

Public Training/Workshop#

HIGHER PRODUCTIVITY & EFFECTIVE SUPERVISORY SKILL

"We Make Learning More Adventure"



OBJECTIVES :

- Describe the role of supervisor and how it differs from the role of co-worker.
- To adapt the concept of excellence in carrying out their duties and responsibilities.
- Become aware the priority between technical & management skills, with people skills in the supervision.
- Counsel and motivate them self and employees who are not performing up to expectations.
- To develop the effective ways of communication and rapport building at work in the team.
- To expose various strategies and skills in managing and to produce superior results and improve morale

DATE:

Please Refer To Web

VENUE:

DURATION :

2 HARI (09:00am - 05:00pm)

TRAINER :

MEDIUM :

English & Bahasa Malaysia

Mohammad aslam

METHODOLOGY

- Interactive Lectures
- Discussion, Group Dynamics & Workshops
- Case Studies
- Simulation and games
- Learning Debriefing
- Video
- Individual/Group Presentation

WHO WILL BENEFIT:

- Supervisors, Line leader, and Executives who want to excel further to move up their potential and career path.
- Newly appointed executives, supervisor, and team or line leaders.
- Also useful for anyone who want to have a greater understanding of principles and practices, to develop their skills in supervising their subordinates.

Program Schedule :

Registration : 8.30am
Morning session : 9.00am - 10.30am
Morning Tea : 10.30am - 10.45am
Lunch : 1.00pm - 2.00pm
Afternoon session : 2.00pm - 3.30pm
Afternoon Tea : 3.30pm - 3.45pm
End : 5.00pm



COURSE CONTENTS:

The Fundamental of Leadership and Supervisor Responsibilities

- Move up from being Follower to being Leader.
- Leadership style in various different situations
- Increasing leadership confidence
- The Key Strategies and Responsibilities of Supervisor
- The values of effective supervisor

POLISHING YOUR SUPERVISORY SKILLS

- People Skill, Rapport Building & Effective Communication
- Teamwork & Motivation
 - Building Winning Teams
 - Trust
 - Support Workers Motivation
 - Understanding the Motivation Factors for Superior Result
- Basic Management & Planning Process
 - Setting priorities
 - Organizing Task Thru Effective Self/Time Management
 - Using the Technologies
 - Development of Plan and Actions
 - Controlling and Review Procedures as Part of Planning
 - Productivity vs Quality
- Leadership
 - Problem Solving & Decision Making
 - Handling problematic staff & conflict resolution
 - Delegation and communication



SKILLS NEEDED FOR HIGHER PRODUCTIVITY FOR SUPERVISOR

- Begin With the End in Mind
- Technical Competency and People Skill
- Continuous Improvement
- Managing Performance
- Aligning Personal Values with Company Mission and Values

DAILY ROUTINE ACTIVITIES

- Time & Self-Management
- The do and don't
- The checklist



COURSE LEADER :

Mohammad Aslam bin Mohammad

As a professional trainer he specializes in human development areas such as Motivational programs, Team Building, Management Skills, Communication, Negotiation, Training Need Analysis-TNA, Train the Trainer-TTT, Presentation, Time Management, Positive Work Culture, Stress Management and Entrepreneurship Development programs. He has WORKED FROM the executive to senior managerial position which has enriched his exposure in dealings with employees and understanding the complexity of people behaviours. Mohammad Aslam has extensive experience in the field particularly in various industries such as creative, publishing, production & manufacturing. In the industry, Aslam was also responsible for the development and execution of Training Need Analysis (TNA), 5S Project, Total Productive Maintenance (TPM), Transformation Work Culture Program, and The Apprenticeship Structured Program (consist of On The Job and Off The Job training). He was also responsible for the safety and ISO Internal Audit committee. He incorporates his experience and knowledge in his programs to share and give the effective learning. Mohammad Aslam also had attended numerous training which enables him in enhancing his competency in performing his task. As known to be an energetic and dynamic trainer, he has conducted training and facilitation for organizations and individuals to be leaders of today's demanding society. Besides that, Mohammad Aslam plays a big role in the society to produce more entrepreneurs with his framework/structure program. An accomplishment in his program design was the recognition from higher education recognition and the number years of commitment from entrepreneurship institution in the government with him. Among the unique approach that he use in his design is 'real business simulation program' based on Learn – Do – Feel – Faced methods. He normally share the use of psychometric instruments or tools that helps people understands their psychological preferences, improve relationships and fulfil human potential in his training programs. He adopts a very participative approach in his training using lectures, group activities, case study, role play, discussions, and real life simulations. His work in training clients includes identifying the deficiency/gap, training design, formulating training strategies, training plan and carrying out customized training programs with emphasis on result. His skills and experience make him a value trainer and consultant for organization such as Telekom Malaysia(TM), Universiti Teknologi MARA (UITM), International Islamic University(IIUM), Kumpulan Karang kraf, Dasar Cetak, PJ Bumi, YAUM Foundation, Proton, TOYOTA, Perbadanan Kemajuan Negeri Selangor, POS Malaysia, Media Network, Universiti Kebang-

IN-HOUSE TRAINING

Do you have 5 STAFF and above with similar training requirements?

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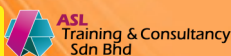
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Registration Form

HIGHER PRODUCTIVITY & EFFECTIVE SUPERVISORY SKILL

Date: Refer to WEBSITE | Venue:

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5548 0024 ; TEL: +603-5542 0023 (HuntingLine)

PARTICIPATION FOR TWO DAYS WORKSHOP

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PARTICIPANT'S NAME :

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Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Company Name: _____

Address _____

City: _____ Postcode: _____

Tel : _____ Fax: _____

Co. ID: _____ GST No: _____

**If you have a Certificate of GST Relief (CoGSTR), please attach along with this form.*

(Authorization (Signatory must be authorized on behalf of the company)

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____

Date: _____

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking(LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.
4. **CLIENT'S CANCELLATION/SUBSTITUTION**
Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in. All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 7-days prior to the event Non-payment or non- attendance does not constitute cancellation. (*However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing*)
5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded, ASL Group reserves the right to change the content without notice.
6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.
7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

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COMPANY STAMP

