



MANAGEMENT TRACK

Production Supervisor

The Production Supervisor supervises production employees to ensure production targets are met in a manufacturing environment in accordance with organisation policies and Workplace Safety and Health regulations. This includes planning, assigning and directing work, coordinating weekly meetings, addressing product and employee complaints, and resolving problems.

He/She also implements policies and procedures and recommends improvements with a view to increase efficiency and productivity in production methods, equipment, operating procedures and working conditions.

Skills Category	Skill
Accounting	<ul style="list-style-type: none"> • Apply Knowledge of Accounting-related Concepts • Prepare Cash Flow Report for the Business Unit
Analytical, Conceptual and Evaluative	<ul style="list-style-type: none"> • Solve Problems and Make Decisions at Managerial Level • Support the Establishment of a Framework for Initiative and Enterprise
Business Analytics	<ul style="list-style-type: none"> • Apply Data Visualisation • Solve Problems using Operations Research Techniques
Business Negotiation	<ul style="list-style-type: none"> • Participate in Dispute Resolution • Participate in Negotiations
Communication	<ul style="list-style-type: none"> • Manage Meetings • Present Information • Write Reports
Finance	<ul style="list-style-type: none"> • Conduct Financial Analysis of the Business Unit • Manage Budgeting and Forecasting Processes for the Business Unit • Monitor Cash Flow Reports
Human Resource Management	<ul style="list-style-type: none"> • Manage Employee Relations • Support Individual Learning and Development
Info-Communication Technologies	<ul style="list-style-type: none"> • Produce Advanced Spreadsheet Outputs using Spreadsheet Applications
Intellectual Property	<ul style="list-style-type: none"> • Apply Knowledge of Intellectual Property to Support IP-related Organisational Procedures
Interpersonal	<ul style="list-style-type: none"> • Develop a Work Team • Lead a Virtual Team • Lead Workplace Communication and Engagement
Maintenance	<ul style="list-style-type: none"> • Facilitate and Implement a Pro-active Maintenance Strategy

Production Supervisor

Skills Category	Skill
Manufacturing Productivity and Innovation	<ul style="list-style-type: none"> • Contribute to Innovation Process within own Scope of Work in Business Unit • Manage Continuous Improvement • Manage Innovation in the Business Function • Manage Lean Manufacturing for Productivity Improvement
Operations Planning	<ul style="list-style-type: none"> • Manage Plant Shut-down and Re-start • Manage Production Planning and Scheduling • Manage the Installation of New Product Manufacturing Processes • Plan Cost Estimates for a Product • Plan Resources to Meet Production Processes
Operations Production	<ul style="list-style-type: none"> • Conduct Trials • Manage Enterprise Resource Planning
Personal Management and Development	<ul style="list-style-type: none"> • Apply Emotional Competence to Manage Self and Others in a Business Context • Contribute Towards a Learning Organisation • Manage Workplace Challenges with Resilience
Project Management	<ul style="list-style-type: none"> • Conduct Project After-action Review • Conduct Project Feasibility Study • Manage Project Costs • Manage Project Procurement • Manage Project Quality • Manage Project Resources • Manage Project Risk • Manage Project Scope • Manage Project Team • Manage Project Timeline
Quality Management Systems	<ul style="list-style-type: none"> • Manage Quality Systems and Processes
Risk Management	<ul style="list-style-type: none"> • Apply Risk Management Procedures
Sales and Marketing	<ul style="list-style-type: none"> • Understand Sales and Marketing in a Manufacturing Organisation

MANAGEMENT TRACK - PRODUCTION SUPERVISOR

Skills Category	Skill
Strategy Planning and Implementation	<ul style="list-style-type: none">• Manage and Review Systems and Processes• Understand Business Management
Supply Chain and Logistics Management	<ul style="list-style-type: none">• Manage a Supply Chain• Manage Logistics Planning and Process• Manage Procurement and Inventory
Sustainable Manufacturing	<ul style="list-style-type: none">• Plan and Implement Sustainable Work Practices
Value Analysis	<ul style="list-style-type: none">• Plan Value Analysis of Products and Processes
Workplace Safety and Health	<ul style="list-style-type: none">• Manage Workplace Safety and Health Systems• Support Workplace Safety and Health Risk Management

