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

**OBJEKTIF KURSUS**

1. Melengkapkan kakitangan keselamatan dengan pengetahuan dan kemahiran kerja yang diperlukan untuk meningkatkan potensi serta tahap professional untuk pengawalan harta benda sesuatu organisasi.
2. Memudahkan kakitangan Keselamatan memahami pengetahuan asas tanggungjawab terhadap kerja-kerja harian.
3. Dapat memberi keyakinan positif dalam tugas-tugas seharihari serta memberi keyakianan masyarakat terhadap pegawal-pegawal yang menjaga keselamatan sesuatu premis.

**MODULE KURSUS**

1. Peranan pegawai Keselamatan
2. Undang –Undang Am
3. Pameran Imej Positif Organisasi
4. Teknik Pengawasan dan Rondaan
5. Prosedur Pemeriksaan
6. Tatacara Tindakan kecemasan
7. Pengenalan Kepada Komunikasi dan Prosedur Telefon
8. Penulisan Lapuran kejadian
9. Khidmat Pelanggan
10. Pengenalan kepada Pencegah kebakaran
11. Cara- cara Menggunakan Alat pemadam Api
12. Siasatan Asas
**METODOLOGI**

Kandungan Kursus merangkumi teori dan praktikal CPR, Peralatan Pencegah kebakaran dan Tugas-Tugas Keselamatan.

**BAHASA PENGHANTARAN**

Bahasa Malaysia sepenuhnya

**PERSERTA KURSUS**

Semua Pegawai-Pegawai Keselamatan Swasta

**Trainer**

**K. SUPPRAAMANEAM KAT**, MBA, B.Sc. (Sec Mgmt), is a retired military officer with rank of Major. He has served the Royal Malaysian Air Force for 27 years as an Air Defence Controller dealing with the National Airspace Security Management. Whilst in the military, he has attended various training programs both local and overseas in administrative, management, core specialization, military warfare and training skills. Notably, he has attended Instructor Training program at the United States Naval Air Station at San Diego, California. In addition, he has attended basic aviation safety and fire training seminars and programs.

He has obtained vast managerial and administrative experience in the military as an officer through the assumption of incremental responsibilities which commensurate with the rank. Besides assuming teaching assignments at various intervals, he has also held various command and leadership positions during the entire tour of his career. Has conducted multi-discipline (management, security, safety and fire) training programs/seminars while serving the Air Force and Commercial organizations.

Adding to the above, professionally he has equipped himself with a Masters in Business Administration and Bachelor of Science in Security Management. He is also an endorsed security trainer from the Ministry of Home Affairs for the private security industry. Since retiring from the military in 1997, he has engaged himself with the private security industry in managing security operations, conduct various security training programs and soft skill management programs (endorsed by HRDF, Ministry of Human Resources), conduct security investigations and risk assessment activities.

As an accomplished trainer and facilitator, he has conducted various in-house security training for many multi-national organizations. He has also presented papers on Loss Prevention, Security Risk Assessment and Security Technologies at various forums and seminars conducted by the Asian Institute of Management Science (AIMS Sdn Bhd). In addition, he also lectures in Security diploma and degree programs organized by AIMS Sdn Bhd.

His military and commercial world experience had provided him opportunities to collaborate with international organizations such as Marconi Radar Systems, UK., Laker Airways, Florida, USA., and International Executive Protection Services, New York, USA., in project management, aviation security and risk assessment assignments.

His background and experiences bring demonstrated expertise in project management, security training and consultancy to major private security companies and multi-national organizations.
ADMINISTRATIVE DETAILS

COURSE FEE
RM 990.00 (FMM Member)/ RM 1,200.00 (Non-Member) per participant (The fee includes luncheon, coffee/tea breaks and notes)

DRESS CODE
Office Attire

REGISTRATION
Participation in the programme is based on a first-come-first-served basis. Cheques made in favour of the “FMM Institute” should be forwarded on or before programme date to the FMM Institute, Penang Branch, Bandar Seberang Jaya. Participants who registered but did not attend, will be billed accordingly. Upon confirmation, kindly send us the payment before the commencement of the programme.

CANCELLATION
There will be no refund for cancellation within 2 days prior to the programme, 50% for cancellation between 3 – 6 days and full refund for cancellation 7 days prior to the programme. Please inform in writing if you intend to cancel. A replacement can be accepted at no additional cost.

DISCLAIMER
The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the programme should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes. Upon sending the registration form, you are deemed to have read and accepted the terms and conditions.

ENQUIRIES
Ms Nazliza/Rashida/Hafiz/Rahayu
FMM Institute
No 2767, Mukim 11, Lebuh Tenggiri 2, Bandar Seberang Jaya, 13700 Seberang Perai
Tel: 04-6302052/04-3992057
Fax: 04-6302054
Email: nazliza@fmm.org.my/rashida@fmm.org.my/rahayu@fmm.org.my

Closing Date : 21 April 2014
REGISTRATION FORM

KURSUS ASAS PEGAWAL KESELAMATAN
(Kandungan Kursus Mengikut Kementerian Dalam Negeri)
28-29 April 2014, Monday - Tuesday
9.00 am – 5.00 pm
Training Venue:
Vistana Hotel, Penang

For further details please contact:
FMM Institute Penang Branch
- Nazliza/Rashida  Tel: 04-6302052/50  Fax: 04-6302054
  Email: nazliza@fmm.org.my / rashida@fmm.org.my
- Haffiz/Rahayu  Tel: 04-3992037
  Email: hafiz@fmm.org.my / rahayu@fmm.org.my

Dear Sir/Madam,

Please register the following participant for the above programme:

1. Name : ________________________________
   Designation : ___________________________
   Email: ________________________________

2. Name : ________________________________
   Designation : ___________________________
   Email: ________________________________

3. Name : ________________________________
   Designation : ___________________________
   Email: ________________________________

4. Name : ________________________________
   Designation : ___________________________
   Email: ________________________________

Payment:
Enclosed cheque / bank draft no. ____________ for RM__________ being payment for ________ participant(s) made in favour of “FMM Institute”.

________________________________________
Submitted by :
Name: (Mr/Ms)_______________________________
Designation:__________________________________
Company:____________________________________
Address:_____________________________________
Tel:_________________________________________
Fax:________________________________________
Email:_______________________________________
Membership No. : ____________________________