



SKM SUPERVISORY COURSE

“Leadership through effective supervision”

16th, 17th & 18th March 2012

at TEEAM Seminar Room, TEEAM Building, No. 5-B, Jalan Gelugor, Off Jalan Kenanga, 55200, Kuala Lumpur

Course Content

Supervision is the key to an organisation’s success. It acts as observer and activator as well as functioning to connect the technical employee with upper management. The impact is seen on employee performances and behaviour.

This course serves as a supplementary document to NOSS’s certificate and also trains and provides participants with a comprehensive understanding of job functions and the effective ways to carry out daily tasks. The concept of learning through a combination of interactive and practical approach allows participants to apply the skills learned.

Duration of Course

Participants need to follow a 3-day weekend lecture of modules to obtain certificate of attendance. For those who wish to gain the SKM certificate, you will be guided to prepare a portfolio which will be reviewed by an Assessment Officer at TEEAM in the second weekend (24th March 2012) and in the third weekend (31st March 2012), the External Verifier (PPL) will make visit for issuance of certificate.

Objective

- Understanding the definition and tasks and responsibilities of supervisor in an organisation
- Recognised problems and challenges in supervisory
- Understanding the techniques for compiling and distribution of tasks to be more effective and productive
- Learn the basic interpersonal skill as a leader and work as a team
- Enforce safety at work place
- Control budget

Learning Methodology

The method used in this study is Self Realisation, Learning through Experience and Working while Learning. Strengths and weakness of each participant will be assessed prior to make them an effective supervisor. Then, the participants will learn the techniques of supervision from various activities that are individually and collectively planned, such as presentation, discussion and video presentation. Finally, trainers will help participants to obtain a SKM Certificate of Supervision level 3 (1-0103) from DSD.

Learning modules

- MO1-Enforce industrial safety
- MO2-Plan work
- MO3-Identify resources and process
- MO4-Determine duration of work
- MO5-Monitor quality of work against standard
- MO6-Communication techniques
- MO7-Conduct presentation and training needs
- MO8-Evaluate competency

With
CIDB Approved
CCD Points

Who Should Participate?

Executive officers, engineers, supervisors, team leaders, instructors and those who want to improve the quality of their leadership to be more effective and productive. Especially to individuals who require supplementary document for all skills area of National Occupational Skill Standard (NOSS) of Department of Skill Development (DSD).

Course Fee

- RM 890.00 per person – TEEAM Member
- RM 950.00 per person – Non-TEEAM Member

Biodata of speakers

En. Mohd Dom bin Osman is a person with great vision and has a vast experience in industry. He is recognised as National Expert by the Department of Skill Development (DSD) under the Ministry of Human Resources (MoHR). Currently he is a Chief Executive Officer (CEO) at one of the leading Accredited Centre in Selangor. He has served the country since 1971 as a teacher and trainer at National Youth Skills Institute (IKBN). Then, he joined the National Vocational Training Council (NVTC). After devoted nearly 10 years of service, he finally retired but still producing skilled people through the courses organised with JPK. Every year, he will be invited to become a judge in Malaysia Skills Competition (PKM) and MySkills. His biggest contribution to the country is being selected to become a member of the evaluation panel for the ASEAN Skill Competition (ASC) and International Youth Skills Competition (IYSC). As an evaluation officer for PP-PPT, PPD and PPL he is a responsible and fair person.

En. Yusof bin Abdul Jamil is a dedicated and committed person in educating our young generation. His work in the government service began in 1976 as a teacher in Vocational Secondary School (SMV). 12 years later he began to teach youth in the Institut Kemahiran until his retirement in 2008. He has obtained an Executive Diploma from University Technology of Malaysia (UTM) and an associate Degree in Vocational Education & Training in Charles Sturt University, Australia. He is a knowledgeable and skilled person. He has the Train the Trainer Certificate from Australia and SKM certificate in electronic industry, computer and radio and video electronic.

Programme:

Time	Day 1	
08.30am-09.30am	1.1	Briefing and Introductory of Course
	1.2	Introduction of Course Supervision
09.30am-10.00am	1.3	Self Introduction as supervisor
10.00am-10.30am		Morning break
10.30am-01.00pm	1.4	Principle of leadership supervision
01.00pm-02.00pm		Lunch
02.00pm-03.30pm	1.6	Supervision Skills
03.30pm-04.00pm		Evening break
04.00pm-05.30pm	1.7	Group discussion
Time	Day 2	
08.30am-10.00am	2.1	Duty 1 – Apply Communication Techniques
10.00am-10.30am		Morning break
10.30am-01.00pm	2.2	Duty 2 – Plan Works
01.00pm-02.00pm		Lunch
02.00pm-04.00pm	2.3	Duty 3 – Organise Works
04.00pm-04.30pm		Evening break
04.30pm-05.30pm	2.4	Group discussion
Time	Day 3	
08.30am-10.00am	3.1	Duty 4 – Enforce Safety
10.00am-10.30am		Morning break
10.30am-01.00pm	3.2	Duty 5- Control Budget
01.00pm-02.00pm		Lunch
02.00pm-04.00pm	3.3	Duty 6- Evaluate works
04.00pm-04.30pm		Evening break
04.30pm-05.30pm	3.4	Duty7 – Develop Workforce

✂------(Fax: 03-9221 8212)-----

Registration Form:

No	Name (s)	Designation	Fees (RM)
TOTAL			

Contact Person :

Handphone :

Company/Organisation:

Tel :

Address :

Fax :

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Email :

Promotion prices

For every **3 persons** who registered, you will enjoy discounts of **5%**. For groups of **5-7 persons**, one will get a deduction of **7%**. If you register more than **8 persons**, a deduction of **10%** will be given.

NOTE : Registration fees cover one set of course notes and certificate of attendance.
Please make payment to "The Electrical and Electronics Association of Malaysia"
Fees are not refundable once payment is made.
SKM Supervisory Level 3 Certificate only given upon fulfilling all requirements.

If you require further details or clarifications kindly contract the TEEAM Secretariat at:

Ms Thila
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No. 5-B, Jalan Gelugor, Off Jalan Kenanga,
55200 Kuala Lumpur.
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Closing Date: 24th February 2012