

MANUFACTURING MANAGEMENT
TOWARDS SUPERVISORY EXCELLENCE

Pre-requisite

None

Who Should Attend

Personnel who want to improve their supervisory competencies

Objective

To equip supervisors with tools to achieve their personal goals, effective and result oriented

Syllabus

- Expectation of supervisor
- The supervisory job
- Planning the work
- Organizing the work
- Allocating work or delegation
- Controls
- Communication
- Problem solving and decision making
- Developing staff – motivation and training
- Maintaining discipline
- Performance Appraisal
- Managing change and teambuilding

Course Facilitator

Selangor Human Resource Development Centre

Course Material

Participant's Manual

Duration

2 Days

Time

9.00 am - 5.00 pm

(Tea & Lunch Provided)