



FMM INSTITUTE NS PROGRAMME

KURSUS ASAS PENGAWAL KESELAMATAN YANG BERKESAN



Date: 13-14 October, 2025
(Monday-Tuesday)

Time: 9.00 am—5.00 pm

Venue:

Royale Chulan
SEREMBAN

INTRODUCTION

Kursus 2-hari ini adalah untuk pengawal anggota keselamatan agar merekamajikan tugas-tugas mereka dengan lebih berkesan. Ianya bertujuan untuk meningkatkan pengetahuan untuk menjalankan tugas, professionalisma, ketrampilan diri, keyakinan diri dan perasaan lebih bertanggungjawab semasa menjalankan tugas dan peranan mereka



OBJECTIVES

Melengkapkan kakitangan keselamatan dengan

- pengetahuan dan kemahiran kerja yang diperlukan untuk meningkatkan potensi serta tahap professional untuk pengawalan harta benda sesuatu organisasi.
- Memudahkan kakitangan Keselamatan memahami pengetahuan asas tanggungjawab terhadap kerja-kerja harian.
- Dapat memberi keyakinan positif dalam tugas-tugas seharian serta memberi keyakinan masyarakat terhadap pegawai-pegawai yang menjaga keselamatan sesuatu premis.

COURSE CONTENTS

1. ASAS KESELAMATAN

- a) Definisi Keselamatan dan Pencegahan Kerugian.
- b) Segi Tiga Jenayah (Crime Triangle).
- c) Tunggak Pencegahan Kerugian (Pillars of Loss Prevention).
- d) Halangan - Halangan Keselamatan.
- e) Workshop 1 - Peranan Pengawal Keselamatan

2. HAK-HAK KAKITANGAN KESELAMATAN & UNDANG-UNDANG

- a) Definisi dan Elemen - Elemen Jenayah.
- b) Kuasa dan Had Undang-Undang kepada Pengawal Keselamatan.
- c) Workshop 2 - Case Study

3. TEKNIK-TEKNIK ASAS PEMERIKSAAN

- a) Definisi Pemeriksaan dan Kaedah - Kaedahnya.
- b) Jenis Pemeriksaan dan Tujuannya.
- c) Workshop 3 - Demo pemeriksaan sebuah kereta

4. TEKNIK RONDAAN & PATROL CHECKLIST

- a) Pengenalan dan Objektif Rondaan

- b) Cara-cara Melakukan Rondaan
- c) Peringatan Semasa Meronda
- d) Workshop 4 - Praktikal - Ceklist dan Proses Merondaan Yg Betul

5. AMALAN ETIKA PEKERJAAN DAN PROFESYEN KESELAMATAN

- a) Kepentingan Etika - (untuk penguatkuasaan yang adil & saksama)
- b) Ciri-ciri & Peranan Pengawal Keselamatan yang Profesional

6. KOMUNIKASI & TATACARA MENGENDALI TELEFON

- a) Tujuan & Objektif Komunikasi
- b) Prinsip - prinsip Komunikasi yang Berkesan
- c) Komunikasi Bersopan melalui Telefon
- d) Workshop 5 - Komunikasi & 'Role Play'

7. SISTEM KESELAMATAN

- a) Jenis - jenis Sistem Keselamatan dan Peranan nya
- b) Teknologi Sistem Keselamatan yang Terkini (Video)
- b) Workshop 6 - Manpower vs Equipment

8. PENYIASATAN ASAS (BASIC INVESTIGATION)

- a) Objektif dan Tujuan Penyiasatan
- b) Cara - cara Mengumpul Bukti (Evidence Gathering)
- c) Proses Asas Penyiasatan - Why ? Why ? Why ?

