



# LEADERSHIP FOR SUPERVISOR

7 Oct 2025 | 9.00AM - 5.00PM | MEF Center Melaka

## Objective

*As Supervisors are the linking pin between the Management and the lower-level workforce in the organization, the many expectations lie beyond just motivating and delegating jobs. On Productivity and efficiency levels, Supervisors are inclined to develop with management in ensuring the total job expectations are met and achieved. Supervising the day-to-day operations and focusing on minimizing wastage and utilizing the resources effectively is the goal of many operations.*

*In this program we focus on developing specific tools for Supervisors to use in handling their day-to-day job processes, by focusing on specific models that are applicable for the different situations*

## Who Should Attend

- All Department Leads
- Technicians and Engineers
- Junior Managers
- Line Managers / Supervisors
- Line Leaders``

## Learning Outcomes

- Have a overall guideline in dealing with day-to-day Supervisory challenges
- Understanding specific functions and using certain models to assist in job executions
- To have a wider perspective in job planning and execution

**RM 750\***

(Price Inclusive of 8% SST)

\*Course fee claimable under HRDC.

## Course Registration

<https://forms.office.com/r/QCGVxUx6tB>



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## Course Structure

Time	Agenda
8.30am	Registration
9.00am	Course Introduction / Ice Breaking
9.30am	MODULE 1 : Being A Supervisor Today
10.50am	Coffee Break
11.00am	MODULE 2 : Interpersonal Skill & Communication
12.00pm	MODULE 3 : Time Performance Management & Delegation
1.00pm	Lunch Break
2.00pm	Group Activities – Role Play
2.30pm	MODULE 4 : Managing People & Developing Teamwork
3.30pm	Tea Break
3.40pm	MODULE 5 : Becoming Successful Leader
4.30pm	Q&A Session
5.00pm	Session End

## Trainer Profile



### VIGNESH K VELAYUTHAN

A dynamic and result oriented trainer with 25 years of experience in a leadership position in the MNC & Hospitality industry. He carries wide experience & knowledge gained from working in various countries such as Singapore, Indonesia, Switzerland & UK. He articulates various managerial positions, project management, trainings & HR Skills in manufacturing and hospitality industries. Graduated from Universiti Kebangsaan Malaysia (B.Econs) and Post Graduate Hospitality Management (PGD) from HIM, Switzerland, he is also a Certified CIPP (AIBFM) & HRDC Certified.

He has an innate sense of task prioritization, managerial aptitude, training & development and result oriented attitude towards accelerating organizational growth in a competitive environment. He has substantial work experience in several big industries such as semiconductor, electronics & hospitality at an operations management level and People relation/management. His wealth of experience has given him great insights and firsthand experience in People Management, Operations & Quality Management for thousands of employees. He is also very well versed in ISO management has conducted many in-house trainings related to these industries. For the past 10 years, Mr Vignesh has been conducting trainings actively and received an excellent track record as an outstanding trainer with an emphasis on his structured training & assessment approach

