

# REGISTRATION FORM

**Membina Skil Kepimpinan Yang berkesan**

Monday - Tuesday \* June 8 - 9, 2026 \* FMM Institute Malacca

**FMM Institute Malacca (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 \_\_\_\_\_



## Membina Skil Kepimpinan Yang Berkesan Untuk Eksekutif, 'Engineer' Dan Penyelia

**June 8 - 9, 2026**

**SBL-KHAS SCHEME**



**FMM Institute Malacca Branch**

*Centre for Professional Development*

# KANDUNGAN

## Modul 1 : Peranan Dan Fungsi Seorang Eksekutif, 'Engineer' Dan Penyelia

- Peranan eksekutif, 'engineer' atau penyelia
- Membina profil eksekutif / 'engineer' / penyelia yang berkesan
- Tanggungjawab serta fungsi eksekutif, 'engineer' atau penyelia
  - Merancang
  - Memimpin
  - Mengatur
  - Mengawal

## Modul 2 : Kepimpinan Dinamik

- Memahami konsep "kepimpinan dinamik"
- Gaya kepimpinan yang berbeza
- Kepimpinan yang berkesan
- Berorientasikan elemen manusia / tugas

## Modul 3 : Mengurus & Membina Pekerja

- Menangani pekerja bermasalah
- Memantau prestasi pekerja
- Ketidakhadiran dan kelewatan
- Tindakan disiplin progresif – kesalahan kecil (minor misconduct)
- Kaunseling – tugas siapa?
- Teknik kaunseling kaedah psikologi
- Tindakan penyelia untuk mengawal ketidakhadiran
- Kenapa kaunseling dielakkan oleh penyelia/pengurus

## Modul 4 : Membina skil bimbingan (coaching)

- Membina diri sebagai pembimbing
- Nilai-nilai murni seorang pembimbing
- Ciri-ciri utama seorang pembimbing yang berkesan
- Menggunakan teknik 'Superior Coaching'

- Skil kritikal – A.I.R.A.B
- Memperbaiki prestasi pekerja melalui bimbingan

## Modul 5 : Mengendalikan sesi OJT

- Teknik menyediakan isi kandungan sesi OJT
- Mengambilkira prinsip andragogi ('adult learning')
- Cara elak elemen 'TMI'
- Kaedah penyampaian OJT yang berkesan
- Bahasa badan yang sesuai
- Cara mengenalpasti pemahaman pekerja

## Modul 6 : Komunikasi dan hubungan manusia

- Memahami proses komunikasi
- Memahami proses pendengaran
- 3 teknik membina pendengaran aktif
- Menggunakan 'Transactional Analysis'
- Minda sedar & separa sedar
- Cara berkomunikasi lisan untuk membina hubungan
- Kaedah komunikasi bukan lisan yang berkesan
- Komunikasi berkesan ketika penukaran syif

## Modul 7 :Penyelesaian Masalah Dan Membuat Keputusan

- Teknik mengesan masalah
- Teknik-teknik menyelesaikan masalah
- Penyelesaian masalah secara individu atau berkumpulan
- Kaedah penyelesaian masalah 6 langkah
- Penggunaan "fish bone" / tulang ikan
- Teknik membuat Keputusan

## Objektif

- Memahami 4M penting peranan seorang eksekutif, 'engineer' atau penyelia
- Membina strategi gaya kepimpinan yang dinamik
- Menggunakan 10 langkah kaunseling
- Membimbing menggunakan teknik 'Superior Coaching'
- Mengendalikan sesi OJT yang berkesan
- Membina kemahiran berkomunikasi lisan
- Membina kemahiran berkomunikasi bukan lisan (bahasa badan)
- Membina 3 teknik pendengaran aktif
- Memahami kaedah 6 langkah penyelesaian masalah
- Menggunakan "fish bone"

## Trainer

**DR JASJIT KAUR** holds a PhD (USM), MBA (General Management), Bachelor Degree (Hons) in Business Administration (UUM) and Certificate in Personnel Management. (MIPM). She has more than 17 years of experience both in the Manufacturing and Service Industry. She has held various positions such as Administration Manager, Assistant Director of HR and Group Admin / HR Manager that covers the areas of Human Resource, Store Management, Purchasing Management, Shipping and General Admin. Dr Jasjit has been a corporate trainer for the past 15 years. She has conducted extensive public and in-house trainings ranging from Logistics Management, Inventories, Purchasing Management, Warehouse Management, HR, Counseling, Motivation and Team Building, Supervisory Skills, Office Management and Leadership Skills to business communication. As a Training Specialist, she has conducted training for all levels of staff. In addition, she is a Certified Trainer for Development Dimension International's Recruitment Programmes, a certified ISO 9002 Internal Auditor and a certified Verifier by the National Vocational Training Council.

## Who Should Attend

Kursus ini penting untuk semua kategori penyelia, 'engineer' dan eksekutif yang ingin meningkatkan keberkesanan kepimpinannya

## Administrative Details

**Date** : June 8 - 9, 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 **May 29, 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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**SBL-KHAS SCHEME**