Assistant Manufacturing Manager/ Section Manager

The Assistant Manufacturing Manager/Section Manager assists the Manufacturing/Production/Operations Manager in coordinating and overseeing the day-to-day production operations and schedules. He/She also collates and analyses production and budget data, resolves production-related issues and oversees Workplace Safety and Health regulations for the production area.

The Assistant Manufacturing Manager/Section Manager also enhances production efficiency through the implementation of new or enhanced production processes and the acquisition of new machinery.

The Assistant Manufacturing Manager/Section Manager is a team player who works together with Machinists, Engineers and other colleagues within the organisation to support organisational goals.

Skills Category	Skill
Analytical, Conceptual and Evaluative	<ul style="list-style-type: none"> Apply Systems Thinking in Problem Solving and Decision Making
Business Analytics	<ul style="list-style-type: none"> Leverage on Data Mining Techniques for Manufacturing Excellence Operationalise Analytics Models
Business Negotiation	<ul style="list-style-type: none"> Manage and Direct Negotiation
Communication	<ul style="list-style-type: none"> Conduct Presentation to Senior Management Establish and Maintain Strategic Business Partner Relationships
Finance	<ul style="list-style-type: none"> Prepare Budget for Business Unit
Human Resource Management	<ul style="list-style-type: none"> Manage Industrial Relations Processes
Intellectual Property	<ul style="list-style-type: none"> Apply Knowledge of Intellectual Property to Support IP-related Organisational Procedures
Interpersonal	<ul style="list-style-type: none"> Manage Cross-Functional and Culturally Diverse Teams
Leadership and People Management	<ul style="list-style-type: none"> Cultivate Workplace Relationships and Diversity Develop Self to Maintain Professional Competence at Managerial Level Develop Team Leaders through Capability Development and Coaching Facilitate Innovation and Lead Team Leaders to Implement Change Lead Team Leaders to Develop Strategies and Governance Management Monitor and Reward Performance across Teams to Support Achievement of Results
Maintenance	<ul style="list-style-type: none"> Develop a Maintenance Plan
Manufacturing Productivity and Innovation	<ul style="list-style-type: none"> Design Continuous Improvement Systems Design Lean Manufacturing using Six Sigma Design Productivity Improvement Programmes Develop Successful Innovation Projects

MANAGEMENT TRACK - ASSISTANT MANUFACTURING MANAGER/SECTION MANAGER

Skills Category	Skill
Operations Planning	<ul style="list-style-type: none">• Develop New Product Manufacturing Process Design Strategy• Develop Resource Plan for Production
Operations Production	<ul style="list-style-type: none">• Develop Operational Plans to Meet Operational Targets• Develop Shop Floor Tracking and Control Plan through Management Execution Systems
Personal Management and Development	<ul style="list-style-type: none">• Develop Personal Effectiveness at Managerial Level• Develop Professional Image and Competence to Achieve Personal Career Goals
Project Management	<ul style="list-style-type: none">• Establish Project Feasibility• Establish Project Scope• Lead Programme and Project After Action Review
Quality Management Systems	<ul style="list-style-type: none">• Design Quality Systems
Risk Management	<ul style="list-style-type: none">• Evaluate and Review Compliance with Applicable Legislation and Regulations for the Business Unit• Manage Risk in the Business Unit• Operationalise and Manage Corporate Governance Policy for the Business Unit
Sales and Marketing	<ul style="list-style-type: none">• Understand Sales and Marketing in a Manufacturing Organisation
Strategy Planning and Implementation	<ul style="list-style-type: none">• Provide Information for Management Decision Making• Understand Business Management
Supply Chain and Logistics Management	<ul style="list-style-type: none">• Design Manufacturing and Supply Chain Management Plan• Develop Relationships with Supply Chain
Sustainable Manufacturing	<ul style="list-style-type: none">• Develop Carbon Footprint Reduction Implementation Plan• Develop Sustainable Manufacturing Framework for Management of Operations
Value Analysis	<ul style="list-style-type: none">• Develop Cost Reduction Strategies
Workplace Safety and Health	<ul style="list-style-type: none">• Design and Lead Workplace Safety and Health Systems• Develop a Business Case for Workplace Safety and Health