9. PROSES PENULISAN LAPORAN

LANGUAGE

Malay Language



For enquiries, kindly contact:
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niza@fmm.org.my /

fmm_institute_negeri_sembilan@fmm.org.my
Tel: 06-603 1626/1627/1616
Fax: 06-603 1628

Agenda

Hari Pertama

- | | | |
|-----------|---|--|
| 09.00 pg | - | Pengenalan & ' ICE BREAKING ' |
| 09.30 pg | - | <u>1. ASAS KESELAMATAN</u> |
| 10.30 pg | - | <i>Minum Pagi</i> |
| 10.45 pg | - | <u>2. HAK-HAK KAKITANGAN KESELAMATAN & UNDANG-UNDANG</u> |
| 12.00ptg | - | <u>3. TEKNIK-TEKNIK ASAS PEMERIKSAAN</u> |
| 01.00 ptg | - | <i>Makan Tengahari & Solat Zohor</i> |
| 02.00 ptg | - | <u>4. TEKNIK RONDAAN & PATROL CHECKLIST</u> |
| 03.30 ptg | - | <i>Minum Petang</i> |
| 03.45 ptg | - | <u>5. AMALAN ETIKA PEKERJAAN DAN PROFESYEN KESELAMATAN</u> |
| 05.00 ptg | - | <i>Tamat Hari Pertama.</i> |

Hari Kedua

- | | | |
|-----------|---|--|
| 09.00 pg | - | <u>6. KOMUNIKASI & TATACARA MENGENDALI TELEFON & "ROLE PLAY"</u> |
| 10.30 pg | - | <i>Minum Pagi</i> |
| 10.45 pg | - | <u>7. SISTEM KESELAMATAN</u> |
| 01.00 ptg | - | <i>Makan Tengahari & Solat Zohor</i> |
| 02.00 ptg | - | <u>8. PENYIASATAN ASAS (BASIC INVESTIGATION)</u> |
| 03.30 ptg | - | <i>Minum Petang</i> |
| 03.45 ptg | - | <u>9PROSES PENULISAN LAPORAN KEJADIAN</u> |
| 05.00 ptg | - | <i>Penyampaian Sijil.</i> |

KURSUS ASAS PENGAWAL KESELAMATAN YANG BERKESAN

Date: 13-14 October, 2025 (Monday-Tuesday)

Time: 9.00am - 5.00pm

Venue:



Registration & Payment

PARTICULARS	PARTICIPATION FEE	
	Member	Non-Member
Inclusive of SST at 8%	RM 1,080.00 / pax	RM 1,242.00 / pax
HRDCorp Registered Employer	Claimable under HRDCorp SBL-Khas Scheme - No payment to FMM Institute - Fee will be deducted from the employer's HRDCorp contributions. Fund must be sufficient - Full payment is to be made to FMM Institute in the event that no disbursement from HRDCorp under any circumstances.	
HRDCorp NON-Registered Employer	Cheque or online transfer made payable to FMM Institute	

- Registration is on a **first-come-first-serve basis**. Upon faxing/mailling 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 INSTITUTE 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.

Who Should Attend

This course is very suitable for serving security personnel in the industrial sector. The course is tailored to suite both new security personnel and also seniors who aspire to be trained as a form of career development process.

Trainer

Rahumathullah Ibrahim (Rahmat) commenced his career as a police officer with the Singapore Police Force. After spending more than 10 years with the police force as an investigator and training officer, he moved to the private sector, initially as a security officer with a US Multinational electronics company in Malaysia. Since then, Rahmat has worked as a manager in security and loss prevention in various multinational companies Malaysia and Singapore. Some of the major US multinational companies served by Rahmat are namely National Semiconductor, Hewlett Packard, Quantum Asia Pacific (Singapore), ST Microelectronics and Motorola and Flextronics, First Solar and AMD, during his 40 year career as a security practitioner. In 2002 at the age of 50 years, Rahmat went back to school and acquired a degree in Management from the RMIT University in Australia. He further went onto specialize and acquired the coveted professional certification, in 2006 from American Society for Industrial Security (ASIS) known as 'Certified Protection Professional' which carries the title CPP. Currently Rahmat is serving as the treasurer with the Malaysia Crime Prevention Foundation, Penang since 2010.

Replacement / Cancellation

- Must be made in writing with reasons to FMM Institute
- Full payment fee will be charged by FMM Institute 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 :
10 October, 2025**

REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

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

Payment:

Full payment of RM _____ will be made via ☐ SBL-Khas ☐ Cheque ☐ Direct bank-in

Please Tick (/)

☐

FMM Member

Membership No : _____

☐

NON- Member

Submitted By:

Name : _____

Designation : _____

Company : _____

Address : _____

Tel : _____ Fax : _____

Email : _____

Company Stamp