numerous conferences on Takaful, organized by FPAM and IBFIM. Popularly known as Mikaeel Yap, Aiman was Performance Development Specialist for Aetna. In 1998 he introduced the “Drill4Skills - 5 steps method” and as a result increased the number of MDRTs by many folds. His experience and expertise both in the “field” (sales force) and in management operations earned him of good repute as a Performance Development expert.

At the end of 2006, when IFP programme was introduced by Financial Planning Association of Malaysia (FPAM) and Islamic Banking and Finance Institute Malaysia (IBFIM), he had been appointed as one of the pioneer trainers to teach Takaful and it’s related topics. He sat in as a committee member to finalize the construction of Module 2 and Module 6.

Aiman is also an author writing books on the subjects of financial planning and takaful namely - "Islamic Financial Planning (and Wealth Protection through Takaful Products)", “Takaful – Insuran Islam”, “Business Takaful and Succession Planning” and "Takaful - Effective Marketing and Sales Practices". “Wasiat, Faraid, Hibah – Pengurusan Harta Berlandaskan Islam”. “Family Takaful – Investment Linked Products”. Aiman currently serves as Accredited Trainer for IBFIM, PERWARIS, UMCCeD, for FSTEP as well, and as a hobby, he maintains a website, plays table tennis and USGA handicap of 16.

Over the past 31 years in the insurance industry, 21 years were focused on marketing and sales practices of risk management products both in Family and General Takaful (partly in the conventional form). In 2002 Aiman made a Hijrah from conventional practices to Takaful. Being Head of Department – Distribution Channel for Takaful Ikhlas Sdn Bhd. Aiman was responsible for Agency Administrative Support, Agency Development (Training), Branch Operations and Agency Sales.

List of accreditations:
Accredited Trainer – IBFIM’s CPD series – Family & General Takaful, Products and Processes.
Consultant Trainer – IBBM fSTEP endorsed and sanctioned by Bank Negara Malaysia
Certified Practitioner of NLP - Asian NLP Board
Certified Facilitator for 7 Habits of Highly Effective People - Dr Stephen Covey
Certified Moderator for Larry Wilson’s Counselor Selling, (FSAP) Financial Security Advisers Program
Certified Moderator for AMTC, PMW, FMS - LIMRA Life Insurance Marketing Research Authority USA
1 LIMRA – AMTC, Agency Management Training Council,
2.LIMRA - PMW – Profitable Management Workshop
3.LIMRA – FMS – Field Management Seminar

In his tenure as Performance Development Specialist for Aetna (now ING Insurance Bhd) he developed the following Sales Management Tools and Collaterals.
1. The Aetna Sales Whiz – a 38 minutes video depicting the life of an insurance agent
2. The Aetna Organizer – a Sales Management Tool
3. Agency Performance Monitoring Program – Complete Agency Control and Monitoring

KMDC
KDU MANAGEMENT DEVELOPMENT CENTRE

ifp Islamic Financial Planner

APPLICATION FORM
Islamic Financial Planner Programme
Only applicable for KL/PJ Public classes & valid till 31st Dec 2011.

Business Office: KDU University College, Section 13, 76 Jalan Universiti, 46200 Petaling Jaya, Selangor.
Tel: 03-7953 6969 Fax: 03-7953 6966 Email: start@kmdc.com.my Website: www.kmdc.com.my

For Office Use Only	
Date	
Membership No.	

Please return the completed form with all enclosures to KDU Management Development Centre Sdn. Bhd.

