CeDR
CORPORATE CONSULTING
198501004328 (136767-V)

LEADERSHIP SKILLS FOR PRODUCTIVITY IMPROVEMENT

DATE: *1-2 July / 7-8 October 2025*
27-28 January 2026
FEE: *RM 880*

DURATION: *2 Days*
HRD CORP SCHEME:
HRD Corp Claimable Courses

PROGRAM OVERVIEW

A Leader has responsibilities to lead a team towards set target and goals. It is the leader's scope to organize the department and employees, visualize future impacts and needs, motivate staffs to get their tasks done and supervise their work, ensuring that the productivity and quality standards are met.

When Leader and team trust one another, both of their thoughts and efforts can be applied to get good work results. Employees have high expectations for leadership in the workplace. The application of this integrated approach results in an effective and efficient system for the maintenance of equipment that optimized effectiveness, eliminates breakdowns and enhance productivity.

In this course participants will learn the tools to develop skills to be an effective and productive Leader.

LEARNING OUTCOMES

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

- Grasp the full extent as a leader who is able to integrate administrative skills and sensitivity in employee relations.
- Do planning with control as to be able to keep processes within set standards of performance
- Able to perform the leader responsibilities effectively
- Learn the skills to have effective controls over resources
- Gain ability to enhance productivity within team

METHODOLOGY

- There will be group activities, discussion, and management games.

WHO SHOULD ATTEND

- First Level Manager
- 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.

PROGRAM CONTENT

Module 1
Planning & Organizing Work
- Resources - People and equipment
- Importance of planning
- Work planning & Scheduling
- The reasons why plans will fail.
- Steps in organizing

Module 2
Productivity Control
- Types of controls
- Worker Productivity Control
- Quality Control
- Production or performance control
- Deadline control
- Work control
- Fault location control
- Improving work methods

Module 3
Safety Control At Production Floor
- Workplace & Equipment Safety Inspection
- Unsafe Act and Unsafe Condition
- Safe Work Procedures
- Safety Improvement

Module 4
6 Big Losses & Productivity Up
- Machine Breakdown
- Setups & Adjustment
- Small Stops
- Reduced Speed
- Start Up Rejects
- Production Rejects
- Productivity Up

Module 5
Good Housekeeping Practice
- Introduction to good housekeeping
- Characteristics of poor housekeeping
- How poor housekeeping causes problems
- The 3 difference types of workplace
- Housekeeping is a good practice
- Group Activity

Module 6
Equipment Overall Inspection
- Function of Equipment
- Identify Component & Control Points
- Early failure detection
- Overall Inspection
- Practical Activity at Production Floor

Module 7
Restoration Activity
- Selection of Area & Equipments
- Preparation of tools and Material
- Briefing of team members
- Cleaning & Tagging

Module 8
Visual Controls In TPM
- Indicator marking
- Shopfloor control tools
- Inspection made easier
- Direction indicators

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