

REGISTRATION FORM

Kemahiran Penyeliaan Yang Berkesan

Monday - Tuesday * April 13 - 14, 2026 * FMM Institute Malacca

FMM Institute Malacca (199901000527 / 475427-W)
D3-4, Plaza Jayamuda,
Jalan Pelanduk Putih, 75300 Melaka
TIN Number : C10626805080
SST Number : W10-1901-32000105

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

1 Name _____ Designation _____

Nationality _____ IC No. _____

2 Name _____ Designation _____

Nationality _____ IC No. _____

(If space is insufficient please attach separate list)

Please Tick (✓) if your company

☐

will be claiming under SBL-Khas Scheme

☐

will not be claiming under SBL-Khas Scheme

☐

vegetarian _____ pax

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the

“FMM Institute”

Submitted by

Name _____

Designation _____

Company _____

Address _____

FMM Membership No. _____ PSMB MyCodeID No. _____

Telephone _____ Fax _____ Date _____

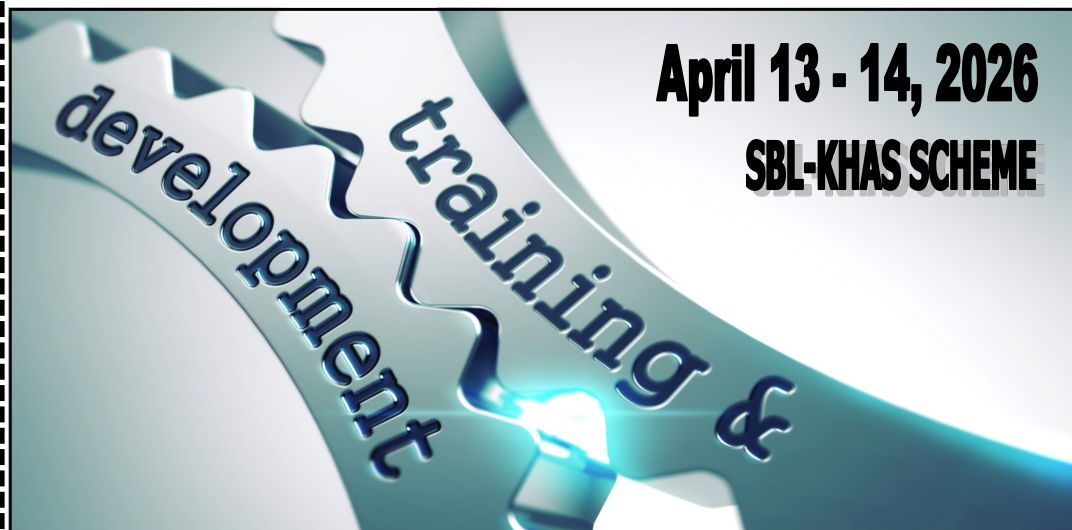
E-mail Address _____



Kemahiran Penyeliaan Yang Berkesan

April 13 - 14, 2026

SBL-KHAS SCHEME



FMM Institute Malacca Branch

Centre for Professional Development

Penyelia dan eksekutif merupakan individu yang memberi sokongan yang diperlukan oleh para pekerja. Para pekerja faham dan setuju bahawa keberkesanan dan kepuasan kerja mereka banyak bergantung kepada kecekapan penyelia dan eksekutif ini.

Program ini untuk memberi penyelia kemahiran dan pengetahuan yang diperlukan bagi menjalankan tugas mereka seharian dengan cemerlang. Syarikat juga memainkan peranan yang penting dengan memberi peluang kepada panyelia-penyelia ini membuktikan kecekapan mereka dengan memberikan lebih banyak tugas dan tanggungjawab. Syarikat memerlukan pemimpin yang berkalibar dan program ini dapat membantu penyelia meningkatkan prestasi mereka.

