



SUPERVISORY DEVELOPMENT SKILLS

COURSE OVERVIEW

The Supervisory Development Skills (SDS) training provides hands-on skills of supervisory function and responsibilities in organization. The Supervisor is the key front line manager, the person can make or break top management plans. The SDS training has become increasingly recognized as the way to improve supervisor performance. Skills and knowledge gained through SDS can be applied effectively in the work environment. The SDS training uses workshop cases, participative, experiential learning, structured activities, individual and group discussion to expose skills and knowledge to participants. Thus, building a more professional approach towards supervisory skills.

WHO SHOULD ATTEND

1. Junior/ Assistant/ Line/ Senior Supervisors
2. Foremen
3. Section Heads
4. Office Administrators

COURSE OUTLINE

- ✚ Introduction to Supervisory Management
- ✚ Supervisory Leadership
- ✚ Motivation
- ✚ Team Building
- ✚ Introduction to Production Management
- ✚ Foundation of Quality Control
- ✚ Human Relationship Skills
- ✚ Counseling and Discipline
- ✚ Industrial Legislation (Employment Act 1955)
- ✚ Work Attitude and Job Satisfaction

OBJECTIVES

1. Provide participants with the foundation of Supervisory Skills.
2. Equip participants with fundamental knowledge to assume role of increasing supervisory responsibilities.
3. Help develop managerial skills as a supervisor in an integral part of the management team.
4. Utilize gained skills to become a more effective and efficient supervisor.

TRAINER

PESDC has a panel of professionally qualified, well-trained and industrially experienced technical trainers.

COURSE FEE (SSK-P05)

RM3,500.00 per day (max. 20 pax)

or

RM350.00 per pax (member)

RM450.00 per pax (non-member)

(Inclusive of course materials, lunch and refreshment)

Certificate of Achievement will be awarded upon successful completion of the course.

*SBL
claimable*

For Further Enquiries, please contact:

Mr Thillai or Mr Jeremy Lai

PESDC Training Complex

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COURSE DETAILS

Duration : 2 Days

Date : Refer to training calendar

Time : 9.00am to 5.00pm

Venue : PESDC Training Complex