Manufacturing/Production/ Operations Manager

The Manufacturing/ Production/Operations Manager oversees the entire manufacturing process, to ensure that production goals are on schedule and budget. This includes determining Workplace Safety and Health strategies, and overseeing manpower, financial and resource plans within the division.

He/She analyses production data and determines new strategies to enhance the efficiency of processes, which includes assessing the viability of new machinery.

As a people manager, the Manufacturing/ Production/Operations Manager directs and motivates teams to achieve production goals, and collaborates with other divisions or sections within the organisation.

Skills Category	Skill
Business Analytics	<ul style="list-style-type: none"> Analyse Data and Identify Business Insights
Business Continuity Management	<ul style="list-style-type: none"> Develop and Maintain Business Continuity Strategies, Policies and Guidelines
Business Negotiation	<ul style="list-style-type: none"> Manage Dispute Mediation
Change Management	<ul style="list-style-type: none"> Direct End-to-End Change Management
Communication	<ul style="list-style-type: none"> Resolve Conflicts with Stakeholders
Finance	<ul style="list-style-type: none"> Develop and Establish Financial Budget and Plans
Human Resource Management	<ul style="list-style-type: none"> Conduct Interviews and Make Hiring Decisions Develop On-the-Job Training Programmes Develop Workplace Learning Plans Resolve Grievances and Disputes
Info-Communication Technologies	<ul style="list-style-type: none"> Produce Advanced Spreadsheet Outputs using Spreadsheet Applications
Leadership and People Management	<ul style="list-style-type: none"> Develop Self to Maintain Professional Competence at Senior Management Level Foster Business Relationships and Organisational Diversity Lead Managers to Develop Organisational and Governance Strategies
Maintenance	<ul style="list-style-type: none"> Evaluate Maintenance Strategies and Systems
Manufacturing Productivity and Innovation	<ul style="list-style-type: none"> Evaluate Organisation's Approach to Lean Enterprise to Enhance Competitiveness Facilitate Innovation Processes in the Organisation Improve Productivity through RFID-enabled Workflows Innovation (RWI) Framework Review Innovation Practices to Enhance Business Competitiveness
Operations Planning	<ul style="list-style-type: none"> Evaluate Competitive Systems and Practices within the Organisation Review Manufacturing Processes for New Products

MANAGEMENT TRACK - MANUFACTURING/PRODUCTION/OPERATIONS MANAGER

Skills Category	Skill
Operations Production	<ul style="list-style-type: none">• Evaluate Operational Performance using 'OMNI' Methodology• Review and Analyse Production Trials and Specify Re-trials
Product Management	<ul style="list-style-type: none">• Analyse Competitors• Analyse Customer Behaviour• Analyse Service Quality and Customer Satisfaction• Develop New Products and Services• Direct Market Research• Interpret Market Trends and Developments• Manage Product Design and Development• Manage Product Pricing
Project Management	<ul style="list-style-type: none">• Plan, Manage and Control Projects• Review and Endorse Project Plans and Deliverables
Quality Management Systems	<ul style="list-style-type: none">• Evaluate the Effectiveness of Quality Management System
Risk Management	<ul style="list-style-type: none">• Develop a Risk Management Framework, Policy and Process• Manage Risk across Business Units
Sales and Marketing	<ul style="list-style-type: none">• Develop Domestic Sales and Marketing Operational Plans• Develop International Sales and Marketing Operational Plans• Evaluate Sales and Marketing Outcomes
Strategy Planning and Implementation	<ul style="list-style-type: none">• Develop Organisational Strategies and Policies• Establish Business Strategies for the Business Function
Supply Chain and Logistics Management	<ul style="list-style-type: none">• Evaluate the Performance of Manufacturing and Supply Chain Management
Sustainable Manufacturing	<ul style="list-style-type: none">• Analyse Organisation's Carbon Footprint• Monitor and Analyse Energy Usage Patterns for Improvements
Value Analysis	<ul style="list-style-type: none">• Evaluate Organisation's Value Stream to Reduce Waste
Workplace Safety and Health	<ul style="list-style-type: none">• Evaluate Workplace Safety and Health Systems for Improvement

