

# PENYELIA EFEKTIF PEKERJA BERJAYA

## IN-HOUSE TRAINING

SEPTEMBER / OCTOBER / NOVEMBER 2024

Course Fees: RM6,000

\*(inclusive SST)

\*HRDC Claimable / payable to MEF Academy Sdn Bhd

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# KANDUNGAN PROGRAM

## **Module 1: FUNGSI, PERANAN DAN TANGGUNGJAWAB PENYELIA**

- Peranan Penyelia didalam cara penyeliaan masakini
- Perancangan
- Arahan
- Kawalan
- Koordinasi

## **Module 2: STRATEGI-STRATEGI UNTUK BERJAYA**

- Disiplin
- Delegasi
- Menyelesai masalah dan membuat Keputusan

## **Module 3: KEPIMPINAN: MENYESUAIKAN CARA DENGAN KAKITANGAN**

- Apa makna Kepimpinan?
- 4 cara Kepimpinan
- 4 Jenis kakitangan

## **Module 4 : MEMBINA KEMAHIRAN KOMUNIKASI & HUBUNGAN MANUSIA**

- Mengapa perlu memperbaiki kemahiran komunikasi & hubungan manusia?
- Masalah-masalah dalam komunikasi
- Komunikasi lisan dan bukan lisan

## **Module 5 : KEJURULATIHAN, KAUNSELING DAN MOTIVASI**

- Kejurulatihan
- Kaunseling
- Motivasi

## **Module 6 : MENGURUS PERUBAHAN DENGAN 7 TABIAT ORANG YANG BERKESAN**

- Proaktif
- Matlamat
- Keutamaan
- Mentality Menang
- Sinergi
- Pemahaman
- Menajamkan Gergaji





## Trainer Profile: Vignesh K Velayuthan

Mr Vignesh Velayuthan is a dynamic and result oriented trainer with 25 years of experience in a leadership position in the MNC & Hospitality industry. He carries wide experience & knowledge gained from working in various countries such as Singapore, Indonesia, Switzerland & UK. He articulates various managerial positions, project management, trainings & HR Skills in manufacturing and hospitality industries. Graduated from Universiti Kebangsaan Malaysia (B. Econ) and Post Graduate Hospitality Management (PGD) from HIM, Switzerland, he is also a Certified CIPP (AIBFM). He has an innate sense of task prioritization, managerial aptitude, training & development and result oriented attitude towards accelerating organizational growth in a competitive environment.

With his wide range of experiences working in various industries and MNC's, he have mastered in many areas as such: -

- **People management/relations:** Leadership, supervisory skill, conflict management, recruiting new staff, motivating, and encouraging staff to achieve targets and succeed project management.
- **HRM :** Job design and job analysis, recruitment and hiring, employee training and development, employee performance management, Training Needs Analysis (TNA) - identifies training and development needs for employees for better job efficiency.
- **Team Building (TB)** - responsible for organizing the TB programs for an assigned team in an organization. Enhance and bring the motivational factor among the participants
- **ISO management & workplace safety** - performs quality control inspections and communicates to department workforce/leaders towards achieving the company's goals and objectives.

### CORPORATE EXPERIENCE

He has substantial work experience in several big industries such as semiconductor, electronics and hospitality at an operations management level and People relation/management. His wealth of experience has given him great insights and firsthand experience in People Management, Operations & Quality Management for thousands of employees. He is also very well versed in ISO management has conducted many in-house trainings related to these industries.

### PROJECT INVOLVEMENT AND CONTRIBUTIONS

During his tenure in Western Digital (M) & Matsushita Electronics (Indonesia) his biggest achievement was to handle the entire New production floor opening, reviewing the entire Operation Department process with tremendous cost efficiency and reduction of error and rejection rates. Further to this, he also has successfully done the Hotel opening project in Penang and Fast Food (Domino's) Outlet opening at Cyberjaya. In addition to this, Mr Vignesh was also involved in property management projects that resulted in big cost saving measures to the companies he served (PPC International).

### TRAINING STYLE

For the past 10 years, Mr Vignesh has been conducting trainings actively and received an excellent track record as an outstanding trainer with an emphasis on his structured training & assessment approach. He runs trainings for all levels of employees from Line leaders to Managers of Multinational companies and Small Medium Corporations. His training ratings are high and has been labelled by participants as a "high-caliber" and "passionate and conscientious" speaker who shares his life experiences well. With his skillful delivery and substantial experience in the corporate world, one can expect to learn advanced topics with management skills to be better equipped for the challenges ahead.

### QUALIFICATIONS :-

B.Econ (Hons) – Uni Keb Mal (UKM)  
PGD Hotel Management – HIM  
Switzerland  
Certified International  
Purchasing/Procurement  
Professional (CIPP)  
Train The Trainer (TTT) – HRDF  
Corp  
Certified Safety Training (WAH) –  
Level 1 & 2 – Safety Training  
Consultancy  
Certified Confined Space Standby  
Person – NIOSH  
Certified ISO (IMS)  
9001/18001/45001 – GT  
Consultancy

# INFORMATION FOR IN HOUSE PROPOSAL

No	Detail	Details
1	<b>Topic:</b>	
2	<b>Number of Pax:</b>	
3	<b>Venue:</b>	
4	<b>Date:</b> Please indicate estimate month	
5	<b>Payment Method:</b> (Please check Levy account status before considering your payment method) 1) Direct payment to MEF Academy Sdn. Bhd 2) HRDC Claimable	
6	<b>Invoice Detail:</b> Please provide your company name and address that will use for invoice purpose (*for HRD Corp applicants, the company name should same with your e-Tris account)	
7	<b>Person in Charge Name:</b> (For HRDC Claimable, please also provide person that in charge for HRD Corp grant application)	
8	<b>Person in Charge email &amp; Contact:</b>	