



FMM Institute *(Centre for Professional Development)*

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-62776712 E-mail: nora@fmm.org.my / norsyamira@fmm.org.my

FMM Certificate in Warehouse Management

SBL/SBL-Khas

The programme is a professional development course to provide skills and knowledge in the operations of the store and warehouse management in an organisation.



WHO SHOULD ATTEND

This course is specially designed for executives, officers, assistants and clerks who are involved in areas of store and warehouse. It is also suitable for those who are planning to venture into this field of specialisation.

AWARD OF CERTIFICATION

Upon successful completion of the course and its coursework, participants will be awarded the **Certificate of Achievement**. Participants who have attended at least 80% of the programme will be awarded a **Certificate of Attendance**.

COURSE OBJECTIVES

- Define warehouse management, and inter-departmental relationships
- Describe the warehouse operation, warehouse storage systems and conventional storage methods
- Plan warehouse improvement programme
- Carry out warehouse measurements and effective stocktaking and facility development
- Organise warehouse in view of manpower management and profitability

COURSE STRUCTURE

Number of Contact Days : 5 days

Lecture Days : Saturday & Sunday

ADMINISTRATIVE DETAILS

Dates : **April 6, 7, 13, 20 & 21, 2019**

Time : 9.00 am – 5.00 pm

Venue : **FMM Institute**
Wisma FMM
No.3, Persiaran Dagang, PJU 9
Bandar Sri Damansara
52200 Kuala Lumpur

Fees : Member RM2,544 per pax
Non-Member RM3,074 per pax
(Inclusive of 6% Service Tax)

(Refreshment & lunch will be provided)



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COURSE CONTENTS

Module 1 – Introduction to Warehouse Management
and Warehouse Operations

Module 2 – Packing and Picking Operations

Module 3 – Warehouse Measurement Techniques

Module 4 – Warehouse Improvement and Effective
Stocktaking

Module 5 – Development of Facility and Warehouse

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7-13 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.



FMM INSTITUTE *(Formerly known as FMM Institute of Manufacturing)*
Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-6286 7200 Fax: 03-6277 6712 E-mail: nora@fmm.org.my / norsyamira@fmm.org.my

CERTIFICATE IN WAREHOUSE MANAGEMENT

TRAINER PROFILE

Pn Siti Zaleha Ismail possesses an MBA from UKM, a BBA (Hons) in Retail Management and a Diploma in Banking, both from UiTM. She has more than 15 years of working experience in the fields of training and development, retail, purchasing and procurement. She began her career with Guardian Pharmacy as a Retail Executive and moved on to PLUS Expressway Bhd as the Management Executive (Contract & Procurement) and grew steadily to be the Assistant Manager of Purchasing and Inventory. After leaving PLUS Expressway, she moved on to an Oil and Gas Services Company as the Head of Department/Deputy Senior Manager Group Human Resources. Pn Siti has been actively involved in public training since 2003 and her area of expertise includes Organisational Development/Change Management, Training & Development, Purchasing, Supply Chain Management, Logistic Management and Retail Management. She was the Internal Trainer for PLUS Expressway and has conducted numerous purchasing and inventory related for its employees. On top of that, she was also invited to conduct training on Mind Aviation/Motivational and Cross Cultural, Gender & Religion for National Service Programme. She is also a part-time Lecturer for Open University Malaysia and Institute Putra, Malacca.



REGISTRATION FORM

CERTIFICATE IN WAREHOUSE MANAGEMENT

Saturday & Sunday Date: **February 23, 24, March 2, 9 & 10, 2019** Venue : FMM Institute, Kuala Lumpur

(To be completed in BLOCK LETTERS)

A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : _____ NRIC No. : _____

Designation : _____ Name of Company : _____

Permanent Address : _____

Correspondence Address : _____
(if different from permanent address)

Tel No. (H) : _____ (O) : _____ Fax No. : _____

E-mail Address : _____ H/P No: _____

Date of Birth : _____ Sex : _____ Age : _____ Nationality : _____ Race : _____

B. EDUCATIONAL BACKGROUND

| Name of School / Institution | Years Attended | | Highest Qualification Obtained |
|------------------------------|----------------|----|--------------------------------|
| | From | To | |

Secondary : _____

College / University : _____

Any Special Professional Course : _____

C. SPONSORSHIP

Company Sponsored Self Sponsored Please Tick (√)

D. SUBMITTED BY (To be filled if sponsored by company)

SBL/ SBL-Khas Non Contributor Please Tick (√)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ My Corporate Identity No : _____

E. DECLARATION

I hereby declare that the information provided is correct and complete.

Signature of Participant: _____ Date: _____

Payment Advice:
Enclosed cheque/bank draft No. _____ for RM _____ being payment for _____ participant(s) made in favour of "FMM Institute".