Plant Manager

The Plant Manager leads all manufacturing and engineering activities in the organisation to ensure that manufacturing objectives are achieved in a timely and cost-effective manner. He/She formulates and recommends manufacturing policies and programmes to guide the organisation in maintaining and improving its competitive position and profitability.

The Plant Manager works with cross-functional teams to identify, develop and implement technology, products and documentation. He/She builds high performance teams that work collaboratively through an organisation, and has the ability to develop and execute functional strategy as well as act as a change leader.

Skills Category	Skill
Accounting	<ul style="list-style-type: none"> • Endorse Accounting Policies, Plans, and Financial Reports
Business Negotiation	<ul style="list-style-type: none"> • Direct Negotiation Policy and Develop Negotiation Limits
Change Management	<ul style="list-style-type: none"> • Lead Change Management
Communication	<ul style="list-style-type: none"> • Direct Relationships with Stakeholders • Establish Internal Communications Platforms and Channels
Human Resource Management	<ul style="list-style-type: none"> • Align Human Resources with Business Needs • Develop and Evaluate Frameworks for Managing Conflict, Grievances and Disputes
Info-Communication Technologies	<ul style="list-style-type: none"> • Leverage on ICT Technologies to Design Advanced Spreadsheets
Leadership and People Management	<ul style="list-style-type: none"> • Develop Self to Maintain Professional Competence to Lead an Organisation • Establish Organisational Relationships and Lead Organisational Diversity
Maintenance	<ul style="list-style-type: none"> • Establish the Organisation's Maintenance Strategy and Systems
Manufacturing Productivity and Innovation	<ul style="list-style-type: none"> • Establish Lean Manufacturing Systems for the Organisation • Establish Real-time Track and Trace Systems for Manufacturing Processes • Lead and be Accountable for Innovation within the Organisation
Operations Planning	<ul style="list-style-type: none"> • Commission New Product Manufacturing Processes • Establish Shop Floor Execution and Control
Operations Production	<ul style="list-style-type: none"> • Direct the Creation of Flexible Production and Manpower Systems • Direct the Review of Processes for Strategic Technology and Operation Roadmapping • Establish Organisational Planning and Production Scheduling
Project Management	<ul style="list-style-type: none"> • Steer Programme

MANAGEMENT TRACK - PLANT MANAGER

Skills Category	Skill
Public Relations	<ul style="list-style-type: none">• Drive Media Relations for the Organisation's Success• Engage Audiences through Digital and Social Media• Establish and Develop Media Relationships• Speak with Confidence
Quality Management Systems	<ul style="list-style-type: none">• Establish Organisational Quality Management Systems
Risk Management	<ul style="list-style-type: none">• Establish and Develop Risk Management Philosophy and Strategies• Establish Processes for the Management of Non-Compliance• Refine Risk Management Policies and Processes
Sales and Marketing	<ul style="list-style-type: none">• Direct Organisational Sales and Marketing Strategies and Targets
Strategy Planning and Implementation	<ul style="list-style-type: none">• Communicate Organisational Vision, Mission and Values• Develop Organisational Strategies and Policies• Establish and Evaluate Systems to Achieve Organisational Targets• Establish Business Strategies for the Business Function• Evaluate Business Environments
Supply Chain and Logistics Management	<ul style="list-style-type: none">• Strategise Supply Chain Management and Logistics Processes
Sustainable Manufacturing	<ul style="list-style-type: none">• Establish Carbon Footprint Assessment Methodology• Establish Green Manufacturing Strategies for Sustainability
Value Analysis	<ul style="list-style-type: none">• Establish the Organisation's Value Stream Mapping to Enhance Improvements
Workplace Safety and Health	<ul style="list-style-type: none">• Strategise Workplace Safety and Health for Manufacturing