A) PARTICULARS OF APPLICANT - (Please complete in "BLOCK LETTERS". Compulsory for fields marked *)

☐ New Registration ☐ Returning Student *(only required to fill up fields 1 & 2 if no change in other details.)*

1. Name (Full name as in NRIC)*
2. NRIC No. (New)* – – Nationality
3. Title (Mr./Mrs./Ms./Prof./Dr. etc.) Date of Birth Gender M F
4. Mailing Address*
5. Postal Code State
6. Telephone No. H/P* – Home –
   Office – Fax –
7. E-mail*

B) ACADEMIC/PROFESSIONAL BACKGROUND

Name of University/College *(Highest level of education)*	Location	From - To (year)	Major (Subject)	Name of Course

C) EMPLOYMENT BACKGROUND

Name of Company *(Current)*	From - To (year)	Designation	Nature of Work

D) FEES & PACKAGES

PART A: **Chosen Package** ☐ Premium ☐ Challenge Status **(CS)** ☐ Challenge Status *KMDC Alumni* **(CSA)**

	Premium	**CS**	**CSA**
☐ Module 1	RM 1,500	-	-
☐ Module 2	RM 1,000	-	-
☐ Module 3	RM 1,000	-	-
☐ Module 4	RM 1,000	-	-
☐ Module 5	RM 1,000	-	-
☐ Module 6	RM 1,500	RM 1,500	RM 1,500
☐ Module 6 *(Challenge Status Preparatory Course)*	-	RM 600	RM 600
Application Fee *(one time only)*	RM 100	RM 100	Waived
Part A Total:	**Class Code(s):**		

PART B: **Re-Sit/Repeats/Refreseher Course**
Module(s) chosen for Re-Sit/Repeat/Refresher 1 2 3 4 5 6

☐ **Option A:** 5 days of classes, lecture notes, PLUS 1-day mock exam & revision seminar only **RM200**
☐ **Option B:** One day exam revision seminar only **RM120**

Part B Total: **Class Code(s):**

PART C: **Optional Purchase of Course Materials** (RM 50 per copy)
☐ Course Manual *(for Sit-In/Re-Sit/Repeat/Refresher Course students)* ☐ Survival Guide

Part C Total:

GRAND TOTAL:
☐ **Part A: RM** + ☐ **Part B: RM** + ☐ **Part C: RM** = **RM**

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Fees	*RM*
Application Fee (non-refundable)	
Course Module: Course Fee:	
Admin Fee for repeat/resits	
Challenge Status sit-in	
Certificate of attendance (RM10; additional RM10 for courier)	
Less (if any, please specify)	
Others (e.g. Promotional Voucher No.)	
Total Paid	

E) TERMS & CONDITIONS

* To be eligible for KMDC IFP - Premium (Corporate) Package, one must be either part time or full time staff of any financial institution: mutual fund, banks, finance, insurance, financial planning, retirement & estate planning and etc. Full time students and fresh graduates are also entitled to this discounted rate as well. Fees shown here is the after discount rate.

F) PAYMENT POLICIES

(A) Payment of Fees
1. All fees must be paid in full on the commencement date of the course. There is a grace period of 7 days from the commencement of each course for fees to be paid. A late payment penalty charge of 5% will be imposed on ALL outstanding fees after the grace period.
2. Learning members will be barred from attending classes and/or assessments if fees remain unpaid.

(B) Refund of Fees
1. All fees which have been paid are NOT refundable unless the course does not commence at KMDC, or the candidate's application is not accepted by the partner or affiliate institution.
2. If the candidate withdraws from the course in writing within 14 working days from the commencement date of each course, a 50% of course fee will be refunded less administrative charges, after which no refund will be given.

All withdrawals are subject to an administrative charge of RM200. Candidates are advised to contact staff from the Programmes Department in writing as soon as the situation for withdrawal arises, stating reason for withdrawal. Proof may be required.

All fees stated here are valid only until 31st December 2011. This application form will not be valid after the said date.

G) DECLARATION & PAYMENT AUTHORISATION

Payable to **KDU Management Development Centre Sdn. Bhd.**

Charge my: ☐ Visa ☐ Mastercard

The amount of: RM ____________________

Card No.:

Expiry Date:

Cash ☐ Cheque ☐ Cheque No.:

I certify that the information given in this application and in the supporting documents are true and complete. I agree to abide by the rules and regulations of KMDC and/or the partner Institution.

x
Applicant's Signature *Date*