



LEADERSHIP, SUPERVISORY & SELF IMPROVEMENT



3 - 4 NOVEMBER 2025 | 8:30AM - 4:30PM

**FMM SARAWAK BRANCH, LEVEL 5 (SOUTH), WISMA STA, 26, JALAN DATUK
ABANG ABDUL RAHIM, 93450 KUCHING, SARAWAK**

FEE

FMM MEMBER:
RM1134.00/pax

NON - MEMBER:
RM1350.00/pax

(Inclusive of 8% service tax)



OVERVIEW

This course is to transform and to increase managers', HODs, executives, leadership skills in an organization, and to build confidence among all. In today's changing environment it is extremely important for leaders to possess excellent skills in leadership, motivation, team development and human relations. The results are excellent performance with an excellent work force. An organization which is to succeed in the future is one which can obtain high commitment from all their employees.



OBJECTIVES

- To identify leadership contribution in developing effective human relations.
- To improve self-improvement.
- To be aware of different styles of leadership and how one can influence workers with positive working attitude.
- To identify the various ways of motivation, increasing commitment, and to build employee loyalty.



OUTLINE

- Leadership vs Supervisory
- Essentials of Leadership
- John Adai's Action-Centred Leadership Model for Supervisors
- Key Leadership Behaviors That Drive Employee Commitment
- Overcoming Challenge as A Supervisor
- Leadership and Communication
- Leadership and Problem-Solving
- Self-Improvement
- Self-Performance Management



FACILITATOR

Dr Ponmalar A/P Buddati Sannagy

MS PONMALAR A/P BUDDATI SANNAGY is a PSMB Certified Trainer and a Business Coach with over 17 years of training experience. Ms Ponmalar holds a Bachelor of Arts (Hons), (UKM) and a Master's in Business Administration, UUM. She is also a member of Malaysian Association of Training Providers (MATPRO), Certified Practitioner of Neuro-Linguistic Programming (ABNLP), Certified KPI Professional & Practitioner (KPI Institute), Certified Sujok Acupressure Therapist and PSMB Approved Mentor for SMEs (FIRE Programme). Ms Ponmalar has held prominent position in various MNCs in Malaysia as a Senior Production Executive, Training Executive, Quality Control Executive and Head of HR and Training Department. MS PONMALAR has conducted many courses which includes Train The Trainer, Strategic Performance Management, Strategic Thinking and Planning, Quality Control, Scenario Planning, full spectrum of HRM, Employment Act, IR, Organizational Behaviour, Transformational Leadership, Strategic Leadership, Problem Solving & Decision Making, Critical Thinking, Customer Service, Change Management, Communication, Presentation Skills, Team Building, Marketing, Purchasing & Negotiation Skills, Business English & Business Writing and other management programmes. Some of Ms Ponnmalar's notable clients for Public and In-House programmes are Boustead Petroleum Marketing, GITN, Maxcare Success, Power & Motion Control, Petronas Chemicals MTBE, God Coin Sarawak, Sri Datai Construction, Datasonic Technologies, Malaysian Diagnostics Corporation, Langkawi Cruise, Star Cruises Shipping Agency, Ibsen Electronics Malaysia, Labuan Liberty Port Management, Idaman Pharma, KPJ Selangor Specialist Hospital, TNB Janamanjung, Jobstreet.com Shared Services, Sabah Tourism Board, KUB Malaysia and many others. She has also coached and trained employees from Asian countries such as Singapore, India, Thailand, Vietnam, Laos, Myanmar, Brunei, Maldives, Mauritius, Cambodia, Middle East (Oman) and Indonesia



TARGET PARTICIPANTS

HODs, Managers, Senior Managers, Assistant Managers, Senior Executives from all departments



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FMM SARAWAK OFFICE, WISMA STA, LEVEL 5, KUCHING, SARAWAK

The Manager,

FMM Institute (475427W_Sarawak),

Tel: 082-332784 Fax: 082-332785 ,

Email: evance@fmm.org.my / fmmsarawak@fmm.org.my

Dear Sir/Madam,

Please register the following participant (s) for the above programme:

(To be completed in BLOCK LETTERS)

PLEASE TICK ☒ ACCORDINGLY:

PSMB Scheme:

☐ HRD Corp Claimable Courses

☐ Non Contributor

FEES:

☐ **FMM Member: RM 1134.00/pax**
(Inclusive of 8% Service Tax)

☐ **Non Member: RM 1350.00/pax**
(Inclusive of 8% Service Tax)

No	Name	Designation	Email	Nationality	IC No
1.					
2.					

(If space is insufficient, please attach a separate list)

Registration is on a first-come first-served basis. Completed registration should be forwarded to FMM Institute before **October 27, 2025**. Completed registration form online, faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

Those who register but do not turn up for the programme will be billed accordingly. There will be no refund for cancellation within 2 days prior to the programme, 50% refund for cancellation between 3 - 6 days and full refund for cancellation 7 days prior to the programme. However, replacement will be accepted at no additional cost. FMM Institute reserves the right to cancel or reschedule the programme and all efforts will be taken to inform participants of any changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

We hereby confirmed that (please tick accordingly):

☐ We will be claiming from **HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

☐ We will **NOT BE CLAIMING** from HRD Corp. Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 511083-105884**

Submitted by:

Name:	Designation:	Email
Tel:	Fax:	Mobile Number:
Company:	FMM Membership No:	My Corporate Identity No.
Adress:	Company Stamp & Signature	Date: