



**YOUR STEP TOWARDS A SUCCESSFUL CAREER
IN MANAGEMENT STARTS WHEN YOU ATTEND
THIS COMPREHENSIVE PROGRAM THAT HAS
BEEN DEVELOPED BY JAPANESE INDUSTRIAL
TRAINING ASSOCIATIONS (JITA)**



(MC) BASIC MANAGEMENT TRAINING

DATE: 12-13 April 2023

VENUE: Eastin Hotel, P Jaya

FEE: RM 1,600 per-person

- *Price above includes 6% SST*

- *Payable to MEF Academy Sdn Bhd/HRDC Claimable*

**CLICK THIS LINK OR SCAN THE QR
CODE FOR ONLINE REGISTRATION**

<https://forms.office.com/r/X51bGkWphu>



This 2-day Basic Management Training program contents are developed by the *Japan Industrial Training Association (JITA)* and targeted at new managers as well as for existing managers who need to upgrade and keep abreast of new management styles. The Basic Management Training is the first of a 2-part training package designed to provide in-depth understanding of the basic principles of Management that nurtures and channels the skills, experience and industry-oriented abilities of individual employees into the competitive strength of the organization

OBJECTIVE;

- Comprehend the in-depth knowledge on executing the Management Principles.
- Reproduce and plan their job sequence more detailed.
- To conform to managing people resources while measuring total Team efforts

METHODOLOGY

- Lectures
- Case Studies
- Discussions

DURATION

- 2 days (7 Hours)
- 9 am- 12.30 pm

PARTICIPANTS

- Recruitment Managers
- Human Resource Manager/Executive
- Heads of Dept/ Sections Heads.

OUTLINE

PART I - PRINCIPLES OF MANAGEMENT

- Basic Principles Of Management
- Principles of Organizational Management

PART II - OPERATIONAL MANAGEMENT

- Principles of Planning
- Rules of Directing
- Art of Controlling & Coordinating

PART III - TRAINING & DEVELOPMENT OF SUBORDINATES

- Meaning of Developing Subordinates
- Cultivation of Individual Skills & Ability
- Cultivation of Team Skills & Ability

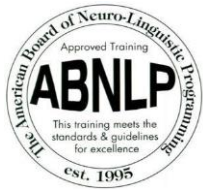
PART IV - BUILDING OF TRUST IN RELATIONSHIPS

- Understanding Human Behavior
- Attitudes and Their Development
- Handling Problems Concerning People

PART V – BASICS OF IMPROVEMENT OF WORK

- Efficiency Awareness
- Organization Chart of Functions

TRAINER PROFILE



CERTIFIED NLP COACH
Approved By Coaching Division of The
American Board Of NLP, USA



**CERTIFIED WORKPLACE BIG 5
PROFILE 4.0- Specialist in Traits &
Competency Assessment**



**CERTIFICATE IN TALENT, COMPETENCY
& SUCCESSION PLANNING**
Issued by PENNSTATE University



HRD Corp Certified Trainer

Mr. SRI VAHLSAN has more than 15 years of experience in the area of People Relations. Backed with years of working experience in the Hospitality and Education Industry has given him sound knowledge in Employee Relations especially in employee Performance Competencies and Customer Service . Geared with this exposure and experience, his delivery has been able to bridge the gaps in organizational needs by transforming the contents into reflective inputs for employees to succeed in their working place.

His initiatives in MEF ACADEMY has taken him a step further, where he was involved as a Co Trainer in 'SCORE Initiatives' organized by International Training Center (ITC) of the International Labor Organization (ILO). He is also collaborating in conducting programs with other Employers Organization within Asia such as Cambodian Federation of Employers and Business Associations (CAMFEBA), Vietnam Chamber Of Commerce & Industry (VCCI) and Employers Confederation of Philippines (ECOT), Fiji Commerce & Employers Federation (FCEF) and Employers Federation of Ceylon (EFC).

Since joining MEF ACADEMY, Mr Sri has enhanced his skills to include Competency Development and Profiling in HR and Operation. He has further developed various programs in this area and has successfully delivered various seminars particularly in Competency Based Recruitment & Selection, Competency Based Human Resource Management, Competency Based Training Needs Analysis and Competency Mapping for multinational organizations in Manufacturing, Oil & Gas, Services Industry (Banks & Hospitality) and GLCs.

Mr Sri's other area of specialization includes Customer Service Programs, Communication Skills, Management Development, Supervisory Management and some HR related programs such as OJT, Training Needs Analysis and Coaching & Counseling for Performance Improvement.

Throughout his working experience especially in the Hospitality Industry, he was involved in the pre-opening of Hotels and Fast Food Restaurants where he had designed the Skills Training Plan for the Food and Beverage Department. While being a Training Manager undertook most of the preliminary start up functions for the Department, from creating a Succession Plan to developing the Needs Analysis

He is a Licensed Practitioner of NLPTM (certified by The Society of NLP, Certified Trainer in Management Training Program issued by (NICC) & Japanese Business Federation (JITA) and a Certified Trainer issued by Human Resource Development Fund (HRDF)

Academically he holds a Bachelor's Degree in Hospitality Management from Bournemouth University in UK and a Master in Management (specializing in Human Resource) Open University Malaysia (OUM).