Penyeliaan Berkesan: Menghadapi 10 Cabaran Utama

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 Content

- **RETENSI PEKERJA**
  - Cabaran terlalu kerap melahat pekerja baru
  - Impak masa latihan
  - Mengenapalsti punca perletakan jawatan

- **MENGAMBIK PEKERJA BARU**
  - Cabaran memilih calon terbaik
  - Sesim temuduga berkesan

- **LATIHAN**
  - Cabaran melatih pekerja ke tahap kompeten
  - Analisa keperluan latihan
  - Keterhadan perbelanjaan
  - OTJ berkesan

- **MEMBINA PASUKAN**
  - Cabaran membina & mengekalkan pasukan mantap
  - Blok pembinaan pasukan
  - Komunikasi

- **PENYELASAAN MASALAH**
  - Cabaran mencari punca & penyelasaan
  - Analisa punca masalah
  - Membuat keputusan

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

- **DELENGAS**
  - Cabaran mewarisi tugas kepada orang lain
  - Pengurusan masak
  - Langkah dalam delegasi

- **MOTIVASI**
  - Cabaran memotivasi diri untuk diikuti
  - Sikap yang memotivasi pekerja
  - Pemipin 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

Enck Khairuddin Bin Ibrahim who holds a B. Econs, (Hons) from IIEUT, 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 Malaysia 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, TQC Tools & QC, Delegation, Time Management, Handling Difficult Employees, Supervisory Skills, NLP for Supervisors, Product Development, 6S, Selling Skills, Customer Service and Teambuilding.

En Khairuddin has more than 11 years of experience in training, has conducted numerous trainings for participants from a diverse range of organizations, which include DEM Draexmaier, IND Concrete Products, MMC Electronics, Murata Electronics, Voith Paper Fabrics, YTY Industry, SDKM Technologies, D’Aquarian, Meru Valley Resort, Polyparts, Tenterloh Mill, Takashima Woodwork, IpoPoh, Kurz Production, Sagami Manufacturer, GB Kuali, Kencana Petroleum, BKB Hevea Products, Leighton Contractors, Nikon Superior, Prima Precision, Yokohama Reclamaiton, Takasima Industries, Grade One Machine Shipyard, Sanctuary Health, Plas-Tec, Meadow Garden, OL Foods, Aliran Utara, DOS, 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.

REGISTRATION FORM

FMM INSTITUTE PERAK (Centre for Professional Development)  
Attn : Puan Eda / Ms Harvindar / Ms Nicole  
No. 1, Lorong Raja DiHilir, Off Jalan Raja DiHilir, 30350 Ipoh, Perak.  
Fax. No. : (05) 548 8221 & (05) 548 8331  
Tel. No. : (05) 548 8660  
Email : fmmperak@fmm.org.my

PENYELIAAN BERKESAN: MENGHADAPI 10 CABARAN UTAMA

Dear Sir / Madam  
Please register the following participant(s) for the above programme:

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Administrative Details

Closing date: March 15, 2017  
Medium of Instruction: Bahasa Malaysia  
CPO: 14 hours  
Course Fee: RM 583.00 per pax

Other: RM 689.00 per pax

Registration:
- Upon faxing / mailing the completed Registration Form to FMM Institute, Perak, 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.
- For SBL Scheme, an Attendance of 100% is a MUST, in any case, employers will be billed in full.
- FMM Institute GST Registration No. 001764515840

Payment:
- Cheques made in favour of FMM INSTITUTE should be forwarded to FMM Institute Perak.
- For SBL Scheme, an Attendance of 100% is a MUST, in any case, employers will be billed in full.
- Replacements can be accepted at no additional cost.

Contact:
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.

SBL Scheme

Also available as an In-House Course

For SBL Scheme, an Attendance of 100% is a MUST, in any case, employers will be billed in full.

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