



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 / norsvamira@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 : **February 23, 24, March 2, 9 & 10, 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 : FMM Member **RM2, 400 per pax**
FMM Non Member **RM2,900 per pax**

(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



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 From To	Highest Qualification Obtained
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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 : _____ GST Registration 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".

Please fax or mail the registration form to:

Pn Nora Liza / Pn Norsyamira

Tel : 03-62867200 Fax : 03-62776712

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