



LEADERSHIP FOR SUPERVISOR

10 APRIL 2026 | 9.00AM - 5.00PM
| 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

- Human Resource Personnel
- Compliance Officers
- Line Managers / Supervisors
- Talent Acquisition Staff

Learning Outcomes

Participants will be able to :

- 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 .

Course Registration :



<https://forms.office.com/r/Cik6YArk2P>

RM1000*

(Price Inclusive of 8% SST)
HRDC Claimable*



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Course Structure

Trainer Profile

Time	Agenda
8:30am - 9:00am	Registration
9:00am - 9:30am	Course Introduction / Ice Breaking
9:30am - 10:45am	MODULE 1: <ul style="list-style-type: none">• Being A Supervisor Today
10:45am - 11:00am	Break
11:00am - 12:00pm	MODULE 2: <ul style="list-style-type: none">• Interpersonal Skill & Communication
12:00pm - 1:00pm	MODULE 3: <ul style="list-style-type: none">• Time Performance Management & Delegation
1:00pm - 2:00pm	Lunch Break
2:00pm - 3:30pm	Group Activities - Role Play
2:00pm - 3:30pm	MODULE 4: <ul style="list-style-type: none">• Managing People & developing Teamwork
3:30pm - 3:45pm	Break
3:45pm - 4:30pm	MODULE 5: <ul style="list-style-type: none">• Becoming Successful Leader
4:30pm - 5:00pm	Q&A Session



VIGNESH K 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.

