

Daily Duty Report
Month: November – December 2020

DATE/ DAY	DESCRIPTION OF ACTIVITY, TASK, RESPONSIBILITY, OR DUTY
5/11 Thursday	- Find information regarding the accommodation located in Lenggong for the IDEX program - Contact the accommodation owner: Rumah Rehat Lenggong
6/11 Friday	MyVXP Executive Strategic Online Session (ESOS)
7/11 Saturday	MyVXP Executive Strategic Online Session (ESOS)
8/11 Sunday	MyVXP Executive Strategic Online Session (ESOS)
9/11 Monday	- Prepare checklist for the ITB program. - Prepare draft for the teaser video.
10/11 Tuesday	- Prepare poster and caption for Mr Zamil for his sharing invited by Asia Productivity Organization. - Draft for the digital brochure ITB Lenggong
11/11 Wednesday	- Attend online meeting with YBDM KeTSA for the Showcase Lenggong – Permata Alam - Attend online meeting with YB Dato' Nolee Ashilin for the Showcase Lenggong – Permata Alam - Prepare captions and notes of discussion for the both meetings
12/11 Thursday	- Prepare the minutes for the meeting with YBDM KeTSA and YB Dato' Nolee Ashilin - Draft the Digital Brochure for ITB Lenggong
15/11 Sunday	- Design the draft for e-certificate for the ITB Lenggong - Attending online meeting for ITB Lenggong Online Module
16/11 Monday	- Sent the draft for ITB certificate - Join the discussion for ITB Lenggong module - Update the digital brochure for ITB Lenggong
17/11 Tuesday	- Translate the ITB Module in Bahasa Malaysia - Update attendance list for ITB Group 1
18/11 Wednesday	- Draft the feedbacks form for ITB Lenggong - Draft the confirmation letter for participants to join ITB
19/11 Thursday	- Join the Online Pre-Strategic Session on Showcase Nature Tourism in Lenggong - Prepare matrix for ESOS attendance
20/11 Friday	- Updating the attendance list for ESOS and ITB - Draft the grouping form for ESOS - Join and managed the zoom for ITB Group 1
22/11 Sunday	- Join the rehearsal for break out room during ESOS - Update the attendance for ESOS - Prepare matrix for grouping the agencies joined the ESOS - Email the invitation and zoom link for the participants of ESOS

23/11 Monday	• Join the ESOS Lenggong • Handle the ZOOM meeting room and assist the participants for ESOS
24/11 Tuesday	• Prepare the notes of discussion and output from the ESOS • Collage the pictures from ESOS • Update the google drive for ESOS
25/11 Wednesday	• Update the attendance list for ITB Group 2 • Join the tender briefing for MPC
26/11 Thursday	• Update the attendance list for ITB Group 2
27/11 Friday	• Join the ITB Group 2 • Handle the ZOOM meeting room and assist the session • Prepare pictures and captions for ITB Group 2
30/11 Monday	• Join the ITB Group 3 • Handle the ZOOM meeting room and assist the session • Prepare pictures and captions for ITB Group 3
1/12 Tuesday	• Prepare the agenda for ITB Group 4 • Ask the participants for confirmation to join ITB Group 4 • Update the attendance list for ITB Group 4
2/12 Wednesday	• Update the Lenggong google drive • Prepare the info regarding internet broadband package • Prepare attendance list and guideline for ITB Group 4
3/12 Thursday	• Update the attendance list for ITB Group 4
4/12 Friday	• Join the ITB Group 4 • Handle the ZOOM meeting room and assist the session
5/12 Saturday	• Prepare pictures and captions for ITB Group 4
6/12 Sunday	• Prepare all the products in Lenggong list in matrix • Post-mortem for ITB Lenggong 16th Series
7/12 Monday	• Prepare the drafts for Fredo, Isvaran and Zamil reports • Remind the SME regarding the tender • Updating the google drive for Showcase Lenggong
8/12 Tuesday	• Fill the tender forms from MPC • Remind the participants of ITB to fill the feedbacks form
9/12 Wednesday	• Prepare the certificates for ITB Group 1 • Update the list name of participants answered the survey forms
10/12 Thursday	• Prepare the and submit the coordinator • Update the database Lenggong

