

IMPROVING SKILLS IN MANAGING SUBORDINATES

MODULE 3

COMMON PROBLEMS ON MANAGING SUBORDINATES

DESIGNED FOR

All Managers, Executives and Supervisors whose duties include supervision of subordinates.

OBJECTIVES

To equip Delegates with the necessary knowledge to handle specific, common every-day problems on man-management.

CONTENTS

- ✿ **Managing Absenteeism**
 - *Handling frequent absenteeism*
 - *Absent for more than 2 days*
 - *Excessive sick leave*
 - *Tardiness, late coming*
- ✿ **Inefficiency/Negligence**
 - *Dismissal for inefficiency/negligence*
 - *Senior management inefficiency*
- ✿ **Handling Probationers**
 - *Rights of probationers*
 - *Dismissal of probationers*
- ✿ **Transfers**
 - *Management rights*
 - *Transfer within Departments, Branches & Companies*

METHODOLOGY

Lectures Case Study
Workshop

DURATION

1 Day

COURSE FEES

RM7,500

**Our programmes are guaranteed
All Modules qualify for HRDF subsidy**