



INSTITUTE NS PROGRAMME ON :

EFFECTIVE LEADERSHIP SKILLS FOR MANAGING PEOPLE



**Date: 4-5 February, 2026
(Wednesday-Thursday)**

Time: 9.00 am—5.00 pm

Venue:

Royale Chulan
SEREMBAN

INTRODUCTION

The essence of being an effective people leader lies in establishing good interpersonal work relationships and having the ability to inspire and spark action in their employee.

This Leadership programme will provide the leaders the required skills, on how to manage employee for results, to achieve both corporate goal and individual objectives.



OBJECTIVES

This leadership training program is for supervisors, team leaders, lead hands, work leaders and front line leaders:

- How to be highly competent in your leadership function and be a good role model
- The leader's role in achieving the desired results while maximizing employee potential
- Your role in the organization's leadership team - why leaders often feel caught in the middle, between management expectations and the needs of front line employees
- Why you should own your message and communicate with your team instead of blaming HR or senior management

COURSE CONTENTS

Leading by Example

- The latest innovative leadership approach and strategies
- Getting feedback from your team on work related performance issue
- Lead by example and be a competent and a resourceful leader
- The impact of leadership style on enhancing productivity and employee satisfaction
- Creating a vision for your staff and department to be more proactive instead of reactive
- Leadership to empower staffs to take ownership and accountability on the job
- Bridge the relationship barrier and promote interaction between Managers and staff

Motivating and Engaging Employees

- Reflecting your experience, what motivates you as an employee and whether you are providing these opportunities to your team
- How your understanding of your employee as a leader, will impact their performance positively
- How effective the teams behaviours and performance is a reflection of the leadership
- Reasons employees don't perform and how to correct and prevent them
- Motivating factors: three things a lead hand, team leader and supervisor can do to create a motivational climate
- Different types of motivation – instill positive behaviours, motivate employee to take ownership by empowering and delegating and recognizing and rewarding for performance.

Effective Communication for Lead Hands, Team Leaders and Supervisors

- Thinking before you speak: what you want to communicate be clear and simple
- The impact of what you say, how you say it and your body language
- Encourage a two way communication with fellow team members and leaders.
- Face to face or meeting in person, is the most effective way of communicating messages
- Being more persuasive and influential in your communication
- How to communicate with your employee effectively
- Improving your listening skills, be tactful and supportive to employees
- How to prepare and conduct an effective communication

Leading Change

- Why, as the leader, you need to buy into change first
- Understanding passive and aggressive resistance to change and how to overcome it
- How change can be a positive motivator
- How to simplify the change and make it easier for change to happen
- Encourage the team and ensure they understand the change

Correcting Unacceptable Behavior and Performance

- Understanding your role as a leader, team leader or supervisor in the coaching, and counselling process.
- Why it is important, to act fast in counseling employee on unacceptable behaviours
- How to coach their employee effectively on their performance to achieve the goals
- Managers and supervisors to acquire the right counseling skills, to address unacceptable behaviors in employee.
- Accountability, Empowerment and Training
- Why most employees rely on the leader to make every decision and solve every problem instead of being more self-sufficient
- How to get employees to take ownership of their work by delegating, applying positive and negative consequences
- Six steps approach to be more effective on-the-job training

Managing Conflict

- Recognizing that conflict is necessary and expected when implementing change
- Understanding that conflict, change and continuous improvement often co-exist
- Understanding your own Leadership style and recognizing that different situations may require a different approach
- Remaining constructive when dealing with passive or aggressive employees and peers
- How to mediate conflict between two employees constructively



**For enquiries, kindly contact:
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EFFECTIVE LEADERSHIP SKILLS FOR MANAGING PEOPLE

Date: 4-5 February, 2026 (Wed-Thurs)

Venue: 9.00am - 5.00pm

Venue: Royale Chulan Seremban

Registration & Payment

PARTICULARS	PARTICIPATION FEE	
	Member	Non-Member
Inclusive of SST at 8%	RM 1,080.00 / pax	RM 1,242.00 / pax
HRDCorp Registered Employer	Claimable under HRDCorp SBL-Khas Scheme <ul style="list-style-type: none"> • No payment to FMM Institute • Fee will be deducted from the employer's HRDCorp contributions. Fund must be sufficient • Full payment is to be made to FMM Institute in the event that no disbursement from HRDCorp under any circumstances. 	
HRDCorp NON-Registered Employer	Cheque or online transfer made payable to FMM Institute	

- Registration is on a **first-come-first-serve basis**. Upon faxing/mailling the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- All registration together with the payment should be made **before the event date**. Certificate will only be issued upon full payment.
 - Malayan Banking Berhad A/C No: 505176 510352
 - FMM INSTITUTE SST Registration No: W10-1901-32000105
- For SBL-KHAS, **grant approval must be provided to FMM at least 3 days** before the event. An attendance of 100% is a must, otherwise employers will be billed in full.

Who Should Attend

Managers, Executives Supervisors, and from all functional levels whose job responsibilities requires them to lead, motivate and supervise employee's to increase productivity for organizational growth.

Trainer

Mr Kana R.S. embarked to acquire his MBA (USA), OSH Diploma (QUT) and Diploma in HR. He has more than 10 years of training and consulting experience in the areas of Management and Human Resources. He is also a Certified Professional Trainer by the Ministry of Human Resource TTT 3178 (PSMB). He regularly conducts training program's to diverse groups of participants including employees, executives, and managers. His program's cover a wide span of management topics such as Human Resource Management, Performance Management, Conflict Resolution, Leadership, Power of positive mindset, Coaching Mentoring, Counseling, Retention & Motivation, Industrial Relation Employment Act. and Teambuilding. He has been engaged in various training & consulting work with both, Local and Multinational organizations including SimeDarby, Felda, Secomex, Megasteel, Amsteel, Compact Energy, Lime Klin Industry, Tanjung Rhu Resort and Sabah Port Organization and Ceramtec Sdn Bhd.

Replacement / Cancellation

- Must be made in writing with reasons to FMM Institute
- Full payment fee will be charged by FMM Institute for cancellation within 2 days prior to the programme.
- 50% payment charged for cancellation between 3-6 days.
- No payment charged for cancellation within 7 days prior to the programme.
- Participants who did **not turn-up will be charged full payment**.
- Replacement can be accepted at no additional cost. FMM reserves the right to cancel or reschedule the program.

**Closing Date :
3 February, 2026**

REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

<u>Name</u>	<u>Designation</u>	<u>Email</u>	<u>I.C Number / Passport Number</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Payment:

 Full payment of RM _____ will be made via ☐ SBL-Khas ☐ Cheque ☐ Direct bank-in

Please Tick (/)

 FMM Member ☐

ROC No : _____ SST No: _____

Submitted By:

 NON- Member ☐

Tin No. : _____ Membership No : _____

Name : _____ Designation : _____

Company : _____

Address : _____

Tel : _____ Fax : _____

Email : _____

Company Stamp