



FMM Institute

Co. No: 199901000527 (475427-W)
Perak Branch



LEAN TIME MANAGEMENT FOR OPTIMUM PERFORMANCE

1 NOVEMBER 17-18, 2025 (MONDAY-TUESDAY)

8.45AM – 5.00PM **FMM INSTITUTE, PERAK**



Did you know that time and Industrial Engineering are highly interrelated? Do you know the origins of time management and when did time become so important as it is today? Did you know that the best manufacturing system in the world also highly emphasizes on time? Time is what determines an individual and also a business success be it in manufacturing, sales, customer service, or any others. As quoted by Benjamin Franklin, "time is money". The better one manages his/her time by planning and prioritizing, the more productive one will be. Doing more with less can be made a reality if one is properly trained. This course is all about how you manage or accomplish your activities and achieve your goals based on the amount of time you have and still make time for yourself which is a vital skill. It helps the individual to be more productive and efficient be it on the job or on a personal daily life. This skill automatically reflects also on the success of a company if the individual is well trained.

On the other hand, this course will also focus on 5S, productivity and lean in relation to time management so that participants will also be able to enhance a continuous improvement culture in their work place by reducing 'redundant' time or also known as non-value added time.

.... OBJECTIVES....

- Learn how to accomplish your tasks based on the time you have & still make time for yourself.
- Learn to plan and prioritize your tasks at the same time to get things done.
- Perform not only in your day-to-day tasks but also improve your operations to become lean

.... LEARNING OUTCOMES....

Upon completion of the course, participants will be able to:

- delegate effectively
- use all time management tools to increase your efficiency and productivity.
- remove non-value added time from your workplace and process
- relate lean and industrial engineering to effective time management

.... WHO SHOULD ATTEND

Employees, leaders, managers and project leaders or anyone who wants to manage their time effectively and efficiently.

.... TRAINING METHODOLOGY....

Informative presentation, Group discussion & Presentations, Real Case Studies & Video Presentations, Simulations

.... COURSE CONTENTS....

INTRODUCTION

- History
 - ✓ Self-Assessment
 - ✓ The goal of time management
 - ✓ Industrial Engineering & time
 - ✓ The importance of time
 - ✓ The objectives of time management

TIME MANAGEMENT

- Getting the best out of your available time
 - ✓ What is time management
 - ✓ The importance of time management
 - ✓ Understanding time
 - ✓ The 6 aspects of successful time management
 - ✓ The type of times
 - ✓ Time killers & how to reduce/eliminate them
 - ✓ The 4 quadrants of time management
 - ✓ Urgent versus important

LEAN AND TIME MANAGEMENT

- Understand how Lean Management is Highly Relatable to Time Management
 - ✓ The relation of quality & time
 - ✓ Utilizing time to maximize productivity
 - ✓ 5S & time management
 - ✓ The relation of the 8 wastes and impact to time
 - ✓ The Japanese culture and time management

TIME MANAGEMENT TOOLS

- Tools that can be Utilized for your tasks / activities
 - ✓ Activity Logs
 - ✓ To do lists
 - ✓ Daily / weekly schedule
 - ✓ Planner

ESSENTIAL TIME MANAGEMENT SKILLS

- Be equipped with the skills of managing time
 - ✓ How to achieve goals
 - ✓ How to prioritize, plan and make decisions
 - ✓ Effective Delegation
 - ✓ The 7 step approach
 - ✓ Final Thought & Conclusion

.... TRAINER

MR AMOS ANDREW A/L ANDREW holds a Bachelor of Engineering (Honours) degree in Industrial Engineering from the University of Bradford, UK. He is a registered member of the Society of Manufacturing Engineering (SME) and has served the Multinational Companies in the capacity of Senior Industrial/Lean Engineer. Thereafter he went into coaching and trainings related to continuous improvements, leadership and change management as a technical training manager in a multinational company based in Vienna, Austria. Being trained in Japan under Toyota and benchmarking various world class companies in Japan such as Mitsubishi Motors, Lexus, Toto, Denso and many more, Mr Amos holds a high credibility in sharing his experience from the best manufacturing companies in the world. He has also been awarded the Lean Bronze Certification, USA and the Global Leadership Train the Trainer Program. Maynard has certified him as a Blue Card Holder of Basic MOST, which is a work method standardizing technique in industrial Engineering.

With his 10 years of experience in various manufacturing industries, Mr Amos has coached, trained and developed many participants specialising in the areas of Lean Manufacturing, 6S Implementation, Problem Solving, Work Study / Time Study, Kaizen Implementation and Leadership Skills. He has trained many multinationals such as Shell, Top Glove, Affin Bank, Semperit Group, Pen Group, CJ Bio, Recron, Johnson Matthey, KESP, South East Technologies, Mattel and many more. Mr Amos is a registered trainer with HRDF.

Closing Date: NOVEMBER 10, 2025

.... COURSE DETAILS

Date **November 17-18, 2025 (Monday-Tuesday)**

Time **8.45am - 5.00pm**

Venue **FMM Institute Perak,**

No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Medium of Instruction **English**

CPD: **14 hours**

Fees : **Members RM1,134.00/pax**

Non-Members RM1,296.00/pax

(Fees inclusive of Service Tax at 8%, Course Materials, Refreshment, Lunch and Certificate of Attendance)

.... ADMINISTRATIVE DETAILS

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak** ■ MyCoID : 475427W_PERAK
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- Cheques** made in favour of "**FMM Institute**" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

CANCELLATION

Must be in Writing with Reasons ■ 7 days before the course – No payment charged ■ 3 – 6 days before the course - 50% payment charged ■ < 3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost

~ **Registration Form** ~

LEAN TIME MANAGEMENT FOR OPTIMUM PERFORMANCE

FMM Institute

No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name		Designation	
			HP No	
	NRIC		Email	
2.	Name		Designation	
			HP No	
	NRIC		Email	
3.	Name		Designation	
			HP No	
	NRIC		Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "**FMM Institute**".

Submitted by:

Name:	Designation:		
Company:	Tel:	Fax:	
Address:			
Email:	FMM Membership No		