



**FMM NS PROGRAMME ON :**

# **KEMAHIRAN MENJALANKAN “ ON-JOB TRAINING” YANG BERKESAN**



**Date: 27-28 April, 2026  
(Monday-Tuesday)**

**Time: 9.00 am — 5.00 pm**

**Venue: *Royale Chulan*  
SEREMBAN**

## **INTRODUCTION**

Organizations today, more than any other period in time, are faced with the continuous need for developing, maintaining, and expanding the knowledge and skills of their workforce. Increased use of a diverse workforce, technology, global competitiveness, multi-skilled positions, work teams, process re-engineering and pay for performance has created the need for an instructional method that easily transfers skill and knowledge, is effective, is convenient, is economical and can be implemented on-the-job.

## **OBJECTIVES**

At the conclusion of the program participants will be able to:

- Understand the concepts of systematic on-job training and the differences between traditional on-job-training
- Develop a pro-active approach to on-job training and development
- Plan, deliver and follow-up effective on-job training sessions improve the scope for, and quality of, their delegation by developing others' ability and develop action plans to implement on-job- training at their workplace.

## **COURSE CONTENTS**

### **1. Memahami Latihan Semasa Kerja (On Job Training atau OJT)**

- \* Latar belakang OJT
- \* OJT di salah ertikan
- \* Ikut Saya atau OJT?
- \* Pelbagai Definasi OJT

### **2. Perkembangan OJT**

- \* Empat Langkah Proses Pengajaran
- \* Tunjuk, Beritahu, Buat dan Periksa
- \* Tujuh Prinsip Latihan dalam Industri

### **3. Peranan OJT**

- \* Peranan dan tanggung jawab Pengurus
- \* Peranan dan tanggung jawab Penyelia
- \* Peranan dan Tanggung jawab Sumber Manusia
- \* Peranan dan tanggung jawab Pengajar
- \* Peranan dan tanggung jawab Pelajar

### **4. Proses OJT**

- \* Tentukan jika perlu OJT
- \* Analisa tugas yang akan dilatih
- \* Pilih, latih dan urus tenaga pengajar
- \* Sedia Modul Latihan
- \* Sampaikan OJT
- \* Menilai dan memperbaiki OJT
- \* Peranan OJT

### **5. Faedah OJT**

- \* Meningkatkan pengetahuan, kemahiran dan prestasi
- \* Penjimatan masa dan kos latihan
- \* Penglibatan dan pembangunan pekerja



**For enquiries, kindly contact:  
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# KEMAHIRAN MENJALANKAN “ ON-JOB TRAINING” YANG BERKESAN

Date: 27-28 April, 2026 (Mon-Tues)      Time: 9.00 am - 5.00 pm      Venue: Royale Chulan Seremban

**Registration & Payment**

PARTICULARS	PARTICIPATION FEE	
Inclusive of SST at 8%	Member	Non-Member
	RM 1,080.00 / pax	RM 1,242.00 / pax
<b>HRDCorp Registered Employer</b>	<b>Claimable under HRDCorp SBL-Khas Scheme</b> <ul style="list-style-type: none"> <li>• No payment to FMM</li> <li>• Fee will be deducted from the employer's HRDCorp contributions. Fund must be sufficient</li> <li>• Full payment is to be made to FMM Institute in the event that no disbursement from HRDCorp under any circumstances.</li> </ul>	
<b>HRDCorp NON-Registered Employer</b>	Cheque or online transfer made payable to FMM	

**Who Should Attend**

Suitable for all Training Officers, Training Staff, Managers, Department Heads, Supervisors and Line Leaders who conduct OJT including all Production Trainers.

**Speaker Profile**

**Dr. Ahmad Fauzi** is currently a full-time trainer and consultant. He holds an MBA qualification from USM and a Bachelor's degree in Applied Science from Curtin University, Australia. His last appointment was as Program Manager for Solectron Technology. He has worked in large multi national organisations as well local conglomerates over the last 23 years. He has worked in various functional areas from Sales, Human Resources, Training & Development, Business Development as well as Operations and Accounts Management, in both local and multinational firms in the consumer goods, palm oil, electronics and contract manufacturing industry. He has contributed towards many in-house programs like Performance Appraisal, Supervisory/ Executive Development Programs, Motivation, Communications, Time Management, Leadership and Quality Awareness for various levels of staff during his employment with these companies. His expertise spans the general areas of Supervisory/ Executive and Management Development programs in motivation, communication, leadership skills to more specific Project Management, Problem Solving skills (8D), Corporate Management (Balanced ScoreCard and KRAs), Good Manufacturing Practices (GMP) and awareness programs such as Positive Work Attitude and Cost/ Productivity/ Quality awareness.

**Replacement / Cancellation**

- Registration is on a **first-come-first-serve basis**. Upon faxing/ mailing the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- All registration together with the payment should be made **before the event date**. Certificate will only be issued upon full payment.
  - Malayan Banking Berhad A/C No: 505176 510352
  - FMM SST Registration No: W10-1901-32000105
- For SBL-KHAS, **grant approval must be provided to FMM at least 3 days** before the event. An attendance of 100% is a must, otherwise employers will be billed in full.

- Must be made in writing with reasons to FMM
- Full payment fee will be charged by FMM for cancellation within 2 days prior to the programme.
- 50% payment charged for cancellation between 3-6 days.
- No payment charged for cancellation within 7 days prior to the programme.
- Participants who did **not turn-up will be charged full payment**.
- Replacement can be accepted at no additional cost. FMM reserves the right to cancel or reschedule the program.

**Closing Date :  
25 April, 2026**

**REGISTRATION FORM**

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

<u>Name</u>	<u>Designation</u>	<u>Email</u>	<u>I.C Number / Passport Number</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Payment:**

Full payment of RM \_\_\_\_\_ will be made via  SBL-Khas  Cheque  Direct bank-in

Please Tick (/)      FMM Member       ROC No : \_\_\_\_\_      SST No: \_\_\_\_\_

**Submitted By:**      NON- Member       Tin No. : \_\_\_\_\_      Membership No : \_\_\_\_\_

Name : \_\_\_\_\_      Designation : \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_      Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Company Stamp