



## CYCLE TIME REDUCTION FOR HIGHER PROFITS AND PRODUCTIVITY

SBL  
SCHEME  
100%

In-House Training Available

### INTRODUCTION

Effective management and control now stands at the core of every successful organisations as they strive to increase productivity and profitability in the new era where terms such as globalisation and open markets are common. But what kind of techniques are going to be helpful and in what direction? Operationally at least, ideas such as cycle time, line balancing, and work measurement have been proven to be successful if applied correctly. Cycle time reduction would lead to cost reduction in the areas of labor, overtime, WIP, space, even frustration, to mention a few. This interactive, case-loaded session aims to equip not just the knowledge and overview but the practicality of improving productivity and profit using cycle time.

### CONTENTS

- Understanding Cycle Time Reduction (CTR) Concepts
- How to Spot and Calculate Cycle Time
- Cycle Time as a Control Point in Handling and Managing
- Introduction to Line balancing
- Techniques of Line Balancing
- Uses and Problems of Line Balancing
- Machine Interference
- Types of Production
- Differences Between the Push and Pull Systems of Production
- Inventory Consideration
- Scheduling Techniques
- Decision Rules for Scheduling
- Sequencing: The Science Behind The Art
- Introduction to Work Measurement
- Time Study
- A Model for Practical Allowances

## **OBJECTIVES**

At the end of this programme, participants will be able to:

- understand the principles and functions of cycle time reduction;
- learn line balancing techniques;
- recognise the sequencing, balancing and scheduling problems in any operation systems;
- control and manage operations better;
- improve profitability and reduce cost by solving problems at operation level; and
- understand various methods of work measurement.

## **WHO SHOULD ATTEND**

Production / Quality / Logistics / Material Managers, Executives and Supervisors.

## **FACILITATOR**

**Mr Andrew Cheah** started his consulting and training experience in 1991 as a management consultant attached with a US-based consultancy firm. He has extensive consulting experience in Indonesia, Thailand and Malaysia, specialising in the areas of productivity improvement, cost savings, behavioral change survey and training. His clients come from diverse industries such as Electronics & Electrical, Steel Mill, Food Processing, Garment & Knitting, Furniture, Fertiliser, and Yarn/Thread. His last position was the Vice President of Operations before joining the manufacturing fraternity as Head of Departments with multiple responsibilities in the areas of Training, Facility, Industrial Engineering, Productivity, and Safety. Under his leadership, the company won the National Productivity Award in 1999, organised by the National Productivity Corporation (NPC) and presented by the previous Malaysian Prime Minister, Tun Dr. Mahathir. He became the General Manager for an organisation listed on the Stock Exchange of Malaysia/Bursa Malaysia before setting up his own management consultancy practice.

In addition to helping his clients enhance their organisational performance through management consulting projects, Andrew currently partners with a number of training providers in Malaysia and Singapore to deliver training courses on numerous topics.

Andrew holds a MBA degree qualification of the University of Portsmouth, UK. His experience in international consultancy has also earned him a membership with the Association of Productivity Specialist (New York), in addition to being a qualified ISO 9000 assessor (QMI/SIRIM). He speaks fluent English, Mandarin and Bahasa Malaysia.

## **ADMINISTRATIVE DETAILS**

Dates : **November 17-18, 2011**  
Time : 9.00 am – 5.00 pm  
Venue : Concorde Hotel Shah Alam  
3, Jalan Tengku Ampuan Zabedah C9/C  
40100 Shah Alam  
Selangor Darul Ehsan  
Fees : FMM Members – RM850 per participant  
Non Members – RM1,050 per participant

*(Fees include course materials, Certificate of Attendance, lunch and refreshments)*

Registration is on a first-come-first-served basis. Cheques made in favour of the “**FMM Institute**” should be forwarded to FMM Institute one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 5 working days and below before the start of the programme is subject to a 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.

10% discount is applicable for registration of three (3) or more participants from the same organisation and of the same billing source.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

*For further enquiries, please contact: Ms Ravathi/Pn Hafifah, **FMM Institute***  
Tel: 03-62867200 Fax: 03-62776712 \* Visit us at [www.fmm.edu.my](http://www.fmm.edu.my)

**REGISTRATION FORM**

**CYCLE TIME REDUCTION FOR  
HIGHER PROFITS AND PRODUCTIVITY**

November 17 – 18, 2011      Concorde Hotel Shah Alam

**The Manager**  
**FMM Institute**  
Tel: 03-62867200  
Fax: 03-62776712

Please tick (✓) accordingly:

**PSMB Scheme**

SBL

Non-Contributor

**Require vegetarian meal**

Yes

No

Dear Madam,

Please register the following participant(s) for the above programme.  
(To be completed in BLOCK LETTERS)

1	Name	Designation	E-mail
	_____	_____	_____
	Nationality	IC No.	
	_____	_____	

2	Name	Designation	E-mail
	_____	_____	_____
	Nationality	IC No.	
	_____	_____	

*(If space is insufficient, please attach a separate list)*

Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_

being payment for \_\_\_\_\_ participant(s) made in favour of the **“FMM Institute”**.

Submitted by:

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

Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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

FMM Membership No.: \_\_\_\_\_ My Corporate Identity No.: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_