



## ROLES & FUNCTIONS OF MANAGERS

SABAH SKILLS & TECHNOLOGY CENTRE

### INTRODUCTION

Management can be considered as a scientific discipline in many respects, but the success of a manager may be regarded as an artistic venture. The Managers play vital functions in Organizations to plan, organize, lead, and coordinate people and processes to achieve set objectives towards realization of the Vision of the Organization. They need to recognize their critical positions to steer the Organization in the desired directions.

### COURSE OBJECTIVES

The course participants will be able to:

- Review the roles and functions of professional managers;
- Examine the practical aspects of the management functions related to:
  - Planning – Strategic, Operational, Projects, Financial,
  - Organizing – Organization Design and Structure,
  - Leading – Group Dynamics, Transformational Leadership, and
  - Coordinating – Management Systems, Monitoring and Evaluation;
- Conduct personal leadership style assessment and acquire related knowledge for the benefit of management effectiveness.

### COURSE CONTENTS

- Introduction and Course Objectives
  - Case Study / Discussion: A Day in the life of a Manager
- Roles and Functions of Professional Managers
- Planning for Organizational Success
  - Strategies, Programs, Actions
  - Operations and Projects
  - Finance
  - Purpose-Driven Organizing and Structuring
- Developing Positive Group Dynamics
- Transformational Leading
- Effective Coordination Mechanism
  - Implementing Management Systems
  - Monitoring and Evaluation
- Towards Professional Corporate Governance and Management

### WHO SHOULD ATTEND

Line managers and head of department who will be involved in the operation and management for employees.

**Duration**  
2 Days

**SSTC Member**  
RM 795.00

**Non SSTC Member**  
RM 848.00

**FSI's Member**  
RM 821.50

Fee is inclusive of refreshment, lunch, course materials and certificate of attendance

\*Rates inclusive of 6% GST

#### 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/ Eveyinne) Fax: 088-499615,

Email: [jennifer@sstc.org.my](mailto:jennifer@sstc.org.my) / [eveyinne@sstc.org.my](mailto:eveyinne@sstc.org.my)

Website : <http://sstc.org.my>



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### RESOURCE PERSON

**Dr. Chong Siaw Fung** *PhD. M.Ed. MMIM. ACIS.* has more than 20 years experience in the field of education, training and development. He holds a doctorate in Human Resource Development conferred by Universiti Malaysia Sarawak. Dr. Chong began his professional experience as a teacher, and has held managerial positions in both Malaysian and multinational companies over the two decades of his career. As an experienced trainer, he believes in promoting interaction and participation, and using experiential approach to encourage learning and transfer. Most participants in his courses enjoy the training experience and have high regards for Dr. Chong's training effectiveness. Some of the organizations that have benefited from Dr. Chong's training services include Steel Industries, Wong Kwok Group, QL Group, Promenade Hotel, and the list goes on.

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