



# LEADERSHIP FOR SUPERVISOR

13 Feb 2026 | 9.00 AM - 5.00 PM | MEFA  
TRAINING CENTER, PJ

## Course Overview

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

- New Supervisors
- Front-Line Managers
- Team / Aspiring Leaders
- Project Managers
- HR & Training Staff
- Functional Leads

## Key Learning

- Understand the role and responsibilities of a supervisor.
- Communicate clearly with team members.
- Manage and improve employee performance.
- Build teamwork and handle conflicts.
- Lead with confidence and accountability

## Course Registration :



<https://forms.office.com/r/BuPtLdj7IX>

**RM1,000**

(Price Inclusive of 8% SST)

HRDC Claimable\*



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## Course Structure

Time	Agenda
8:30am - 9:00am	Registration
9:00am - 9:30am	Course Introduction / Ice Breaking
9:30am - 10:45am	<b>MODULE 1 :</b> Being A Supervisor Today
10:45am - 11:00am	Break
11:00am - 12:00pm	<b>MODULE 2 :</b> Interpersonal Skill & Communication
12:00pm - 1:00pm	<b>MODULE 3 :</b> Time Performance Management & Delegation
1:00pm - 2:00pm	Lunch Break
2:00pm - 3:30pm	Group Activities - Role Play
2:00pm - 3:30pm	<b>MODULE 4 :</b> Managing People & developing Teamwork
3:30pm - 3:45pm	Break
3:45pm - 4:30pm	<b>MODULE 5 :</b> Becoming Successful Leader
4:30pm - 5:00pm	Q&A Session

## Trainer Profile



### VIGNESH VELAYUTHAN (SNR CONSULTANT)

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.

