SMEs SKILLS UPGRADING PROGRAMME:
Production Planning and Control

September 22 - 23, 2014
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.

FACILITATOR

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%)

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.

Fees include course materials, Certificate of Attendance, lunch and refreshments

SBL Scheme

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 programmes and all efforts will be taken to inform participants of the changes. Should the event 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:
Pn Fatahiyah / Pn Hafifah
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 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td>IC No.</td>
<td></td>
</tr>
</tbody>
</table>

2. Name | Designation | E-mail |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td>IC No.</td>
<td></td>
</tr>
</tbody>
</table>

3. Name | Designation | E-mail |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td>IC No.</td>
<td></td>
</tr>
</tbody>
</table>

(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: ____________________________________

Tel No.: ___________________________ Fax No.: ___________________________ Date: __________

FMM Membership No.: _______________ My Corporate Identity No.: ________________________