

# Leadership and Management Skills for Supervisors, Executives and Managers

(HRD Corp Programme Number : 10001231936)

## COURSE MODULES

- Introduction to Leadership
- Essential Leadership Skill
- Understanding Management
- Key Management Skills
- Personal Action Plan & Wrapping Up

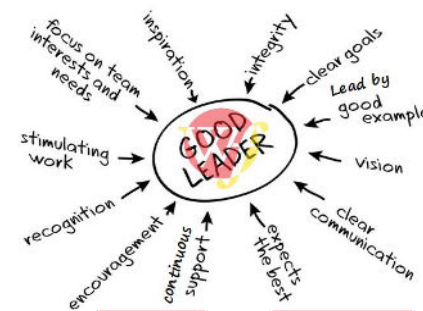


Leadership ingredient is important in a team in building an engaged and highly performing group to achieve the team objectives. Very often, many individuals are not prepared when they are being placed at the Management Position. This results in dissatisfaction among the team members and ultimately poor result of the team performance.

Come and develop your leadership and management skills to better inspire others and improve team cooperation to improve the team performance.

## LEARNING OUTCOMES

- ✓ Sharpen Leadership Skills to be Leaders of Today and Tomorrow
- ✓ Learn the essential skills to be effective leaders
- ✓ Motivate , guide and inspire people to be result orientated and top achievers
- ✓ Understand the functions of management and how to be more effective and efficient
- ✓ Enhance key management skills to achieve organizational goals



## WHO SHOULD ATTEND?

- ✓ Supervisors
- ✓ Line Leaders
- ✓ Captains
- ✓ Executives and Officers
- ✓ Managers
- ✓ Any one who is in the process of moving up the corporate ladder

## TRAINER PROFILE : Haji Muhammad Rafiq

**Qualifications:-** MBA (USA), DIP HRM(UK), Advance Manufacturing Mgt (Manila), DISC Facilitator, TTT(PSMB)

### EXPERIENCE

Muhammad Rafiq is a management consultant and experienced trainer for more than 20 years. He has more than 18 years professional experience as a Senior Production Manager with a multi-national organization. Muhammad Rafiq specializes in Leadership, Management Development Programs and Teambuilding.

He is very familiar with various behavioural assessments like Personality Plus , DISC and Strengths Finder. He also has good knowledge on Blue Ocean Strategy, SWOT and NLP. Concepts are translated into applicable and practical techniques because he believes that people not only need to know what to do but more importantly, how to do it by being motivated. He is a training consultant who speaks through experience by relating real life experiences in order to strengthen the level of understanding by participants.

Muhammad is an energetic and versatile trainer who is able to conduct programs in both the English and Malay language. Muhammad gives his very best in every training session filled interactive lectures, mini case studies, role plays and stimulation activities. Theories are translated into practical applications because he believes that people not only need to know what to do, but more importantly how to do it. His training enhances participants' performance and effectiveness allowing them to contribute positively to their organizations.



**REGISTRATION FORM**  
**LEADERSHIP AND MANAGEMENT SKILLS FOR**  
**SUPERVISORS, EXECUTIVES AND MANAGERS**  
(HRD Corp Programme Number : 10001231936)

**PAYMENT DETAILS : Cheque / Direct Credit**

Bank & Cheque No. \_\_\_\_\_ Amount : \_\_\_\_\_



Please make payment to :  
**WANFAH PROSPER PLT**  
 ACCOUNTS NUMBER : 3812930508  
 BANK : **Public Islamic Bank Berhad**



**PARTICIPANTS' DETAILS**

Participant 1 Full name and I/C \_\_\_\_\_

Designation \_\_\_\_\_ Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_ Vegetarian Meal \_\_\_\_\_  
 YES / NO

Participant 2 Full name and I/C \_\_\_\_\_

Designation \_\_\_\_\_ Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_ Vegetarian Meal \_\_\_\_\_  
 YES / NO

Participant 3 Full name and I/C \_\_\_\_\_

Designation \_\_\_\_\_ Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_ Vegetarian Meal \_\_\_\_\_  
 YES / NO

**FEE PAYABLE PER PARTICIPANT :**

Normal Price : **RM2,518**  
 Early Bird (15 days before event) : **RM2,298**  
 Group Fee (>2 participants) : **RM2,078**  
 Fee includes course materials, lunch and 2 tea breaks per day.  
 Claiming HRD Corp Grant? **YES / NO**

**Date and Venue :** \_\_\_\_\_

(Pls check our website

<https://wanfahprosper.com/latest-events/> )

**Contact : Cik Nor / Puan Nasifah / Mr. Tan / Puan Suhaila**

**Tel : +60351663399 / +60104403399**

**WhatsApp : +60162634929**

**Email : [sales@wanfahprosper.com](mailto:sales@wanfahprosper.com)**

**CANCELLATION / TRANSFER**

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

**ORGANISATION DETAILS**

Organisation : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Address : \_\_\_\_\_

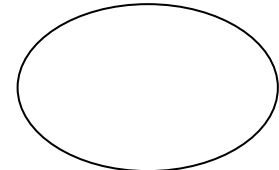
Email : \_\_\_\_\_ Fax : \_\_\_\_\_

**DATA PROTECTION**

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

**DISCLAIMER**

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.



\_\_\_\_\_  
**Authorise Signatory**

\_\_\_\_\_  
**Organisation stamp**