

LEADERSHIP & SUPERVISORY SKILLS

INTRODUCTION

The task of supervising is becoming more complex. With the role of being the bridge between management and employees, supervisors are increasingly required to have a balance of skills - administrative, technical and interpersonal.

It is, therefore, crucial for every supervisor to acquire the necessary knowledge and skills in managing their job and subordinates more effectively. This will help build up their confidence to take on the challenges of the more demanding supervisory roles.

With effective supervisors in charge in your organisation, you can look forward to better productivity and prosperity; achieve corporate and employees' goals more successfully.

Duration
2 days

SSTC Member
RM 689.00

Non SSTC Member
RM 742.00

SME
Training Grant
RM 222.60

*all rates are inclusive
of 6% GST

COURSE CONTENTS

- Supervision & Management Process
- Leadership & Supervision
- Communication & Human Relations Skills
- Delegation Skills
- Motivation & Motivating Employees
- Creative Problem-Solving & Decision-Making

WHO SHOULD ATTEND

Experienced and new supervisors who never received formal training on leadership, management and supervision and anyone soon to be promoted to a supervisory position.

METHODOLOGY

Lectures, Individual and Group Exercises / Case Studies, Management Games, and Presentations.

RESOURCE PERSON

Encik Taidin Suhaimin is a graduate in Management Sciences with Marketing major from Lancaster University, United Kingdom, Diploma in Public Administration and Certificate in Executive Development from UiTM (MARA University of Technology, Malaysia). He has more than 28 years of experience with over 16 years of practice as a professional trainer, speaker and consultant since 1993. From 1980 to 1992, he served with Yayasan Sabah (a leading statutory body in Sabah, Malaysia) on various capacities in educational development fields. In 1993, he founded his own training and development firm (UMGC) and ever since, thousands of individuals from more than 150 organizations in Malaysia, Brunei and Singapore benefited from his learning & training programs.

For more information or registration, contact:

Sabah Skills & Technology Centre

No. 8, Jalan 1C, KKIP Selatan, Industrial Zone 1 (IZ1), KKIP, 88460, Kota Kinabalu, Sabah

Tel: 088-496613/4 (Ms. Jennifer/ Ms. Shariffah) Fax: 088-499615,

Email: jennifer@sstc.org.my/shariffah@sstc.org.my

VISIT OUR WEBSITE at: <http://sstc.org.my>

