

REGISTRATION FORM

Perancangan Dan Kawalan Pengeluaran Untuk Penyelia

Monday - Tuesday * November 10 - 11, 2025 * FMM Institute Malacca

FMM Institute Malacca (475427-W)
D3-4, Plaza Jayamuda,
Jalan Pelanduk Putih, 75300 Melaka
(Fax: 06-283 8090)

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

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 _____



Perancangan Dan Kawalan Pengeluaran Untuk Penyelia

November 10 - 11, 2025

SBL-KHAS SCHEME



FMM Institute Malacca Branch

Centre for Professional Development

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).

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 utilization 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

Benefits

At the end of the programme, participants would 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

Trainer

EN AHMAD FAUZI holds an MBA qualification from USM and a Bachelor's Degree in Applied Science from Curtin Univ (AUS). He bring with him over 23 years of experience in various functional areas in both local & multinational firms. His expertise spans the general areas of Supervisory / Executive and Management Development programmes in motivation, communication, leadership skills to more specific Project Management, Problem Solving Skills (8D), Corporate Management (Balance Score Card & KRAs), Good Manufacturing Practices (GMP) and awareness programmes such as Positive Work Attitude and Cost/Productivity/ Quality Awareness. Apart from the above, En Ahmad's client list covers some well known names including SONY, Panasonic, Sharp-Roxy, MODENAS, Silterra, Automotive Services Malaysia, KUB Textile, DnP Group, Petronas Fertilizer, MINDEF and Southern Steel.

He is now a full time trainer and consultant, beginning his career as a part-time lecturer at UITM Shah Alam. He also lectures in both Certificate and Diploma courses for USM & FMM. He has also represented his company at the National Level Productivity Convention and Presentations. His wide ranges of experience will participants attain a deeper understanding on the subjects he delivers.

Who Should Attend

New supervisors and leaders, supervisors with longer work experience and needing more formal development program is highly recommended.

Administrative Details

Date : November 10–11,2025(Mon-Tues)

Time : 9.00am - 5.00pm

Venue: FMM Institute Malacca Branch
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 **November 3, 2025**. 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 WRITING 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

Tel: 06-2831639 Fax: 06-2838090

E-mail : bing_yee@fmm.org.my /

siew_kim@fmm.org.my

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