

PENYELIA EFEKTIF PEKERJA BERJAYA

Date: 17 April 2024

Time: 9am – 5pm

Venue: MEF Academy (Training Center)

3A06-3A07, Block A,
Pusat Dagangan Phileo Damansara II,
Jalan 16/11, Seksyen 16,
46350 Petaling Jaya,
Selangor

Course Fees: RM850

*(inclusive SST)

*HRDC Claimable / payable to MEF Academy Sdn Bhd

Click Link : <https://forms.office.com/r/pRVyF3TkCu>

Scan QR Code :



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Gambaran Keseluruhan Program

Penyelia adalah jawatan yang mempunyai peranan yang sangat penting. kerana peranan penyelia merangkumi beberapa perkara penting yang berkaitan dengan produk syarikat. Di samping itu, dalam hal pengambilan pekerja baru, memberi Latihan dan memberi penghargaan yang sewajarnya adalah peranan seorang penyelia.

Program ini akan membincangkan tugas dan fungsi utama seorang penyelia didalam organisasi. Penyelia mempunyai tanggungjawab yang berbeza dengan pekerja. Ia dapat dilihat pada tanggungjawab yang dipegang oleh penyelia dan cara penyelesaian.

Objektif Program :

Pada akhir program ini peserta dapat :

- ✎ Memahami berkenaan fungsi, peranan dan asas dalam pentadbiran serta pengurusan di tempat kerja
- ✎ Mengaplikasikan peraturan-peraturan, peranan, hak dan tanggungjawab berkenaan pengurusan sumber manusia, kewangan serta mampu menguruskan risiko
- ✎ Membudayakan nilai teras dan budaya tempat kerja yang beretika dengan memupuk keperibadian staf yang positif dan cemerlang
- ✎ Mengadaptasi teknik penyeliaan berkesan



Methodologi

- Presentasi Multimedia
- Role Play
- Gamification
- Story Telling
- Kerja Berkumpulan

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