



SUPERVISORY SKILLS WORKSHOP: A COMPREHENSIVE GUIDE TO EFFECTIVE LEADERSHIP



A supervisory role can be demanding and somewhat daunting. We train them to gain confidence in supervising others by knowing what areas they need to consider when leading people.

July 20-21, 2026 (Monday-Tuesday)
8.45 am – 5.00 pm **FMM Institute, Perak**

This workshop is designed for supervisors who want to enhance their skills and competencies in various aspects of their work. The workshop consists of nine modules that cover topics such as setting expectations, goals, and feedback, delegating tasks, solving problems, managing time and conflict, and establishing themselves as leaders. Each module includes exercises that allow participants to apply the concepts and techniques learned to real-life scenarios. The workshop is interactive, engaging, and practical. Participants will have the opportunity to share their experiences, challenges, and best practices with each other. They will also receive feedback and guidance from the facilitator throughout the workshop.

COURSE CONTENTS

Module 1: Setting Expectations

- Criteria for Success
- Spotting Opportunities for Improvement
- Setting Expectations Verbally
- Documenting Expectations

Module 2: Setting Goals

- Understanding Cascading Goals
- Creating SMART Goals (Exercise)
- Helping Others Set Goals

Module 3: Three Degrees of Delegation

- First Degree: Complete
- Second Degree: Partial
- Third Degree: Complete

Module 4: Problem Solving

- Analyzing a Problem

- Writing a Problem Statement
- Generating Solutions
- Final Analysis
- Analyzing Potential Problems

Module 5: High Impact Feedback

- Characteristics of Good Feedback
- **Case Study:** Enhancing Team Collaboration During Project Meetings
- Tools for Delivering Feedback
- Informal Feedback
- Formal Feedback

Module 6: Managing Your Time

- The 80/20 Rule
- A-B-C-D-E Method
- Using a Productivity Journal
- **EXERCISE**

Module 7: Resolving Conflict

- Understanding Effective Conflict Resolution Process
- Maintaining Fairness
- Examining Root Causes (Exercise)
- Creating Multiple Option Solutions

Module 8: Establishing Yourself

- Dealing with Promotion from within a Team
- Supervising a Brand-New Team
- Dealing with an Established Team

Module 9: Survival Tips for a New Engineer/Supervisor

- Ask the Right Questions
- Open-ended Questions (Exercise)
- Go to Gemba
- Keep Learning!

TRAINER

MR VIGNESWARAN A/L APPADU @ APPLASAMY has been involved in lecturing, research, management, sales and training for more than 14 years in the field of Electrical Engineering, Manufacturing sector, Higher Education, Sales and Marketing. Vigneswaran holds a Masters in Electrical Engineering from Universiti Teknologi Malaysia and is a registered member of Board of Engineers Malaysia (BEM), Institution of Engineering and Technology (IET), UK, Technological Association of Malaysia (TAM) and Green Productivity Association of Malaysia (GPAM). He is a Certified HRDF Trainer. In addition, he has been accredited by Harisson Assessment in Employee Development, completed Emotional Energy Management Trainer Course and attended Gamification and Behavioural Design workshop by Yu-kai Chou. His key areas of expertise include Performance Management, Emotional Intelligence, Sales and Customer Service, Personal Productivity and Employee Development incorporating Octalysis Framework.

MR VIGNESWARAN professional career begun in Singapore as a Sales Engineer and later ventured into the Higher Education sector in Malaysia. He has served as a Vice Principal of a college and moved on to lecture and undertake research in a leading private University where he was noted for his publications in the International IEEE Conferences of Power & Energy and Business, Engineering & Industrial Applications. He is a consultant in several research projects undertaken by consulting firms on effective implementation of Total Productive Maintenance, Root Cause Failure Analysis (RCFA) and/or Lean Management to identify areas to further improve efficiency and productivity. He is also providing consultancy services for industries aiming to become world Class Corporation to achieve an Overall Equipment Effectiveness of 90%. He has since developed over 23 training programmes in the areas of Manufacturing Operations, 30 training programmes in Soft-Skills. He has conducted training for organisations such as Khazanah Nasional, Iskandar Region Development Authority, Sarawak SEDC, Honda, UMW, Hong Leong Bank, Bintulu Development Authority, IFCA MSC, KPJ Tawakkal, Global Enterprise International Malaysia, Galeri Petronas, Suzuki Latex, Mutiara Technology, JAS Worldwide, Nitkertz, Comfori Sdn Bhd, TS Riching, MHWirth, MATTA Academy, Teckwah Paper Products, Lion Digital Malaysia and many others.

OBJECTIVES

- Communicate success criteria and address performance gaps.
- Align and create smart goals for themselves and others.
- Delegate tasks with appropriate authority and responsibility.
- Use a systematic approach to solve and prevent problems.
- Provide constructive and timely feedback with suitable tools.
- Apply time management techniques and use a productivity journal.
- Follow a fair and diplomatic process to resolve conflicts.
- Establish credibility and authority in different scenarios.
- Survive and thrive as a new engineer/supervisor with useful tips.

WHO SHOULD ATTEND

Senior Executives who want to master Supervisory Skills, Engineers, Line Leaders, Supervisors, Leaders

TRAINING METHODOLOGY

Lecture, Individual & Group Activity, Feedback Sessions, Discussions, Demonstration, Business Games, Role Plays.

COURSE DETAILS

Date **July 20-21, 2026 (Monday-Tuesday)**
Time **8.45am - 5.00pm**
Venue **FMM Institute Perak, No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak**
Medium of Instruction **English**
CPD **14 hours**
Fees **Members RM1,134.00/pax** **Non-Members RM1,296.00/pax**
(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)

ADMINISTRATIVE DETAILS

HRD CORP CLAIMABLE COURSE

DETAILS

- Training Provider: **FMM Institute Perak**
- MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on **First-Come-First served** basis.

PAYMENT

- **Cheques** made in favour of **"FMM Institute"** should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

CANCELLATION

Must be in Writing with Reasons ■ 7 days before the course – No payment charged ■ 3 – 6 days before the course - 50% payment charged ■ < 3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost

Register in Groups & Enjoy More Savings!

- 2-4 participants: 10% discount
- 5-7 participants: 15% discount
- 8-9 participants: 20% discount

~ Registration Form ~

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FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

**Closing Date:
JUNE 29, 2026**

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation	
		HP No	
	NRIC	Email	
2.	Name	Designation	
		HP No	
	NRIC	Email	
3.	Name	Designation	
		HP No	
	NRIC	Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that (Please tick (✓) in appropriate box):-

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

We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the **"FMM Institute"**.

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	

Enquiries – please contact **Ms Vaani / Pn Eda / Ms Harvindar** ☎ (05) 548 8660 📠 (05) 548 8221 ✉ fmm_institute_perak@fmm.org.my