



FMM Institute (475427-W)
Penang Branch

Inventory Management and Material Performance

17-18 January 2013

9.00 am – 5.00 pm

Training Venue:

FMM Institute, Bandar Seberang Jaya, Penang

**SBL SCHEME
CLAIMABLE FROM PSMB**

Introduction

Inventory can be considered as being as important to an organization as blood is to the human body. If an organization is dealing with buying or manufacturing goods and sell them, obviously, the business need inventory to survive and gain competitiveness.

Warehousing is then a key area in handling and safekeeping of inventory. Managing the stock levels, fast or slow moving parts accurately, has become essential activities for Warehouse management.

What are some of the techniques and knowledge that can be explored in order to achieve the common goal of an organization? How do organizations create and form an effective warehouse and inventory management?

This program will highlight the importance of warehouse and inventory management in the total Supply Chain Management; at the same time explore the elements involved in inventory control systems, identify the fundamental of warehouse management and explain the replenishment systems. It is structured to equip the participants with an overall view of warehouse and inventory management thus stimulates more effective practices in the manufacturing industries.

Program Objectives

- Provide participants with a comprehensive understanding of warehouse and inventory management in the SCM

- Appreciate the importance and existence of various types of inventory in an organization
- Improve inventory performance through good practices, and use of appropriate techniques and strategies

Learning Outcomes

- Optimise inventories and maximizing service levels with the right methodologies and strategies
- Maintain good relationship with working colleagues as well as external parties
- Improve quality work produced and increase productivity while minimizing errors

Methodology

- Facilitation
- Activities: Discussion, Calculation, Games, Quiz, ...etc.
- Experiential Learning & Ideas Sharing
- Story Telling
- Video & Audio

THE FACILITATOR

Ms. Cheryl Neoh has been working in Supply Chain Management field for more than 15 years with 5 years exposure in semiconductors industry, 1 year in fiber optics industry at Multi-National Company, 4 years solid hands-on experience in setting up the whole Materials Department in SMT (PCBA / OEM) industry, 1 year in Sales & Marketing, 1 year exposure in entrepreneurial skills and in training field since year 1995.

Over the years, she had developed solid experience in the total Supply Chain Management (suppliers management, sales & marketing, production planning & control, materials planning & control, purchasing, warehousing, shipping, trade customers and also dealing with external parties – forwarding agents, Customs, MITI, MATRADE, ...etc). She had trained and developed many practitioners in the manufacturing industries, enterprises, retails & outlets as well as service industries.

Ms. Cheryl Neoh attained her Master of Business Administration (MBA) at Charles Sturt University, Australia. She has been certified and has successfully fulfilled all the assessment requirements for the 'Train The Trainer' programs (5 days) conducted by PSMB & SIT Corporate Learning Centre Sdn Bhd in year 2006.

TARGET GROUP

Warehouse staffs and those who are involved in inventory management in their day-to-day operation; or those who wish to acquire the knowledge and techniques, aiming to understand warehouse activities and inventory management.

ADMINISTRATIVE DETAILS

COURSE FEE	RM720 (FMM Member) / RM820 (Non-Member) per participant (The fee includes luncheon, coffee/tea breaks and notes)
DRESS CODE	Office Attire
REGISTRATION	Participation in the programme is based on a first-come-first-served basis. Cheques made in favour of the " FMM Institute " should be forwarded on or before programme date to the FMM Institute, Northern

Branch, Bandar Seberang Jaya. **Participants who registered but did not attend, will be billed accordingly. Upon confirmation, kindly send us the payment before the commencement of the programme.**

CANCELLATION

There will be no refund for cancellation within 2 days prior to the programme, 50% for cancellation between 3 – 6 days and full refund for cancellation 7 days prior to the programme. Please inform in writing if you intend to cancel. **A replacement can be accepted at no additional cost.**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the programme should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes. Upon sending the registration form, you are deemed to have read and accepted the terms and conditions.

ENQUIRIES

Ms Nazliza / Haffiz / Aidi
FMM Institute
No 2767, Mukim 11, Lebu Tenggi 2, Bandar Seberang Jaya,
13700 Seberang Perai
Tel : 04-6302052 (Nazliza) / 04-3992057 (Haffiz) / 04-6306050 (Aidi)
Fax : 04-6302054 / 04-3994863
Email : nazliza@fmm.org.my
haffiz@fmm.org.my

CLOSING DATE 7 August 2012

REGISTRATION FORM

Inventory Management and Material Performance

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FMM Institute, Bandar Seberang Jaya, Penang

To : Ms Nazliza/ Mr Haffiz, Mr Aidi
(Fax : 04-6302054)
FMM Institute (Penang Branch)

1. Name : _____

Designation : _____

Email: _____

2. Name : _____

Designation : _____

Email: _____

3. Name : _____

Designation : _____

Email: _____

4. Name : _____

Designation : _____

Email: _____

Enclosed cheque / bank draft no. _____ for
RM _____ being payment
for

participant(s) made in favour of **“FMM Institute”**

Submitted by :

Name: _____

Designation: _____

Company: _____

Address: _____

Tel : _____

Fax: _____

Email: _____

Membership No. : _____