APPENDIX

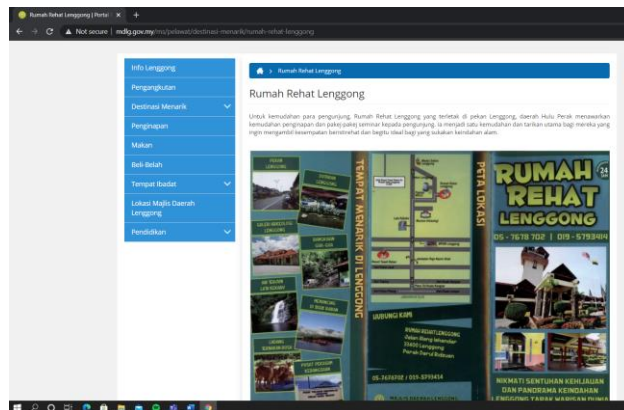


Figure 1 Rumah Rehat Lenggong

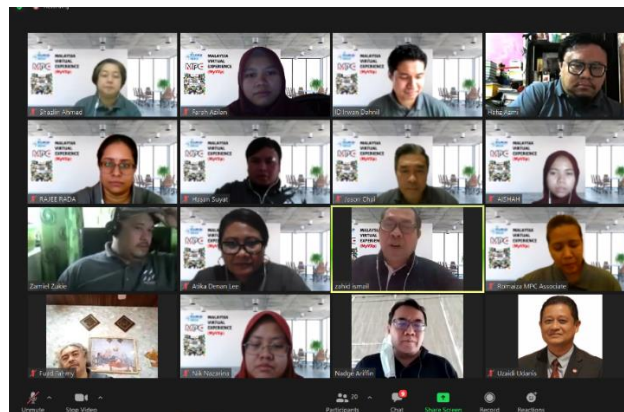


Figure 2 MyVXP ESOS

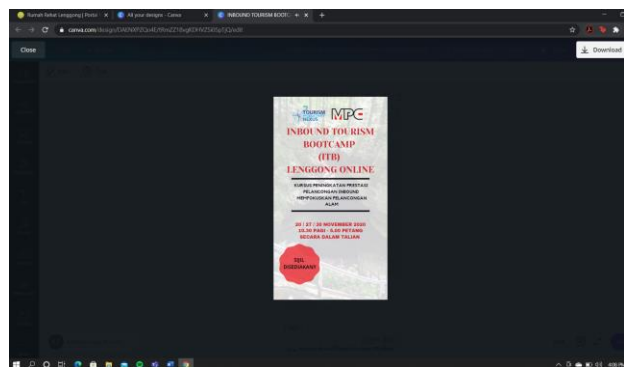


Figure 3 Draft for ITB Digital Brochure



Figure 4 Captions for Encik Muzammil for APO Sharing

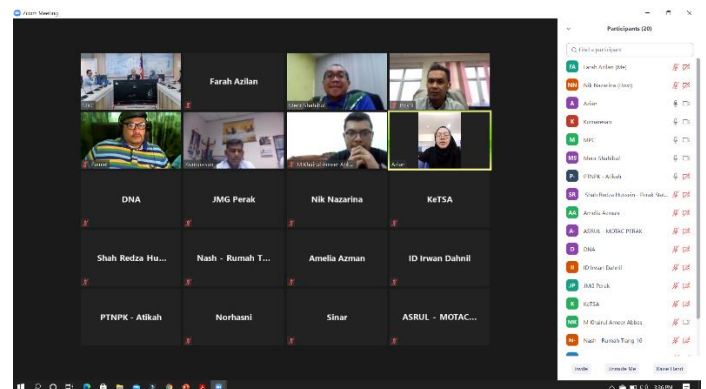


Figure 5 Briefing with YBDM KeTSA for the Showcase Lenggong – Permata Alam



Figure 6 Briefing with YB Dato Nolee Ashilin for Lenggong- Permata Alam Showcase

PEMBANGUNAN RANGKAI KERJA PRODUK PELANCONGAN ALAM LINGGONG
10 NOVEMBER 2020
9.00 PM - 1.00 PM

PENGESAHAN KEHADIRAN
YBhg Dato / YBh. Anst / Tuan / Puan
Kerjasama dengan YBhg Dato / YBhg. Anst / YBh. Prof / Tuan / Puan untuk meningkatkan interaksi ke para pembangun Rangkaian Kerja Produk Pelancongan Alam - proses pertama di Lenggong. Pada waktu tempoh 20.11.2020 November 2020 diadakan dengan "Master Map" dalam Meeting akan diarahkan dengan arahan yang mengaitkan berkaitan.

