



MEMBINA PENYELIA YANG BERKESAN DAN BERPRESTASI

OCTOBER 9-10, 2023 | 9.00AM – 5.00PM | FMM SELANGOR & KUALA LUMPUR BRANCH

OBJECTIVES

- Menjadi penyelia yang berkesan dalam menjalankan tugas seharian
- Memahami tugas sebagai ketua yang kemampuan berfikir dan bertindak dengan profesional
- Mempelajari cara-cara penyerahan tugas yang terbaik bagi menghindari berlakunya konflik antara ahli kumpulan, ketua dan organisasi

CONTENTS

- Konsep Penyeliaan dan Kepimpinan Dalam Organisasi
- Membina Diri Sebagai Penyelia Cemerlang
- Pengurusan Motivasi Pekerja
- Penyerahan Tanggungjawab Yang Berkesan
- Pengawasan Produktiviti dan Kualiti Kerja
- Kemahiran Bekerja Dalam Kumpulan
- Hubungan Kemanusiaan dan Komunikasi
- Menangani Masalah dan Perubahan Di Tempat Kerja

WHO SHOULD ATTEND?

Supervisors, Team Leaders and others whose duties include supervision of a group of subordinates.

Date : October 9 - 10, 2023

Time : 9.00am – 5.00pm

Venue : Level 2, FMM Selangor & Kuala Lumpur Branch
No 8A, Jalan Pensyarah U1/28 Hicom Glenmarie
Industrial Park 40150 Shah Alam, Selangor

Fees : FMM Members – RM 1,272 per participant
Non-Members – RM 1,484 per participant

(inclusive of 6% service tax)

(Fees include course materials and Certificate of Attendance)

FACILITATOR

Dr Mokhtar Said is a highly-acclaimed People Development trainer and consultant. An exceptionally-gifted thinker and speaker, he has an unrivalled reputation for making the learning easier through the use of story-telling of real life situations that he has experienced. Participants from Government and Private Sectors ranging from General Managers, Managers, Executives, Engineers, Supervisors, Leaders, Trainers and Operators have consistently mentioned that the greatest value they obtain is that many of the competencies can be applied to good effect in the work place. He has twenty years of corporate experience in the aspect of Maintenance, Engineering, Production, Total Productive Maintenance (TPM), Total Quality Management (TQM) and Training & Development. His corporate experience has exposed him to the Manufacturing and Semi-conductor Industries moving from ranks of Equipment Maintenance & Engineer, Product & Process Engineer, Production Manager, Total Quality Management (TQM) & Total Productive Maintenance (TPM) Manager to Senior Training & Development Manager. He possesses a Master of Business Administration (MBA). In addition, he has a Bachelor Degree of Science (Hons.) in Human Resource Management majoring in Training & Development, Diploma in Electronics Engineering, awarded by Human Resource Development Board (HRDB) as a qualified Trainer, qualified Total Productive Maintenance (TPM) Trainer by SIRIM and an associate Technical Trainer of FMM Institute

For further details:

Siti Nazihah / Azrini

FMM Institute

Selangor & Kuala Lumpur Branch

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Visit us at: www.fmm.edu.my / www.fmm.org.my

REGISTRATION FORM

MEMBINA PENYELIA YANG BERKESAN DAN BERPRESTASI

OCTOBER 9-10, 2023 (MONDAY-TUESDAY)

FMM SELANGOR & KUALA LUMPUR BRANCH

FMM Institute Selangor (SST No: W10-1901-32000105 | CO ID: 475427W_SELANGOR)

Email: siti_nazihah@fmm.org.my / azrini@fmm.org.my

Tel: 03-55692950/4471/4171

Please register the following participant(s) for the above programme:

1. Name **Designation** **E-mail**

Nationality **IC / Passport No.**

2. Name **Designation** **E-mail**

Nationality **IC / Passport No.**

3. Name **Designation** **E-mail**

Nationality **IC / Passport No.**

(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the programme fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the programme fees. If the participant fails to attend the programme or less than 75% attendance, the full programme fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

We hereby confirm that (Please tick accordingly):

- We will be claiming **from HRD Corp** and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.
- We will **NOT BE CLAIMING** from **HRD Corp**. Payment will be made to account payee FMM Institute by cheque or bank transfer to Maybank Account No **5-62106-64719-2**

Submitted by:

Name: _____ Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____