



FMM INSTITUTE SABAH BRANCH
 199901000527 (475427-W)
 Centre for Professional Development



EFFECTIVE LEADERSHIP & SUPERVISORY SKILLS



Venue : FMM Sabah, Alamesra

Date : March 07 - 08, 2026

: March 09 - 10, 2026

Members : **RM 864.00**

Non-Members : **RM 972.00**

INTRODUCTION

Leaders play an important role in linking management and employees by translating organizational goals into actionable tasks and communicating team feedback to higher levels. They are responsible for guiding, motivating, and supporting their teams while maintaining a positive and productive work environment. Effective supervision requires strong leadership, communication, and problem-solving skills to handle challenges such as employee discipline, engagement, and performance improvement. This course is designed to equip supervisors with the essential skills and knowledge needed to lead confidently, adapt to workplace changes, and contribute to overall organizational success.

OBJECTIVES

- Develop a positive work attitude to boost motivation and productivity.
- Strengthen communication and interpersonal skills for better workplace relationships.
- Apply effective supervisory techniques to improve work quality and efficiency.
- Manage challenging employees to enhance team performance.



WHO SHOULD JOIN?

- Managers
- Senior/Junior Officers
- Line leaders
- Supervisors
- Anyone who seek to enhance their leadership

TRAINER

DR. JASJIT KAUR holds a PhD from USM, an MBA, and a Bachelor's in Business Administration, with over 20 years of experience in HR, administration, purchasing, and logistics. A corporate trainer since 1994, she has conducted training for organizations like PLUS, Mattel, Genting Sanyen, and Shangri-La across Malaysia and Singapore. She is also a certified DDI Trainer, ISO 9002 Internal Auditor, and NVTC Verifier.

CONTACT US AT: 08-8447580 | fmmsabah@fmm.org.my



REGISTRATION FORM

EFFECTIVE LEADERSHIP & SUPERVISORY SKILLS

Time: 9.00 am - 5.00 pm

**Venue: FMM Sabah Branch, No. 143,
Block Q, Lorong Plaza Permai 1,
Alamesra Plaza Permai, 88400 Kota
Kinabalu, Sabah**

Please register the following participant
for the above program.

(To be completed in BLOCK LETTERS)

Date:

March 07- 08, 2026 *(Weekend Programme)*

March 09- 10, 2026 *(Weekdays Programme)*

Registration due date: 02 March 2026

Please tick accordingly:

Fees: **FMM Member : RM 864.00 per pax**

Non Member : RM 972.00 per pax

(Fees is inclusive of 8% SST, certificate, training notes & meals)

NO.	NAME	DESIGNATION	NATIONALITY	NRIC	EMAIL
1					
2					
3					
4					
5					

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

We hereby confirmed that (please tick accordingly):

We will be claiming under SBL-KHAS Scheme. 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 FMM Institute by bank transfer to MAYBANK Account No. [5-100-1303-8421]

Submitted by:

Name:	Designation:	H/P No:
Email:	Tel:	Fax:
Company	FMM Membership No:	MyCOID:
Address:	Company Stamp & Signature	Date:

Terms and Conditions

- Registration is on a first-come first-served basis.
- All cancellations must be made in writing.
- Cancellation received 7 – 13 working days before the start of the class is subject to a cancellation fee of 50% of the training fees.
- Cancellation received within 6 working days before the start of the class is subject to a cancellation fee of 100% of the training fees.
- If the participant **fails to attend** the programme or **less than 75% attendance**, the **full training 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 programmes and all efforts will be taken to inform participants of the changes.