

CONFIDENTIAL

2022-018

To : TEAM BUILDING PARTICIPANTS
From : EXECUTIVE DIRECTOR
cc : MANAGING DIRECTOR & HEAD OF DEPARTMENTS
Date : 7 November 2022

2ND TEAM BUILDING PROGRAM CONFIRMATION - REMINDER

The above matter refers.

We are pleased to inform that our **2nd TEAM BUILDING PROGRAM** will be conducted as follows:

Program Date : 11 - 13 November 2022 (3D2N)
Venue : Shahzan In Fraser's Hill
Time : **Registration** ~ 12.30 hrs @ 11 November 22
: **End of Program** ~ 13.00 hrs @ 13 November 22
Executive Bus Pick Up : 09.00 hrs at GAM OPERATION CENTRE (GOC)
Dress Code : Casual / Sport Attire / Solat Attire (Must).

Enclosed herewith details of the program and final participant list for reference.

The attendance is compulsory and if participant do not attend without any valid reason the accommodation and transportation costs that have been paid must be borne by the decline participant.

Please do not hesitate to contact Admin and HR Department for further clarification if you have any question.

Thank you.

Your Sincerely,
For and on behalf of
GALAXY AEROSPACE (M) SDN. BHD.

JUME ALFAS
EXECUTIVE DIRECTOR
cum ADMIN & HUMAN RESOURCE MANAGER



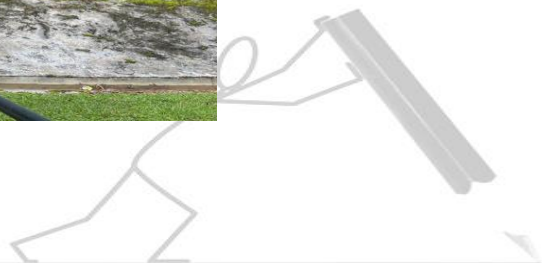
1.LIST NAME
TEAM BUILDING - 11 - 13 NOVEMBER 2022

NO	ID NO.	NAME	DEPARTMENT
1	8185	AMRAN SHAH BIN MASNON	AMO
2	8334	NURULAZHAN BIN SALLEHUDDIN	AMO
3	8159	IBRAHIM HAZLY BIN MOHAMAD YUSOF	AMO
4	8308	MOHD FAHMI BIN ZAKARIA	AMO
5	8138	MOHD ZAINURIN BIN MAT ARIP	AMO
6	8030	MOHD SAIFUL HASANUN BIN MOHD YUSOP	AMO
7	8322	MOHD MAHADIR BIN HANAFIAH	AMO
8	8275	MOHD SUMAILI BIN SULAIMAN	AMO
9	8236	MORADI A/L EE CHEAP	AMO
10	8015	MOHAMAD RAZIF BIN ROSLAN	AMO
11	8312	RAZDUAN BIN ZAINAL	AMO
12	8211	MOHD AZLAN BIN TAHIR	AMO
13	8029	REDZUAN BIN ANOR BASHAH	AMO
14	8157	MOHD SHAZALIE BIN RAMLI	CAMO
15	8221	AMIR BIN ABDULLAH	CAMO
16	8363	SYED MOHD RASTAM JAMALOLAIL BIN SYED IKMAL HASHIM	SAFETY
17	8273	SHEIKH MOHAMAD ASYRAF BIN SH. SAMSUDIN	DTS
18	8136	AHMAD AKMAL ALIF BIN ABDUL AZIZ	DTS
19	8038	ABDUL RAHMAN BIN SAMSUDIN	COMMERCIAL
20	8094	MOHD FAZRUL BIN MOHD FAUZI	COMMERCIAL
21	8195	NURUL HIDAYAH BINTI MD SABRI	FINANCE
22	8331	ZUHAIR ASYRAAF BIN ZULKUMARI	FINANCE
23	8262	NOOR ATIQA SYUHADA BINTI AZMADI	AMO
24	8082	NURUL AQMAR SYAHIRA BINTI AZMI	IT
25	8115	NUR FATIN BINTI BAHSEIS	IT
26	8370	MUSTAQIM BIN MOFTY	SAFETY
27	8377	DANIAL AIMAN HAKEEM BIN YEE	TRAINING
28	8167	NOR SHAHEERA IDAYU MUSTAFA	CAMO
29	8277	WAN AHMAD FADHIL BIN WAN MOHD FAUZI	QA
30	8360	AHMAD KUSHAIRI BIN YUNUS	QA
31	8225	ANUWAR BIN LAZIMAN	HR
32	8084	AHMAD NUR AKMAL BIN AZIZ	HR
33	8270	DIAN NOOR AQIELLA BINTI MOHD ASHARI	HR
34	8118	HAIFA NADIA BINTI ADZLIM	ADMIN
35	8374	SYAZWIN BINTI MOHD SETH	ADMIN
36	8357	QISTINA ALIFAH ILYANA BINTI KAMARUZAMAN	ADMIN
37	8279	NURUL SAZWANNIE BINTI RIDUAN	ADMIN
38	8175	MOHAMAD SYAFIQ BIN ISMAIL	CAMO
39	8075	MOHAMAD KHAIR BIN SHAIFUL ALAM	CAMO
40	8183C	IDROS BIN ABD RAHMAN	AMO