CONTENT

Tugas Dan Tanggungjawab Penyelia

- Tugas penyelia
- Tanggungjawab penyelia
- Kemahiran teknikal
- Kemahiran kemanusiaan
- Latihan : Perbincangan vide penyelia baru 'chuck'

Perancangan

- Menetapkan matlamat
- Membuat perancangan
- Menjadi berkesan
- Menentukan keutamaan
- Alat-alat perancangan
- Latihan : Menyusun keutamaan kamu

Perinsip Kepimpinan

- Kepimpinan di tempat kerja
- Kepimpinan melalui teladan
- Ciri-ciri pemimpin berkesan
- Kuasa. Personaliti dan fungsi pemimpin
- Latihan : Perbincangan video pemimpin 'Genghis Khan'

Kepimpinan : Cara Mempengaruhi Pekerja

- Konsep Kepimpinan
- Kepimpinan : Mempengaruhi atau mengarah
- Mengharungi halangan perubahan
- Kemahiran pemimpin

Motivasi

- Proses motivasi
- Keperluan matlamat
- Faktor perangsang dan pulangan
- Menggalakkan pekerja
- Kesan keatas syarikat
- Latihan : Menyusun perancangan kamu

Proses Komunikasi

- Apa itu komunikasi?
- Halangan komunikasi
- Mendengar secara aktif
- Maklumbalas berkesan
- Perhubungan sesame pekerja
- Latihan : Komunikasi dua hala?

Disiplin

- Tujuan disiplin
- Menjaga disiplin
- Menyimpan rekod perlakuan
- Tugas penyelia di dalam menangani disiplin
- Latihan Analisa Kes : Menangani pekerja bermasalah

Delegasi

- Delegasi berkesan
- Apa yang boleh di delegasi
- Kenapa penyelia perlu mendelegasi
- Mengawal delegasi – Proses atau hasil?

Benefits

Di penghujung kursus ini, para peserta dapat : -

- Mempelajari cara kepimpinan yang berkesan
- Memahami tugas dan tanggungjawab penyelia
- Meningkatkan keperihatinan penyelia di tempat kerja
- Meningkatkan keberkesanan penyeliaan dengan meningkatkan semangat pekerja

Trainer

EN AHMAD FAUZI holds an MBA qualification from USM and a Bachelor's Degree in Applied Science from Curtin Univ (AUS). He bring with him over 23 years of experience in various functional areas in both local & multinational firms. His expertise spans the general areas of Supervisory / Executive and Management Development programmes in motivation, communication, leadership skills to more specific Project Management, Problem Solving Skills (8D), Corporate Management (Balance Score Card & KRAs), Good Manufacturing Practices (GMP) and awareness programmes such as Positive Work Attitude and Cost/Productivity/ Quality Awareness. Apart from the above, En Ahmad's client list covers some well known names including SONY, Panasonic, Sharp-Roxy, MODENAS, Silterra, Automotive Services Malaysia, KUB Textile, DnP Group, Petronas Fertilizer, MINDEF and Southern Steel.

He is now a full time trainer and consultant, beginning his career as a part-time lecturer at UITM Shah Alam. He also lectures in both Certificate and Diploma courses for USM & FMM. He has also represented his company at the National Level Productivity Convention and Presentations. His wide ranges of experience will participants attain a deeper understanding on the subjects he delivers.

Who Should Attend

Penyelia dan Ketua Barisan

Administrative Details

Date : April 13 – 14, 2026 (Mon - Tues)

Time : 9.00am - 5.00pm

Venue : **FMM Institute Malacca Branch**
D3-4 Plaza Jayamuda
Jalan Pelanduk Putih
75300 Melaka

Fees (Inclusive of 8% SST) :

FMM Members **RM864** per participant

Others **RM972** per participant
(Fees include course materials, lunch and refreshments)

Registration forms must be completed and returned to FMM Institute Malacca Branch by **April 6, 2026**. No refund for cancellation within 2 working days, 50% refund for cancellation between 3 - 6 working days and full refund for cancellation 7 working days prior to the programme. **CANCELLATION MUST BE IN WRITING TO FMM INSTITUTE MALACCA BRANCH.** Replacements will be accepted at no additional cost. FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. **However, if the company failed to obtain grant approval or in the event there is no disbursement from HRDCORP under any circumstances to us, then the company will have to make full payment to FMM Institute Malacca Branch.**

For further enquiries, please contact:

Ms Chloe Leong / Ms Yvonne Gan

FMM Institute Malacca Branch

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