



Organised by **FMM INSTITUTE** (475427-W) **Perak Branch**
Centre For Professional Development



ESSENTIAL SUPERVISORY AND PLANNING SKILLS

August 29 & 30, 2022 (Monday & Tuesday)

8.45 am – 5.00 pm

Remote Online Learning via Zoom



A supervisory role can be demanding and somewhat daunting!

We train them to gain confidence in supervising others by knowing what areas they need to consider when leading people.

Effectively supervising/leading a team can be a challenging role which can vary tremendously from company to company. In many businesses, the engineer's/supervisor's role is to oversee

work the company produces, make sure new employees are trained to proficiently carry out their work, give performance reviews, and create and implement work schedules.

In some companies the engineer/supervisor is required to do some of the work, or they may merely implement management's wishes and work on employee training and production, acting as a go-between for employees and managers, and occasionally assist with work as needed.

The Effective Supervisory and Planning Skills workshop will help participants to master the art of leading/supervising a team effectively to meet the organizations' goals.

.... WHO SHOULD ATTEND....

Senior Executives who want to master Supervisory Skills, Engineers, Line Leaders, Supervisors, Leaders

.... TRAINING METHODOLOGY....

Lecture, Individual & Group Activity, Feedback Sessions, Discussions, Demonstration, Business Games, Role Plays.

.... OBJECTIVES....

Upon completion of the programme, participants will be able to:

- Acquire knowledge on setting expectations and goals as a leader.
- Learn how to delegate duties amongst subordinates.
- Schedule, breakdown tasks, brainstorm, identify risk and manage deliverables
- Maximise available time with proper time management skills.
- Identify root cause for conflicts and propose solutions for mutual gain.
- Develop qualities as a leader and negotiator.

Enquiries – please contact Ms Nicole / Ms Divya / Pn Eda / Ms Harvindar
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.... COURSE CONTENTS....

Module 1: SETTING EXPECTATIONS

- Criteria for Success
- Spotting Opportunities for Improvement
- Setting Expectations Verbally
- Documenting Expectations

Module 2: SETTING GOALS

- Understanding Cascading Goals
- Creating SMART Goals
- Helping Others Set Goals

Module 3: THREE DEGREES OF DELEGATION

- First Degree: Complete
- Second Degree: Partial
- Third Degree: Complete

Module 4: PLANNING

- Milestones
- In-House Gym Milestones
- Mind Mapping
- In-House Gym Mind Mapping

- How to Mind Map Correctly
- Work Breakdown Structure
- In-House Gym Work Packages
- Scheduling using Gantt Charts
- Critical Path Analysis
- Gym Critical Path Method
- Communication Plan

Module 5: HIGH IMPACT FEEDBACK

- Characteristics of Good Feedback
- Tools for Delivering Feedback
- Informal Feedback
- Formal Feedback

Module 6: MANAGING YOUR TIME

- The 80/20 Rule
- A-B-C-D-E Method
- Using a Productivity Journal

Module 7: RESOLVING CONFLICT

- Understanding Effective Conflict Resolution Process
- Maintaining Fairness
- Examining Root Causes
- Creating Mutual Gain Options

Module 8: ESTABLISHING YOURSELF

- Dealing with Promotion from within a Team
- Supervising a Brand-New Team
- Dealing with an Established Team

Module 9: SURVIVAL TIPS FOR A NEW ENGINEER/ SUPERVISOR

- Ask the Right Questions
- Open-ended Questions
- Go to Gemba
- Keep Learning!
- Wrap up

.... TRAINER....

MR VIGNESWARAN A/L APPADU @ APPLASAMY has been involved in lecturing, research, management, sales and training for more than 14 years in the field of Electrical Engineering, Manufacturing sector, Higher Education, Sales and Marketing. Vigneswaran holds a Masters in Electrical Engineering from Universiti Teknologi Malaysia and is a registered member of Board of Engineers Malaysia (BEM), Institution of Engineering and Technology (IET), UK, Technological Association of Malaysia (TAM) and Green Productivity Association of Malaysia (GPAM). He is a Certified HRDF Trainer. In addition, he has been accredited by Harisson Assessment in Employee Development, completed Emotional Energy Management Trainer Course and attended Gamification and Behavioural Design workshop by Yu-kai Chou. His key areas of expertise include Performance Management, Emotional Intelligence, Sales and Customer Service, Personal Productivity and Employee Development incorporating Octalysis Framework.

MR VIGNESWARAN professional career begun in Singapore as a Sales Engineer and later ventured into the Higher Education sector in Malaysia. He has served as a Vice Principal of a college and moved on to lecture and undertake research in a leading private University where he was noted for his publications in the International IEEE Conferences of Power & Energy and Business, Engineering & Industrial Applications. He is a consultant in several research projects undertaken by consulting firms on effective implementation of Total Productive Maintenance, Root Cause Failure Analysis (RCFA) and/or Lean Management to identify areas to further improve efficiency and productivity. He is also providing consultancy services for industries aiming to become world Class Corporation to achieve an Overall Equipment Effectiveness of 90%. He has since developed over 23 training programmes in the areas of Manufacturing Operations, 30 training programmes in Soft-Skills. He has conducted training for organisations such as Khazanah Nasional, Iskandar Region Development Authority, Sarawak SEDC, Honda, UMW, Hong Leong Bank, Bintulu Development Authority, IFCA MSC, KPJ Tawakkal, Global Enterprise International Malaysia, Galeri Petronas, Suzuki Latex, Mutiara Technology, JAS Worldwide, Nitkertz, Comfori Sdn Bhd, TS Riching, MHWirth, MATTA Academy, Teckwah Paper Products, Lion Digital Malaysia and many others.

COURSE DETAILS

Date **August 29 & 30, 2022 (Monday & Tuesday)**
Time **8.45am - 5.00pm**
Platform **Remote Online Learning via Zoom**
Medium of Instruction **English**
CPD **14 hours**
Fees **Members RM689.00/pax**
Non-Members RM848.00/pax
(Fees inclusive of Service Tax at 6%, Downloadable Course Materials and Certificate of Attendance)

- ❖ *Download and install ZOOM app on your laptop/desktop before the programme*
- ❖ *Good Internet / Wi-Fi connectivity*
- ❖ *Access Links will be provided upon confirmation of the programme*

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 **SBL-KHAS Scheme**, 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

~ Registration Form ~

ESSENTIAL SUPERVISORY AND PLANNING SKILLS

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

Fax: 05-5488221

Closing Date:
AUGUST 22, 2022

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

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

(Please attach a separate list if space is insufficient)

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

- We **will be claiming under SBL-Khas Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will **NOT BE CLAIMING under SBL-Khas Scheme**. 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	