Dear Sir / Madam

Kemahiran Pengawal Keselamatan Yang Berkesan

ASAS KESELAMATAN
- Definisi Keselamatan dan Pencegahan Kerugian
- Segi Tiga Jenayah (Crime Triangle)
- Tunggak Pencegahan Kerugian (Pillars of Loss Prevention)
- Halangan-Halangan Keselamatan
  Workshop 1 - Peranan Pengawal Keselamatan di Kampus
HAK-HAK KAKITANGAN KESELAMATAN & UNDANG-UNDANG
- Definisi dan Elemen-Elemen Jenayah
- Kuasa dan Had Undang-Undang kepada Pengawal Keselamatan
  Workshop 2 - Case Study
TEKNIK-TEKNIK ASAS PEMERIKSAAN
- Definisi Pemeriksaan dan Kaedah-Kaedahnya
- Jenis Pemeriksaan dan Tujuannya
  Workshop 3 - Demo pemeriksaan sebuah kereta
TEKNIK RONDAAN & PATROL CHECKLIST
- Pengenalan dan Objektif Rondaan
- Cara-cara Melakukan Rondaan
- Peringatan Semasa Meronda
  Workshop 4 - Praktikal - Ceklist
  Workshop 5 - Cara Penentuan Pelanggaran
PROSES PENULISAN LAPORAN KEJADIAN
- Proses Penulisan Laporan kejahatan
  ‘5W dan ‘1H’
- Jenis-jenis Laporan (Types of Reports)
  Workshop 6 - ‘Manpower vs Equipment’
PENYIASATAN ASAS (BASIC INVESTIGATION)
- Objektif dan Tujuan Penyiasatan
- Cara-cara Mengumpul Bukti (Evidence Gathering)
- Proses Asas Penyiasatan - Why? Why?
PROSES PENULISAN LAPORAN
- Proses Penulisan Laporan kejahatan ‘5W & 1H’
- Jenis-jenis Laporan (Types of Reports)
- Workshop 7 - Cara Penulisan Laporan

WHO SHOULD ATTEND
Service security supervisors / personnel / guards, HR or other officers who are in charge of security function and senior security personnel who would like to upgrade and update themselves on the latest Security Management practices.

Objective
Upon completion of this course, participants will be able to:
• acquire the fundamental knowledge on security and loss prevention and roles and responsibilities of a security officer
• learn the holistic approach on loss prevention and security to new security personnel or now security personnel who are in charge of security functions.
• coordinate security aspects of an organisation in a proper manner through effective planning and control of the Security Management
• acquire knowledge on how to handle emergencies appropriately during crisis

Registration Form
FMM INSTITUTE PERAK (Centre for Professional Development)
(475427-W)

KEMAHIRAN PENGAWAL KESELAMATAN YANG BERKESAN

Dear Sir / Madam

Please register the following participant(s) for the above programme:

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Submitted by:
(please attach a separate list if space is insufficient.)

Name: ____________________________ Designation: ____________________________
Company: ________________________ Tel: ____________________________ Fax: ____________________________
Address: ________________________ Email: ____________________________
FMM Membership No: ____________________________ MyCoID: ____________________________

Enclosed cheque / bank draft No. ____________________________ for RM ____________________________ being payment for consideration of the participant(s) made in favour of the ‘FMM INSTITUTE’.

Administrative Details
Closing date: March 5, 2014
Medium of Instruction: Bahasa Malaysia
CPD: 14 hours

Course Fee
FMM Members: RM 500.00 per pax
Others: RM 600.00 per pax

Registration:
• Upon Filling / Mailing the completed Registration Form to FMM Institute, Perak, 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 SBL Scheme, an Attendance of 100% is a MUST, in any case, employers will be billed in full.

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.

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.

Renck Rahmat Ibrahim

Encik Rahmat Ibrahim commenced his career as a police officer with the Singapore Police Force. After spending more than 10 years with the police force as an investigator and training officer, he moved to the private sector, initially as a security officer with a US Multinational electronics company in Malaysia. Since then, Encik Rahmat has worked as a manager in security and loss prevention and other security functions in various multinational companies in Malaysia and Singapore. Encik Rahmat was attached before to multinational companies like National Semiconductor, Hewlett Packard, Quantum Asia Pacific (Singapore), ST Microelectronics and Motorola and Flextronics during his 33 year career as a security practitioner.

Encik Rahmat holds a degree in Management from the RMIT University in Australia and further went on to specialize and acquired the coveted professional certification, from American Society for Industrial Security (ASIS) know as ‘Certified Protection Professional’ which carries the title CPP. He has vast experience in risk management, security and loss prevention management, fraud investigations and audits. He is currently attached to a multinational company in Malaysia and also carries out work as a trainer and loss prevention consultant.

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