CeDR
CORPORATE CONSULTING
198501004328 (136767-V)

ESSENTIAL MANUFACTURING SUPERVISORY SKILLS

DATE: *13-14 June / 17-18 October 2023*
13-14 March 2024
FEE: *RM840*

DURATION: *2 Days*

HRD CORP SCHEME:
HRD Corp Claimable Courses

PROGRAM OVERVIEW

Creative and innovative leaders are often the valuable assets of any organization, either in the service or manufacturing industry , as they will be able to come up with new ideas, which when implemented, can increase human productivity, product quality, customer satisfaction and reduce wastages and thus increasing the reliability of equipment operations and functions.

Supervision is about building working relationships with employees. When supervisor and employee trust one another, both of their thoughts and efforts can be applied as to get good work results. A supervisor's ability is not measured by his own work, but on the performance of his work force. This work force can have considerable influence on the operation of service team.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Grasp the full extent of the supervisory job so as to be able to integrate technical know-how, administrative skills and sensitivity in employee relations.
- Link the concepts of planning with control so as to be able to keep processes and employees within set standards of performance
- Able to perform the supervisory responsibilities effectively

METHODOLOGY

- There will be class activities and practical at production floor.

WHO SHOULD ATTEND

- Executive/Supervisory
- Non-Executive

FACILITATOR

William Edwin

He brings along 25 years of working experience in MNC, covering Maintenance, Operation, Engineering and Safety and currently conducts technical and operation related courses for manufacturing and service industries.He is formally trained in South Korea and well equipped with Japanese concepts such as 5S, TPM, Poka Yoke, Kiken Yochi and had managed Engineering & Maintenance departments. He began his career in H&R Johnson (M) Sdn Bhd as a Senior Operation Supervisor, before joining Samsung SDI (M) in 1992, where he rose in rank and file from a Maintenance Supervisor r to Senior Engineer, before embarking on his career as a freelance trainer in 2007.

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PROGRAM CONTENT

Module 1
The Supervisory Job
- Skills Of Supervisor
- Responsibility
- What subordinates expect from supervisors
- What management expects from supervisors

Module 2
Leadership Skills
- What is leadership
- Why Leadership is important
- What is the Leadership challenge
- Leadership behavior & styles
- What is trust
- How to build trust between individuals at work

Module 3
Planning & Organising Work
- Planning
- Resources - People and equipment
- Work flow
- Emergency planning
- The reasons why plans will fail
- Steps in Organizing

Module 4
Allocating the Work
- Capability chart
- Work planning chart
- The layout of work place
- The workplace of each person
- Equipment and machineries.

Module 5
Workplace Safety Supervision
- Work Station Inspection
- Machinery Safety
- Personal Protective Equipment
- Safety Supervision
- Machine Guarding and Interlocks

Module 6
Developing Work Skills
- Training Aids
- Demonstration Practice
- Workplace Practice
- One Point Lesson

Module 7
Control Points of Supervisor
- Types of controls
- Production or performance control
- Deadline control
- Work control
- Fault location control
- Document Control
- Manpower Control

Module 8
Communication Skills
- Encoding The Message Across
- The Communication Process
- Giving Instruction or Orders
- Improving Listening Skills

PROGRAM SCHEDULE

Day 1

9:00am - 10:30am	:	Module 1
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 2
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 3
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 4
		End of the day

Day 2

9:00am - 10:30am	:	Module 5
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 6
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 7
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 8
		End of the day