

SBNSB

THINK . MANAGE . UPGRADE . SAVE

Super Byte Netware SB (257055-V)

EFFECTIVE SUPERVISORY SKILLS TRAINING

A personal development course to
set you up for success at
work/office/site/home.



Training Date : 15 & 16 January 2024

Training Venue : Kosma Botique Hotel, Kuantan, Pahang.

Training Language : Bahasa Malaysia and English

WHAT MODULES WE WILL DISCUSS ABOUT

DAY 1

- Introduction and Ice Breaker
- The Organization
- The Supervisor
- Management Techniques

DAY 2

- Managing Individuals
- Managing Groups/Department
- Managing Yourself
- Discussion and Role Play
- Evaluation and Closing



MEET THE TRAINER!

- 30 years of Work & Training Experience in Soft Skills and Technical Training.
- Degree in Business Administration from RMIT, Melbourne, Australia
- Diploma in Management from Malaysian Institute of Management.
- Certified HRDCorp Trainer.
- Certified NLP Practitioner by American Union of NLP
- Certified Lead Auditor for ISO9001:2015 by SIRIM Malaysia.
- Certified Lead Auditor for ISO37001:2018 by SIRIM Malaysia



Ms. Florance Gabriel

OUR TRAINING OBJECTIVE

Are you ready for the challenges that comes with a added change in responsibilities? Learn useful tips to facilitate the transition to your Management role. Understand what your manager, peers and staff members expect from you as an Effective Supervisor in your organization. Our training will provide individuals with the tools and knowledge necessary to manage teams efficiently, fostering growth both for the individual and the organization they work for.



TRAINING BENEFITS

- **Improved Leadership Ability**
- **Enhanced Communication Skills**
- **Better Conflict Resolution Skills**
- **Better Decision-Making Process**
- **Increased Productivity and Profitability**
- **Team Building and Motivation Ability**
- **Adaptability and Flexibility for the future**
- **Understanding Risk Management**
- **Potential Career Advancement**
- **Enhanced Personal Development**



TOPICS COVERED

THE ORGANIZATION

- Functions and roles.
- Alternative Structure.
- Target and Behaviour.

THE SUPERVISOR

- The Elements of a Supervisor.
- Supervisor and staffs.
- Relationships.

MANAGEMENT TECHNIQUE

- Forecasting and Planning.
- Organizing and Order.
- Problem Solving.

MANAGING THE INDIVIDUAL

- Individual Personalities.
- Motivation and Satisfaction.
- Advice and Counselling.

MANAGING THE GROUP

- Social and Affiliation Needs.
- Leadership and Qualities.
- Personal and Group Decision Making.

MANAGING YOURSELF

- Time Management.
- Self Knowledge.
- Assertiveness.

[Click here to email us for the detailed training outline.](#)

THANK YOU FOR YOUR SUPPORT! CONTACT US FOR ANY QUESTIONS.



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