



MEMBINA PENYELIA YANG BERKESAN DAN BERPRESTASI

OBJECTIVES

- Menjadi penyelia yang berkesan dalam menjalankan tugas seharian
- Mempelajari cara-cara penyerahan tugas yang terbaik bagi menghindari berlakunya konflik antara ahli Kumpulan, ketua dan organisasi
- Memahami tugas sebagai ketua yang kemampuan berfikir dan bertindak dengan professional.

COURSE CONTENT

- Putting Your Priorities to Work
- The Four Quadrants of Time Management
- Leadership
- Coaching
- Effective Communication Skills
- Interpersonal Skills
- Types of Personalities
- Teamwork and Managing Change
- Application to Workplace

ADMINISTRATIVE DETAILS

Date : November 5 - 6, 2025

Time : 9.00am – 5.00pm

Venue: Level 2, FMM Selangor & Kuala Lumpur Branch

No 8A, Jalan Pensyarah U1/28, Hicom Glenmarie Industrial Park, 40150 Shah Alam, Selangor.

Fees : FMM Members – RM 1,350.00 per participant

Non-Members – RM 1,566.00 per participant

(inclusive of 8% service tax)

(Fees include course materials, Meals voucher and Certificate of Attendance)

**Meals voucher are given in lieu to Fasting Month*



Get **10% DISCOUNT** if you send 3 or more participants for the same programme!

TRAINER PROFILE

Mr. Mokhtar Said is a highly acclaimed People Development trainer and consultant. An exceptionally gifted thinker and speaker, Mokhtar Said has an unrivalled reputation for making the learning easier through the use of story-telling of real life situations that he has experienced. Participants from Government and Private Sectors ranging from General Managers, Managers, Executives, Engineers, Supervisors, Leaders, Trainers and Operators have consistently mentioned that the greatest value they obtain is that many of the competencies can be applied to good effect in the work place. Mr. Mokhtar has twenty years of corporate experience in the aspect of Maintenance, Engineering, Production, Total Productive Maintenance (TPM), Total Quality Management (TQM) and Training & Development. His corporate experience has exposed him to the Manufacturing and Semiconductors Industries moving from ranks of Equipment Maintenance & Engineer, Product & Process Engineer, Production Manager, Total Quality Management (TQM) & Total Productive Maintenance (TPM) Manager to Senior Training & Development Manager. He possesses a PhD. Pengurusan Sumber Manusia Antarabangsa (Psikologi Kemanusiaan) and a Masters in Business Management (MBA) from Universiti Sains Malaysia.

WHO SHOULD ATTEND

Supervisors, Team Leaders and others whose duties include supervision of a group of subordinates

For further inquiries please contact :

Siti Nazihah /Azrini

FMM Institute Selangor & Kuala Lumpur Branch

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azrini@fmm.org.my

Visit us at: www.fmm.edu.my / www.fmm.org.my

REGISTRATION FORM

MEMBINA PENYELIA YANG BERKESAN DAN BERPRESTASI

November 5 - 6, 2025 (Wednesday - Thursday) FMM SELANGOR & KUALA LUMPUR BRANCH

FMM Institute Selangor (SST No: W10-1901-32000105 | **COID: (475427W_SELANGOR)**
Email: siti_nazihah@fmm.org.my/ azrini@fmm.org.my
Tel: 03-5569 2950/4471/4171

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

1. Name	Designation	Email
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Nationality	IC/Passport No.
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2. Name	Designation	Email
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Nationality	IC / Passport No.
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(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the programme fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the programme fees. If the participant fails to attend the programme or less than 75% attendance, the full programme fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

We hereby confirm that (Please tick accordingly):

- ☐ 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. Payment will be made to account payee FMM Institute by cheque or bank transfer to Maybank Account No 5-62106-64719-2

Submitted by:

Name:	Designation:
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Email:	Company:
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FMM Membership No. :	My Corporate Identity No.:
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Company Address:

Tel No.:	Fax No.:	Date:
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