



LEADERSHIP & NLP FOR SUPERVISOR

18-19 Sep 2025 | 9.00AM - 5.00PM

MEFA Training Center, PJ

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 1,800*
(Price Inclusive of 8% SST)

*Course fee
is claimable
under HRDC.

Course Registration



<https://forms.office.com/r/jXf6PfRWfQ>



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

Course Structure

Time	Agenda – Day 1
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 A Successful Leader
4.30pm	Q&A Session
5.00pm	Session End

Time	Agenda – Day 2
8.30am	Registration
9.00am	Course Introduction / Refresh Day 1 Training
9.30am	MODULE 6 : NLP Foundations
10.45am	Coffee Break
11.00am	MODULE 7 : Decoding Behavior
1.00pm	Lunch Break
2.00pm	MODULE 8 : Mastering Questioning Techniques :
3.45pm	Tea Break
4.00pm	MODULE 9 : Practical NLP Skills For Assessing
4.45pm	Summary / 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.



CHONG WAN LING

A seasoned professional with more than 13 years of experience in higher education, specializing in academia and business development. Passionate about providing top-quality education, she holds certifications in Malaysian Sign Language and contributes to the Malaysia Deaf and Mute community. She is certified in Interior Design (Level 3) and Train the Trainer and excels in technical and vocational training. She has a proven track record in business development, successfully identifying growth opportunities and establishing new partnerships. Her strategic planning and collaborative approach have enhanced organizational market presence..

