SMEs SKILLS UPGRADING PROGRAMME:
Production Planning and Control

August 12 - 13, 2015
Wisma FMM, Bandar Sri Damansara

CONTENTS

Operations Management and Production Planning and Control
♦ Objectives
♦ Functions

Forecasting
♦ Why forecast?
♦ Types and applications
♦ Methods
♦ Exercises

Aggregate Planning

Capacity Planning
♦ Definition of terminologies
♦ Breakeven analysis
♦ Case study

Master Scheduling for Production (MPS)
♦ Steps in doing MPS
♦ Case study

Materials Requirement Planning (MRP)
♦ Definition and benefits
♦ Computation and exercise

Operations Scheduling (OS)
♦ Relationship of OS and the above subjects
♦ Scheduling technique

Inventory Management
♦ ABC and VED analyses
♦ Various costs in inventory
♦ Exercise on inventory costing
♦ Types of inventory system
♦ Quantity discounts

OBJECTIVES

At the end of the programme, participants will be able to:
♦ Explain a comprehensive overview of the various aspects of production planning and scheduling
♦ Develop skills in viewing and analysing specific production problems with an understanding of the organisations’ objectives, needs and resource constraints
♦ Use tools and techniques for the analysis of production problems
Encik Muhsin Ahamed has been in the manufacturing industry for over 10 years, working his way up from Production Supervisor to Manufacturing Section Head to Human Resource Development Manager. He has in-depth hands-on experience in various areas of manufacturing such as production, scheduling, planning and testing. In addition, his manufacturing experience also includes the set-up of new production lines. A degree holder with a Bachelor of Science in Chemistry, Muhsin also holds several diplomas and certificates in Management, Electronics Engineering, Computer Programming and Technology-based Training. As a Human Resource Development Manager, he has designed, developed and implemented various training programmes in Management, Supervisory, Quality Control and Manufacturing Technology. As an individual who has experience in the manufacturing process, Muhsin brings with him relevant and realistic examples which give his training a very practical approach.

### ELIGIBILITY

Eligibility to SMEs Skills Upgrading Programmes:
- Manufacturing sector (including agricultural-based industries) and manufacturing-related services - annual sales value is not more than RM50 million or with less than 200 full-time employees
- Services sector (including ICT) - annual sales value is not more than RM20 million or with less than 75 full-time employees
- SMEs must be registered under the Companies Act 1965 (Private Limited Companies) or under the Registration of Business Act 1956 (Enterprise Companies) with majority Malaysian shareholders (minimum 60%)

### ADMINISTRATIVE DETAILS

**Dates:** August 12 - 13, 2015  
**Time:** 9.00 am – 5.00 pm  
**Venue:** Wisma FMM, No 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur

**Fees:**  
- RM302.10 per participant (Inclusive of GST)  
- RM1,007 per participant (before Skills Upgrading Grant)  
  - **(Fees include course materials, Certificate of Attendance, lunch and refreshments)**

### WHO SHOULD ATTEND

Production Managers, Executives and Senior Supervisors who are responsible for manufacturing. Others involved in planning and production control would also benefit from this programme.

### FACILITATOR

Encik Muhsin Ahamed has been in the manufacturing industry for over 10 years, working his way up from Production Supervisor to Manufacturing Section Head to Human Resource Development Manager. He has in-depth hands-on experience in various areas of manufacturing such as production, scheduling, planning and testing. In addition, his manufacturing experience also includes the set-up of new production lines. A degree holder with a Bachelor of Science in Chemistry, Muhsin also holds several diplomas and certificates in Management, Electronics Engineering, Computer Programming and Technology-based Training. As a Human Resource Development Manager, he has designed, developed and implemented various training programmes in Management, Supervisory, Quality Control and Manufacturing Technology. As an individual who has experience in the manufacturing process, Muhsin brings with him relevant and realistic examples which give his training a very practical approach.

Registration is on a first-come first-served basis. Cheques made in favour of the “FMM Institute” should be forwarded 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 14 or more working days before the start of the programme. Cancellation received 7 – 13 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 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.

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. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

For further enquiries, please contact:  
FMM Institute  
Tel: 03-62867200  
Fax: 03-62776712  
Visit us at www.fmm.edu.my
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.  

3. 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: ____________________________________________  
FMM Membership No: ____________________________  
Address: ____________________________________________  

My Corporate Identity No.: ____________________________  
GST Registration No.: ____________________________

Tel No.: ____________________________  
Fax No.: ____________________________  
Date: ____________________________