Chief Executive Officer/Chief Operating Officer/Managing Director/General Manager/Vice-President

The Chief Executive Officer/Chief Operating Officer/Managing Director/General Manager/Vice-President provides the overall direction of the organisation within the guidelines set up by the board of directors or a similar governing body. As a systems thinker, he/she strategises and directs operational activities at the highest level of management with the help of a management team.

Action-oriented and innovative, the Chief Executive Officer/Chief Operating Officer/Managing Director/General Manager/Vice-President translates broad goals into achievable steps, anticipates and stays ahead of trends and takes advantage of opportunities. He/She also mentors the management team as part of succession planning and also represents the organisation before clients, investors and business partners.

Skills Category	Skill
Business Continuity Management	<ul style="list-style-type: none"> • Endorse Business Continuity Framework, Strategies, Policies and Plans • Provide Leadership during Crisis Situations
Communication	<ul style="list-style-type: none"> • Advocate Organisation's Interests
Finance	<ul style="list-style-type: none"> • Set Organisation's Finance Philosophy and Strategy
Human Resource Management	<ul style="list-style-type: none"> • Align Workforce Strategy with Competitive Strategy • Promote Harmonious Tripartite Relations
Leadership and People Management	<ul style="list-style-type: none"> • Act as an Effective Board Member • Build Positive Relationships with the Board • Develop Self to Maintain Professional Competence to Lead an Organisation • Harness Cultural Intelligence in the Globalised Workplace • Lead Organisational Succession Planning, Capability Development and Employee Engagement • Mentor and Lead Staff • Represent and Promote the Organisation
Manufacturing Productivity and Innovation	<ul style="list-style-type: none"> • Champion Innovation in the Organisation • Champion Lean Six Sigma for the Organisation
Operations Planning and Production	<ul style="list-style-type: none"> • Exploit Organisation's Strengths to Enhance Business Competitiveness through Strategic Technology and Operations Roadmapping
Product Management	<ul style="list-style-type: none"> • Strategic Research and Development
Public Relations	<ul style="list-style-type: none"> • Build International Business Networks • Champion the Organisation's Public Relations Strategy to Manage Corporate Reputation • Speak with Impact
Quality Management Systems	<ul style="list-style-type: none"> • Champion Quality Management in the Organisation

MANAGEMENT TRACK - CEO/COO/MD/GM/VP

Skills Category	Skill
Risk Management	<ul style="list-style-type: none">• Endorse Risk Management Philosophy and Strategies• Endorse the Principles of Corporate Governance and Compliance in the Organisation• Set Risk Appetite and Risk Goals
Sales and Marketing	<ul style="list-style-type: none">• Strategise Marketing for Competitive Advantage
Strategy Planning and Implementation	<ul style="list-style-type: none">• Lead Achievement of Results• Lead Organisations into the Future• Lead with Vision
Supply Chain and Logistics Management	<ul style="list-style-type: none">• Drive Value, Alignment and Sustainability in the Organisation's Supply Chain
Sustainable Manufacturing	<ul style="list-style-type: none">• Champion Green Manufacturing Practices for Sustainability
Workplace Safety and Health	<ul style="list-style-type: none">• Champion Workplace Safety and Health Policy Adoption