



Public Training/Workshop#

HIGHER PRODUCTIVITY & EFFECTIVE SUPERVISORY SKILL

“The Art Of Adventure For Lifelong Learning”

DATE:
11 - 12 Jul 2017 &
12 - 13 Dec 2017

MEDIUM :
English & Bahasa Malaysia

VENUE:
Vistana Hotel, KL

DURATION :
2 Days (09:00am - 05:00pm)

TRAINER :
Mohammad Aslam

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

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 behaviors. 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 fulfill 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(IUUM), Kumpulan Karang kraf, Dasar Cetak, PJ Bumi, YAUM Foundation, Proton, TOYOTA, Perbadanan Kemajuan Negeri Selangor, POS Malaysia, Media Network, Universiti Kebangsaan Malaysia, Ultimate Print, etc.

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Registration Form
Higher Productivity &
Effective Supervisory Skills

Date : 11 - 12 Jul 2017 & 12 - 13 Dec 2017 | Venue: Vistana Hotel, KL

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :
icare@asl-solutions.com ; shafi@asl-solutions.com
FAX : +603-5545 1978 ; TEL : +603-5542 0023 (Hunting Line)

PARTICIPATION FOR TWO DAYS WORKSHOP FEE :
RM 1380 Per Pax (Normal Price)

GROUP REG: RM 1,104 PER PAX!!
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Position: _____ Dept: _____

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Company Name: _____

Address _____

City: _____ Postcode: _____

Tel : _____ Fax: _____

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

Person In Charge:

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____ Date: _____

This booking is **invalid** without a signature & company stamp.

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 :

ASL Training & Consultancy Sdn. Bhd.

COMPANY STAMP



PUBLIC TRAINING CALENDAR JAN - DEC 2017

PROGRAM / COURSE	DURATION (DAY)	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Effective Budgeting & Cost Control Training	2		15 - 16					18 - 19					5 - 6.
Finance Management Course for Non-Finance Professionals	2		22 - 23						16 - 17				5 - 6.
Quality Performance Indicator For Accounting Personnel	2		22 - 23								10 - 11.		
Human Resource Management Training	2	11 - 12.								19 - 20			
Training Needs Analysis	2				18 - 19							1 - 2.	
5 Star Customer Services	2			29 - 30							24 - 25		
Managing Customer & Complaints	2		15 - 16							26 - 27			
Leaders of 21st Century	2	18 - 19										21 - 22	
Management, Leadership and People Skills for New Leader & Executive	2				18 - 19					12 - 13.			
Higher Productivity & Effective Supervisory Skills	2							11 - 12.					12 - 13.
Kepimpinan & Penyeliaan Yang Berkesan	2	25 - 26											
People Skill For Making Result	2	18 - 19										21 - 22	
Sefiasaha Cemerlang 2017	2				19 - 20				9 - 10.				
Positive Attitude At Work	2					18 - 19		25 - 26					6 - 7.
Bengkel Sikap Kerja Positif	2					18 - 19							
EQ & Stress Management	2				25 - 26								11 - 12.
Pengurusan Rekod Dan Fail Yang Efektif	2			22 - 23		16 - 17						13 - 14	
Pengurusan Stor Dan Inventori Berkesan	2			22 - 23		16 - 17						13 - 14	
Pengurusan Masa, Multitasking & Tekanan Secara Efektif	2								22 - 23		23 - 24		
Behavioral Interview Technique	2					22 - 23					10 - 11.		
Recruitment & Selection Training	2					22 - 23					10 - 11.		
Professional Sale Excellence	2	25 - 26											
Closing Sale With The Power of Profiling	2				18 - 19								13-14.
Jom Jadi Kreatif!	2			22 - 23						26 - 27			
Excellent Business Communication Skills (Using NLP)	2					23 - 24							
Kemahiran Interpersonal (NLP)	2												
Writing Good Business Documents & Reports	2	11 - 12.						11 - 12.					
Professional Grooming	2		22 - 23										
Microsoft Excel Training (Intermediate)	2				11 - 12.								
Microsoft Excel Training (Advance)	2				11 - 12.								
Communicating In English - Speak Well, Present Yourself Well	2					3 - 4.							
Awareness On Rigging & Slings Training	2			8 - 9.									
14 Quality Tools For Decision Making & Process Improvement	2			14 - 15									
Poka Yoke - Achieving Zero Defects in Production Operation	2										10 - 11.		
Expanding Future Success Through Lean Manufacturing Program	2					8 - 9.				26 - 27		1 - 2.	
										12 - 13.			

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