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2..PHOTOS EVENT



LEARNING SCHEDULE

TIME	DAY 1	DAY 2	DAY 3
06:00 am ~ 07:00 am		Subuh prayer & tazkirah	Subuh prayer & tazkirah (optional qiamullail at 5am)
08:00 am ~ 10:30 am		Session 2 (Indoor) Module 2: Team Forming Profiling & TEAM Character Activity 2.1: Project X*	Session 7 (Outdoor) Module 4: Team Synergizing Activity 4.2 A Bridge Too Far
10:30 am ~ 1:00 pm	Session 1 (Indoor) Introduction & Ice Breaking Rules & Regulations Introduction of Program	Session 4 (Outdoor) Module 2 : Team Forming Activity 2.2 : The Smart Tunnel	Session 8 (Indoor) Module 4: Team Synergizing Activity 4.3 : Race Against Time Summary & Team Action Plan Closing & Check Out
02:00 pm ~ 05:30 pm	Module 1 : Personality Profiling Activity 1.1 : Swimming Pool	Session 5 (Outdoor) Module 3: Team Working Activity 3.1 : The Apachee Activity 3.2 : The Longest Yard Activity 3.3 : The Entrapment	
05:30 pm ~ 08:30 pm	Free And Easy Dinner Solat Maghrib/Isyak	Free And Easy Dinner Solat Maghrib Dinner	
08:30 pm ~ 11:00 pm	Activity 1.2 : The Color of Money (add on) Activity 1.3 Tic Tac	Session 6 (Indoor) Module 4 : Team Synergizing Activity 4.1 Ping Pong Sandal	

LEARNING CONTENTS



Modules	Activity	Description	Learning Objectives	Learning Outcomes
Mind set	1.1 Swimming Pool	Each participants will be asked to draw a swimming pool of their choice. The drawings will determine their dominant side of personality	Know each other better	Respect everybody Strength and weakness
Team Forming	1.2 The Colour Of Money	An activity where each of the team member will be given a value of money, in which the facilitator will announce a sum of money that he/she needs. All members will have to group into the sum announced	Respect each value that the team member brings to the team	Ever team member have different added values
Team Forming	2.1 Project X	A strategic game arranged in a group of 5 members mixed with different teams. Members have to communicate through only memo pads for instruction & achieve required outcome.	To understand the importance of clear communication between two parties	The importance of source of information
Team Forming	2.2 Smart Tunnel	Each team need to strategize their coordination in order to fill up the holed up water tunnel until full & eventually get a ping pong ball out of it as soon as they can	To ensure that each team members can coordinate & execute a strategy	The importance of team strategy and team communication
Team Working	3.1 The Apache	Each participants have to write down their full name on piece of paper, then crumpled and later will be scattered around where the team need to look for their names while being tied to one another at the ankle	To maintain the spirit of team bonding during difficult times	Integrity, trustworthiness and helping each other
Team Working	3.2 The Longest Yard	Team have to connect plastic pipe to ensure designated ball can pass through to reach a specific target (KPI).	To ensure each team member hold the accountability	Ownership of doing things right at the very first time

LEARNING CONTENTS



Modules	Activity	Description	Learning Objectives	Learning Outcomes
Team Working	3.3 The Entrapment	Team members need to carry a tennis ball that is positioned on an O-ring attached to a string and bring it together to place it on a mold simultaneously with other teams	To make the team understand the importance of communication and listening	Collaboration of ideas, passion and communication
Team Synergizing	4.1 Ping Pong Sandal	Each team will need to construct a set of sandal that are able to withstand the load of the wearer so that the ping pong ball inside it do not crumple	Synergizing group members talent and strength for a high performance team	Each team member need to contribute in synergy
Team Synergizing	4.2 A Bridge Too Far	Build a bridge made of straw, chopsticks and tooth pick which will be connected form one group to another in Synergy	Making team decision and complete the given tasks	Competency and multiskilling in your own job
Team Synergizing	4.3 Race Against Time	Each group will be assigned with numbered cards that will be mixed all together and need to rearrange it back in a given process. Time will be recorded as the whole group finished arranging the cards.	Focus on process improvement intra department	Continuous improvement and speed of delivery