Nota: Dato (2) yang hadir langsung untuk pengesahan

Name
Short answer text

Organisasi
Short answer text

Figure 7 RSVP for ESOS



Figure 8 Draft for ITB e-Certificate

BORANG PENILAIAN PROGRAM - ONLINE ITB LINGGONG
Assalamualaikum w.b.t & Salam Sejahtera,
YBhg Dato / Dato / Tuan / Puan,
Pihak Nexus Produktiviti Pelancongan (TPN) dan Perbadanan Produktiviti Malaysia (MPC) mengucapkan tahniah kerana telah menghadiri program ini. Kami menghargai komitmen dan maklum balas daripada tuan / puan bagi tujuan penambahbaikan di masa hadapan.
Terima kasih dan selamat malam.

Sesi yang dihadiri
☐ 20 November 2020 di Lenggong 900 Guesthouse
☐ 27 November 2020 di Kuala Lumpur Lenggong
☐ 30 November 2020 di Kuala Lumpur Lenggong

Figure 9 Borang Penilaian ITB

PEMBAHAGIAN KUMPULAN BAGI SESI STRATEGIK ATAS TALIAN (ESOS) PELANCONGAN ALAM LINGGONG
20 NOVEMBER 2020
9.00 PM - 1.00 PM
PLATFORM Zoom Meeting

AGENDA SESI STRATEGIK ATAS TALIAN (ESOS) PELANCONGAN ALAM
9.00 AM - 10.00 AM
10.00 AM - 11.00 AM
11.00 AM - 12.00 PM
12.00 PM - 1.00 PM
1.00 PM - 2.00 PM

