

# REGISTRATION FORM

## Production Planning And Control Strategies

Wednesday - Thursday \* February 4 - 5, 2026 \* FMM Institute Malacca

**FMM Institute Malacca (199901000527 / 475427-W)**  
D3-4, Plaza Jayamuda,  
Jalan Pelanduk Putih, 75300 Melaka  
**TIN Number : C10626805080**  
**SST Number : W10-1901-32000105**

Please register the following participant(s) for the above programme:

1 Name \_\_\_\_\_ Designation \_\_\_\_\_

Nationality \_\_\_\_\_ IC No. \_\_\_\_\_

2 Name \_\_\_\_\_ Designation \_\_\_\_\_

Nationality \_\_\_\_\_ IC No. \_\_\_\_\_

(If space is insufficient please attach separate list)

Please Tick (✓) if your company

☐

will be claiming under SBL-Khas Scheme

☐

will not be claiming under SBL-Khas Scheme

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vegetarian \_\_\_\_\_ pax

Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_

being payment for \_\_\_\_\_ participant(s) made in favour of the

**“FMM Institute”**

Submitted by

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

FMM Membership No. \_\_\_\_\_ PSMB MyCodeID No. \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Date \_\_\_\_\_

E-mail Address \_\_\_\_\_



# Production Planning And Control Strategies



**February 4 - 5, 2026**

**SBL-KHAS SCHEME**



**FMM Institute Malacca Branch**

*Centre for Professional Development*

# CONTENTS

## Production Planning And Control Profile

- Full and clear understanding of
  - Production
  - Planning
  - Control
- The strategic roles of production planners, production professional and management
- The strategic steps in effective production planning and control process

## The Importance Of Production, Planning And Control

- The scope in production planning and control
- The functions of production planning and control
- The information flow in production

## Production Planning And Control Process

- Preparing the sales budget
- Budget on the basis of past performance
- Budget on the basis of sales force expectation – market research
- Production plan vs strategic production plan
- Production models and its characteristic of each model
  - Mass, batch and jobbing production
  - MASS customization strategy
  - Repetitive and process focus
  - Product focus

## Prerequisite Prior To Production Scheduling

- The cost factors
- The technical, Materials and subcontractor, Man-hour and machine hour, day-to-day schedule and equipment arrangement planning
- Resource checking

- Standardise the operation method
- Contents of routing
- The routing procedures
- Items used in coding
- Purpose of loading
- Method of calculation load and calculating capacity
- How to proceed with loading

## The Production Scheduling

- The purpose of scheduling
- The meaning of the scheduling production term
- The meaning of standstill time and work in progress
- How to proceed with scheduling
- How to establish a standard schedule

## The Ordering And Dispatching In Production

- The work order
- Master requisition
- Final delivery notification

## The Production Planning And Strategic Management

- The types of control and the kind of information
- Critical ration calculations, effective method for production rescheduling
- The material utilisation control
- The control in manpower utilisation
- Concept of learning curve
- Production progress control overall aspect and quality aspect

## The Production Planning And Control System Design And Effective Management System

- Introduction to effective manufacturing system
- JIT – Just-in-time production system
- MRP – Material requirement planning
- FMS – Flexible manufacturing system

## Benefits

At the end of the programme, participants will be able to: -

- To learn the principles and practices in planning and control, the success factor of production
- To learn the effective control over WIP, to reduce wastage in manpower, materials and machine operating costs
- To implement production planning and control system

## Trainer

**MR TEE TUAN CHUAR** has 18 years of training and consultancy experiences. He is qualified as a HRDC approved trainer. Mr Tee been trained in ICOP Compliance And Road Safety – Latihan Keselamatan ICOP organized by Johor Tracking Association in collaboration with SPAD and PUSPAKOM and undertakes to train transport operations' compliances on ICOP which is subjeeteected to audit by SPAD. He also undertake Grid and In Base certificate programmes such as LEAN Manufacturing and the module of Supply Chain Management In Production Planning Control. He soft skills training included trained in Forklift Safety handling, 6S Consultants for MNC, Warehouse, Inventory, INCOTERMS, Financial Management / Accounting / Costing And Procurement In Negotiations Skills.

## Who Should Attend

Production Planner, Production Manager, Executives, Production Admin Staff members.

## Administrative Details

**Date** : February 4 - 5, 2026 (Wed-Thurs)

**Time** : 9.00am - 5.00pm

**Venue:** **FMM Institute Malacca**

D3-4, Plaza Jayamuda  
Jalan Pelanduk Putih  
75300 Melaka

**Fees (Inclusive of 8% SST) :**

FMM Members **RM864** per participant

Others **RM972** per participant

*(Fees include course materials, lunch and refreshments)*

Registration forms must be completed and returned to FMM Institute Malacca Branch by **January 28, 2026**. No refund for cancellation within 2 working days, 50% refund for cancellation between 3 - 6 working days and full refund for cancellation 7 working days prior to the programme. CANCELLATION MUST BE IN WRITIN TO FMM INSTITUTE MALACCA BRANCH. Replacements will be accepted at no additional cost. FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. **However, if the company failed to obtain grant approval or in the event there is no disbursement from HRDCORP under any circumstances to us, then the company will have to make full payment to FMM Institute Malacca Branch.**

*For enquiries, please contact:*

Ms Chloe Leong / Ms Yvonne Gan

**FMM Institute Malacca Branch**

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