



## CIRCULAR

**Date** : 1 July 2014; 8 February 2018 (Enhanced)  
**To** : Members of the MFPC/Education Providers/Exam Facilitators  
**From** : Certification & CPD Board

Dear ladies and gentlemen,

### **14 HOURS OF MANDATORY CPD PROGRAMMES FOR RFP & SHARIAH RFP DESIGNEES**

Please be informed that the Board shall implement 14 hours of mandatory CPD fulfilment in three important areas; Category A covers the scope of Corporate/Professional Communication and Presentation Skills and Professional Conduct and Ethical Practice; and Category B covers scope of Financial Planning for Strategic Management and Marketing Approaches.

These mandatory CPD programmes aim to ensure RFP/Shariah RFP graduates are equipped with necessary soft and hard skills to enhance their professional conduct and image.

RFP and Shariah RFP designees are required to fulfil 7 hours of mandatory CPD requirement from each category (a total of 14 cpd hours) within **24 months** from the date of issuance of the RFP/Shariah RFP Module 7 examination results with immediate effect.

The area of study and learning outcomes of the mandatory CPD programmes are listed as below for your attention.

Areas of Study of MFPC Mandatory CPD Programmes	Learning Outcomes
<p><b><u>Category A</u></b></p> <p><b>Corporate/Professional Communication and Presentation Skills (7 CPD Hours)</b></p> <p><b>OR</b></p> <p><b>Professional Conduct and Ethical Practice (7 CPD Hours)</b></p>	<p>At the end of the programme participants should be able to:</p> <ol style="list-style-type: none"> <li>1. Structure and plan an effective and seamless presentation</li> <li>2. Deliver a credible presentation</li> <li>3. Build rapport with the audience</li> <li>4. Deliver content logically</li> <li>5. Engage audience using multi-faceted approaches</li> <li>6. Recognise and take advantage of own presentation strengths</li> <li>7. Deal with pressures and nervousness</li> <li>8. Develop impact voice projection and body language</li> <li>9. Apply the use of compelling audio and visual aids to enhance the impact of a presentation</li> <li>10. Avoid the traps and pitfalls of a mediocre presentation</li> <li>11. Sharpen skill in content delivery.</li> <li>12. Implement strategies for more professional communications and practicing them.</li> </ol> <p>At the end of the programme participants should be able to:</p> <ol style="list-style-type: none"> <li>1. Learn the importance of placing the client's interests first.</li> <li>2. Learn to provide professional services with integrity, honesty and candour in all professional matters.</li> <li>3. Develop new professional services objectively with intellectual honesty and impartiality.</li> </ol>



**Malaysian Financial Planning Council**  
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 (Incorporated under Societies Act 1966)



	<ol style="list-style-type: none"> <li>4. Become fair and reasonable in providing professional advice and able to disclose and manage conflicts of interest.</li> <li>5. Apply and demonstrate exemplary professional conduct.</li> <li>6. Integrate and maintain skills, abilities and knowledge necessary to provide professional services competently.</li> <li>7. Respect and protect client confidentiality.</li> <li>8. Able to provide professional services diligently.</li> </ol>
<p><b><u>Category B</u></b></p> <p><b>Financial Planning for Strategic Management and Marketing Approaches (7 CPD Hours)</b></p>	<p>At the end of the programme participants should be able to:</p> <ol style="list-style-type: none"> <li>1. Become clearer about your positioning in the market place as a financial advisor to enable you to give clear messages to prospects about what you can do for them.</li> <li>2. Consider various marketing approaches/strategies you can use which best suit your own style.</li> <li>3. Write proposal/recommendations so that you can confidently respond to clients' needs professionally, and be protective of your own interests.</li> <li>4. Learn how to price your work, know what others are charging and how to negotiate price so that the focus is more on your work than on your fee.</li> <li>5. Prepare yourself to explore into realm of strategic management.</li> <li>6. Be competent and develop potential entrepreneurship.</li> </ol>

For clarification and assistance, please contact the MFPC Secretariat at 03 – 6203 5899 or email to [mfpc@mfpc.org.my](mailto:mfpc@mfpc.org.my).

Thank you.

Yours sincerely  
**Malaysian Financial Planning Council**

**Dr. Desmond Chong**  
 Chairman, Certification and CPD Board