

# PUBLIC PROGRAMME

Certificate of attendance provided  
\* minimum of 75% attendance

HRDF  
CLAIMABLE  
subject to PSMB approval

# THE EFFECTIVE SUPERVISORY SKILLS

Date : 30-31 May 2018  
Time : 9:00 am - 5:00 pm  
Venue : Klang Valley  
Code : SSE4

Organised by



## OVERVIEW

Supervisors are the vital link between manager and workers. Ineffective supervision could lead to high turnover and absenteeism, employee conflicts and disciplinary problems. Ultimately, the organisation will have a lower productivity and poor employee's morale. Supervisors must be trained and must develop essential Leadership and Supervisory skills to enable them to deal with day-to-day problems and situations.

## OBJECTIVE

- To identify their roles and functions and thus prepare them for greater responsibilities.
- To develop communication and interpersonal skills in order to build up good supervisory-employee relationship and gain support from workforce.
- To identify their supervisory leadership role and exercise effective delegation for higher and productivity.
- To attain a systematic, simple, step-by-step approach to building a cohesive, high morale, peak performance team.

## COURSE CONTENT

- The Role Functions of A Supervisory
- Supervisory and Leadership
- Human Relations and Communication
- Teambuilding
- Motivation
- Problem Identification
- Decision Making



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Website : www.dreamedge.jp/training/

## LEARNING OUTCOME

- At the end of the training, participant will be able to:
- Supervise the team effectively according to the organisation requirements.
  - Equip participants with essential supervisory skills and techniques that will enable participants to deal with day-to-day issues and situation.

## METHODOLOGY

- Training Material : English Language
- Lecture : Malay or English Language or both of them
- Activities
- Q&A

## TARGET

- Supervisors
- All personnel in middle management who are responsible for managing and controlling the workforce

**REGISTER NOW!**

**2 DAYS TRAINING**

- Limited Seats Available-

### NORMAL PRICE

**RM1,750 Per Pax**

\*closing date : 23 May 2018

### EARLY BIRD PRICE

**RM1,550 Per Pax**

\*before 25 April 2018

### GROUP PRICE

**RM1,450 Per Pax**

\*min three (3) pax

**(ALL PRICES ARE INCLUSIVE OF GST)**