Name
Short answer text

Organisasi
Short answer text

Figure 10 Grouping form for ESOS

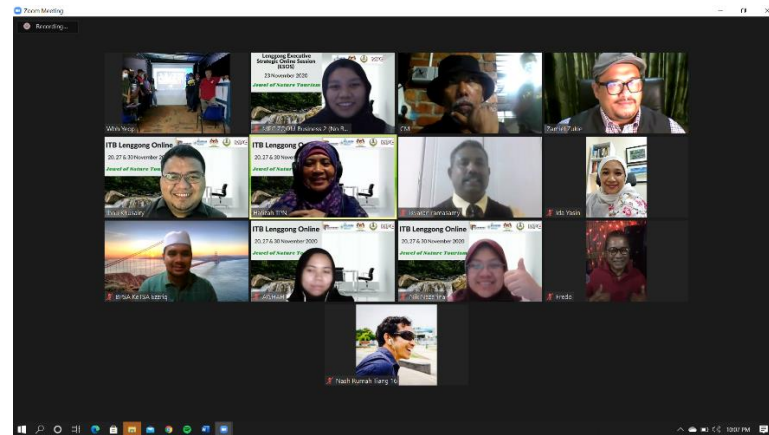


Figure 11 Inbound Tourism Bootcamp (ITB) Group 1

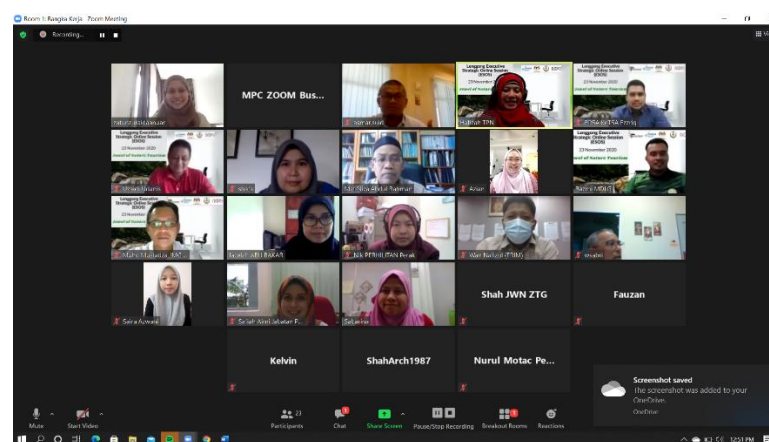


Figure 12 Executive Strategic Online Session (ESOS) Nature Tourism Lenggong

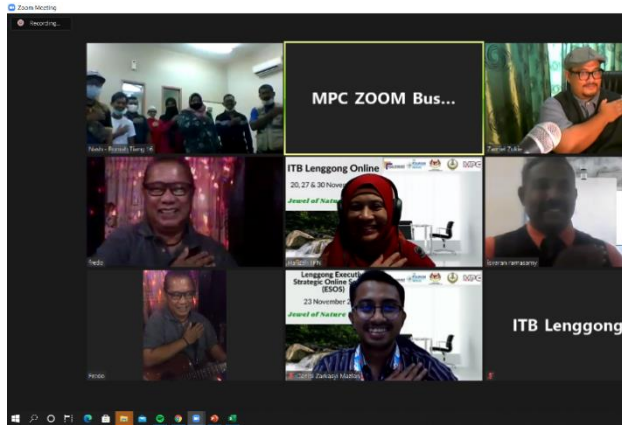


Figure 13 ITB Group 2

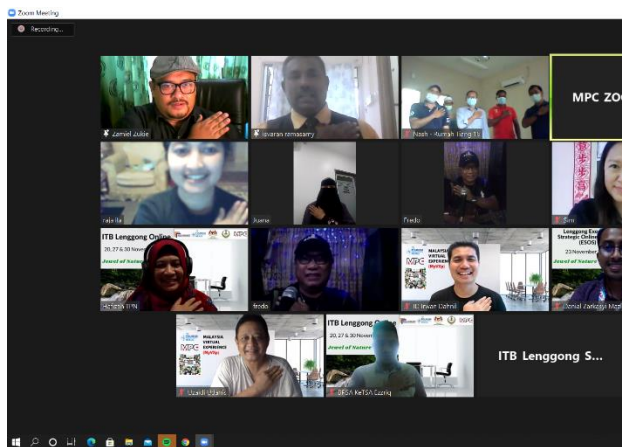


Figure 14 ITB Group 3



Figure 15 ITB Group 4



Figure 16 Matrix for ITB products in Lenggong

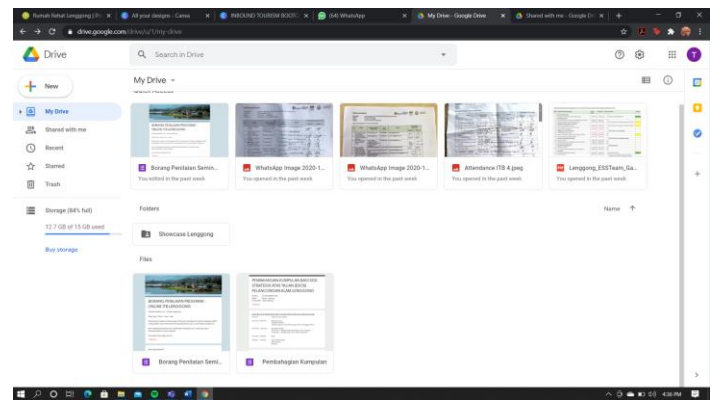


Figure 17 Update the Lenggong Showcase Database

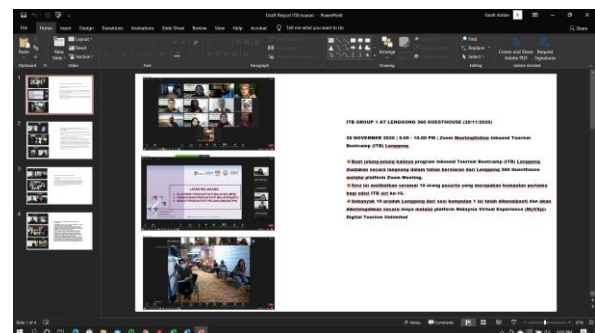
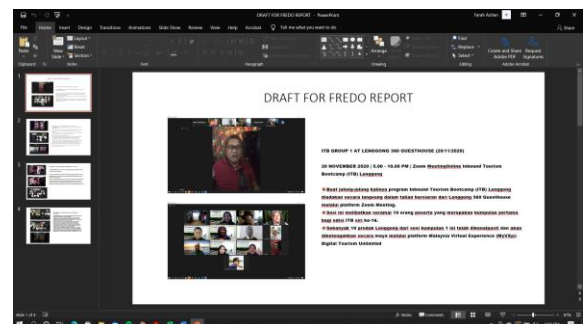


Figure 18 Drafts for Expert's ITB report

Prepared by: Farah Nabihah binti Azilan

Disemak oleh:



(DANIAL ZARKASYI BIN MAZLAN)

Pengurus Projek

Tourism Productivity Nexus (TPN)

Disahkan oleh:



(HJH NOR HAFIZAH MOHD AROP)

Pengurus Program

Tourism Productivity Nexus (TPN)