



# EFFECTIVE SUPERVISORY MANAGEMENT SKILLS

## OBJECTIVES

- Improve proficiency in 6 key skill areas
- Identify skill strengths and weaknesses
- Understand the keys to effective planning, prioritising and coaching
- Build productive relationships with other colleagues
- Build advanced communication skills to be effective supervisors
- Use the model of feedback system
- Align with corporate goals of a result-driven culture
- Have a follow-up Personal Action Planner to continuously practice and apply techniques and skills learned

## 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 : January 7 - 8, 2026

Time : 9.00am – 5.00pm

Venue: 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, Refreshments and Certificate of Attendance)

## TRAINER PROFILE

**Dr A Fauzi Wahab** is presently a freelance trainer. He has worked in large multi-national organisations as well as local conglomerates for over 23 years. He graduated with a Ph.D from UPM, an MBA from USM as well as Bachelor's degree in Applied Science (Applied Chemistry) from Western Australia. He has worked in various functional areas from Sales, Human Resources, Training & Development, Business Development and Customer Accounts Management. While working for these Organisations, he has trained many staffs on topics such as Performance Appraisal, Supervisory/ Executive Development Programs, Motivation, Communications, Time Management, Leadership and Quality Awareness. He began his teaching career as a part-time lecturer at UiTM, Shah Alam. During his career with various manufacturing operations, he also trained technicians and engineers on Quality, Productivity and Problem Solving through Root Cause Analysis. He also trained staffs from various organisations including SHELL, PETRONAS, TELEKOM Malaysia, Bank Negara, DELL, Nestle, SONY, Matsushita, Honda, SIRIM, Samsung, Indah Water Konsortium (IWK), Bank Negara as well as the Securities Commission. Course participants have found his participative, interactive delivery and approach to instruction, very interesting and effective. This has been reflective in every end-of-course evaluation.

## WHO SHOULD ATTEND

Department Heads, Executives, Officers, Supervisors 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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Get **10% DISCOUNT** if you send 3 or more participants for the same programme!

# REGISTRATION FORM

## EFFECTIVE SUPERVISORY MANAGEMENT SKILLS

**January 7-8, 2026 (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:

Email:

Company:

FMM Membership No. :

My Corporate Identity No.:

Company Address:

Tel No.:

Fax No.:

Date: