



**April  
25, 2016  
Monday**

**8:45 am - 5:00 pm**

**@ FMM Institute, Perak**

**OBJECTIVES**

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

- describe the production function and its component
- define production management
- analyze various factors, which are crucial for designing the production
- explain the design of production system and manufacturing process
- list out the factors influencing the choice of production process
- discuss the benefits, which a factory can reap by having properly designed production planning, and control system

**WHO SHOULD ATTEND**

The program has been designed for new supervisors and leaders. However, supervisors with longer work experience and needing more formal development program is highly recommended.

# Perancangan Dan Kawalan Pengeluaran Untuk Penyelia

category **PRODUCTION/OPERATIONS**

The main objective of production function is to produce goods and services demanded by customers in the most efficient and economical way. Therefore efficient management of production function is of utmost importance in order to achieve this objective and this can be achieved through proper Production Planning and Control (PPC).

**Course Content**

**INTRODUCTION OBJECTIVES**

**PRODUCTION MANAGEMENT**

**PRODUCT DESIGN**

**DESIGN OF PRODUCTION SYSTEM**

- Types of production system
  - Continuous production
  - Job or unit production
  - Intermittent production

**MANUFACTURING PROCESS**

- Types of manufacturing process
  - Jobbing production
  - Batch production
  - Mass or flow production
  - Process Production
- Factors affecting the choice of manufacturing process
  - Effect of volume/variety
  - Capacity of the plant
  - Lead time
  - Flexibility and Efficiency

**PRODUCTION PLANNING AND CONTROL**

- Benefits to factories
  - Optimum Utilisation of Capacity
  - Inventory control
  - Economy in production time
  - Ensure quality
- Steps of production planning and control
  - Production planning
  - Routing
  - Scheduling
  - Production schedule
  - Master Schedule
  - Manufacturing schedule
  - Scheduling of Job order manufacturing
  - Loading
  - Production control
  - Dispatching
  - Follow up
  - Inspection
  - Corrective measures

**Trainer**

**Encik Ahmad Fauzi Abdul Wahab** holds an MBA qualification from USM and a Bachelor Degree in Applied Science from Curtin University, Australia. In the past, he has conducted courses such as Management and Supervisory Development, Performance Appraisal, Project Management, Quality Awareness, Leadership & Team Building, Motivation, Communications, Time Management, KPI, Problem Solving Skills, Balanced Scorecard and Good Manufacturing Practices. His working experience includes being a Training Officer with Philips Audio Electronics, a Senior HR Officer with Philips Electronics Supplies, a HR Development Manager with Palmco Holdings and Unico Technology and a Program Manager with Soletron Technology.

Encik Ahmad Fauzi is a regular speaker for University Malaya's Faculty of Education, School of Radiography (Hospital KL) and Jabatan Pembangunan Koperasi and has lectured at ITM Shah Alam's School of Arts & Design. During his employment with KODAK Malaysia, he has conducted the popular Audio Visual Workshop & Presentation Skills organized by KODAK for Trainers and Presenters. Since 1993 he has conducted courses for Body Fashion, Yamaha, Silitex, Southern Steel, Casuarina Beach Hotel, KOBE, Mitsuoka, Dai-ichi, AKN Industries, Isuta, MODENAS, MINDEF, MMI, Matsushita, Sharp-Roxy, Panasonic, Palmco, Sony, Yuasa Bateri, Singapore Air Security, Aicello Sanipak, Singapore Air Terminal Services (SATS) and many others.

## REGISTRATION FORM



**FMM INSTITUTE PERAK** (Centre for Professional Development)

Attn : Puan Eda / Ms Harvindar / Ms Nicole  
No. 1, Lorong Raja DiHilir, Off Jalan Raja DiHilir, 30350 Ipoh, Perak.  
Fax. No. : (05) 548 8221 & (05) 548 8331 • Tel. No. : (05) 548 8660  
Email : fmmperak@fmm.org.my

(475427-W)



**Also available as an In-House Course**

## PERANCANGAN DAN KAWALAN PENGELUARAN UNTUK PENYELIA

**Dear Sir / Madam** Please register the following participant(s) for the above programme:

	Name	Designation	I.C. No.
1.			
2.			
3.			
4.			

(Please attach a separate list if space is insufficient.)

**Submitted by:**

Name:		Designation:	
Company:	Tel:	Fax:	Email:
Address:			
FMM Membership No:	Company GST Registration No:	MyCoID:	

Enclosed cheque / bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of the 'FMM INSTITUTE'.

## ADMINISTRATIVE DETAILS

**Closing date: April 18, 2016**

**Medium of Instruction:** Bahasa Malaysia

**CPD:** 7 hours

**COURSE FEE** (Fees inclusive of GST, Course

Materials, Refreshment, Lunch and Certificate of Attendance)

FMM Members RM 318.00 per pax

Others RM 424.00 per pax

**Registration:**

- Upon Faxing / Mailing the completed Registration Form to FMM Institute, Perak, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.
- Will be based on First-Come-First-Served basis.

**Payment:**

- Cheques made in favour of **FMM INSTITUTE** should be forwarded to FMM Institute Perak.
- For SBL Scheme, an Attendance of 100% is a MUST, in any case, employers will be billed in full.
- FMM Institute GST Registration No. **001764515840**

**Cancellation:**

- Must be in Writing with Reasons.
- 7 days before the course ~ No Payment Charged
- 3-6 days before the course ~ 50% Payment Charged
- < 3 days before the course ~ Full Payment Charged
- Participants who did not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

**Disclaimer:**

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.