



# PENYELIAAN BERKESAN : MENGHADAPI 10 CABARAN UTAMA

**📅 December 6-7, 2023 (Wednesday-Thursday)**  
**🕒 8.45 am – 5.00 pm 📍 FMM Institute, Perak**



Being a supervisor may appear to be an easy job that simply requires telling employees what to do, but this isn't the case. A supervisor faces challenges in running a fair and effective workplace. The biggest challenge of being a supervisor may differ, depending upon individual strengths and weaknesses, but some typical duties and goals challenge many supervisors. Navigating all these challenges while maintaining high-quality output is difficult, but with time and experience, his/her skills will increase. Thus, this course aims at equipping supervisors with necessary attitude, skills and knowledge to fast adapt with such challenges and further counter them in the most effective manners.

## Course Contents

### RETENSI PEKERJA

- Cabaran terlalu kerap melatih pekerja baru
- Impak masa latihan
- Mengenalpasti punca perletakan jawatan

### MENGAMBIL PEKERJA BARU

- Cabaran memilih calon terbaik
- Sesi Temuduga berkesan

### LATIHAN

- Cabaran melatih pekerja ke tahap kompeten
- Analisa keperluan latihan
- Keterhadan perbelanjaan
- OJT berkesan

### MEMBINA PASUKAN

- Cabaran membina & mengekalkan pasukan mantap

- Blok pembinaan pasukan
- Komunikasi

### PENYELESAIAN MASALAH

- Cabaran mencari punca & penyelesaian
- Analisa punca masalah
- Membuat keputusan

### PERANCANGAN

- Cabaran menjadi jururancang strategik
- Merancang keperluan jabatan – pekerja & sumber
- Belanjawan

### DELEGASI

- Cabaran mewarisi tugas kepada orang lain
- Pengurusan masa
- Langkah dalam delegasi

### MOTIVASI

- Cabaran memotivasi diri untuk diikuti
- Sikap yang memotivasikan pekerja
- Pemimpin vs Pengurus

### MENILAI PRESTASI PEKERJA

- Cabaran membangkitkan isu-isu prestasi
- Menetapkan objektif prestasi
- Penilaian prestasi berkala

### STRES

- Cabaran akibat kerja berlebihan
- Sumber stres
- Teknik mengatasi stres

## Trainer

**ENCIK KHAIRUDDIN BIN IBRAHIM** who holds a B. Econs. (Hons) from IIUM is a certified Quality Engineer and a certified PSMB Trainer. En Khairuddin has more than 20 years of working experience and has held various management positions in MNCs particularly in the manufacturing functions such as Administration & HR, Training & Development, Production Planning, Production Control, Product Development and Warehouse. To date, En Khairuddin has conducted trainings on various topics, including Leadership, Performance Improvement, Conflict Resolution, Motivation, Teamwork, Creativity & Innovation, Positive Work Attitude, Training Delivery, Problem Solving, 7QC Tools & QCC, Delegation, Time Management, Handling Difficult Employees, Supervisory Skills, NLP for Supervisors, Product Development, 6S, Selling Skills, Customer Service and Teambuilding.

**ENCIK KHAIRUDDIN** who has more than 11 years of experience in training, has conducted numerous trainings for participants from a diverse range of organizations, which include DEM Draeximaier, IND Concrete Products, MMC Electronics, Murata Electronics, Voith Paper Fabrics, YTY Industry, SDKM Technologies, D'Aquarian, Meru Valley Resort, Polyparts, Temerloh Mill, Takashima Woodwork, Ipoh Port, Kurz Production, Sagami Manufacturer, GB Kuari, Kencana Petroleum, BKB Hevea Products, Leighton Contractors, Nihon Superior, Prima Precision, Yokohama Reclamation, Takasima Industries, Grade One Machine Shipyard, Sanctuary Health, Plas-Tec, Meadow Garden, QL Foods, Aliran Utara, DQS, Pantai Hospital and many more. He has made training and learning interesting through sharing of real life experience. His participants from all levels have found his training lively, highly effective and practical that can be applied at work place.

## Objectives

This program will cover ten major challenges faced by supervisors, and how to handle them effectively through corrective and preventive measures.

## Learning Outcomes

At the end of this course, participants will be able to:

- Identify major challenges that need supervisory actions
- Apply effective tools and techniques in dealing with the challenges
- Reduce the impact of the challenges by taking effective measures

## Who Should Attend

Supervisors, Team Leaders & managers

## Training Methodology

Lectures, Management games / activities, case studies.

## Course Details

Date **December 6-7, 2023 (Wednesday-Thursday)**

Time **8.45am - 5.00pm**

Venue **FMM Institute Perak, No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak**

Medium of Instruction **Bahasa Malaysia**

CPD **14 hours**

Fees  **Members RM795.00/pax**  **Non-Members RM954.00/pax**

*(Fees inclusive of Service Tax at 6%, Course Materials, Refreshment, Lunch and Certificate of Attendance)*

## Administrative Details

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak**
- MyCoID : **475427W\_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

CANCELLATION

- Must be in Writing with Reasons
- 7 days before the course - No payment charged
- 3 - 6 days before the course - 50% payment charged
- < 3 days before the course - Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost

**Closing Date:  
NOVEMBER 29, 2023**

## ~ Registration Form ~

# PENYELIAAN BERKESAN : MENGHADAPI 10 CABARAN UTAMA

FMM Institute

No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name		Designation	
			HP No	
	NRIC		Email	
2.	Name		Designation	
			HP No	
	NRIC		Email	
3.	Name		Designation	
			HP No	
	NRIC		Email	

*(Please attach a separate list if space is insufficient)*

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name:	Designation:		
Company:	Tel:	Fax:	
Address:			
Email:	FMM Membership No		