



FMM Institute *(Centre for Professional Development)*

Wisma FMM, No. 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
Tel: 03-62867200 Fax: 03-62776712 E-mail: nora@fmm.org.my / norsyamira@fmm.org.my

Remote Online Training (MC) FMM Certificate in Warehouse

15 CPD Hours
awarded by
MBOT

The programme is a professional development course to provide skills and knowledge in the operations of the store and warehouse management in an organisation.



WHO SHOULD ATTEND

This course is specially designed for executives, officers, assistants and clerks who are involved in areas of store and warehouse. It is also suitable for those who are planning to venture into this field of specialisation.

AWARD OF CERTIFICATION

Upon successful completion of the course and its coursework, participants will be awarded the **Certificate of Achievement**. Participants who have attended at least 80% of the programme will be awarded a **Certificate of Attendance**.

COURSE OBJECTIVES

- Define warehouse management, and inter-departmental relationships
- Describe the warehouse operation, warehouse storage systems and conventional storage methods
- Plan warehouse improvement programme
- Carry out warehouse measurements and effective stocktaking and facility development
- Organise warehouse in view of manpower management and profitability

COURSE STRUCTURE

Live Webinar session : 5 days (7 hours / day)
(Pre & Post Test and Assignment)

ADMINISTRATIVE DETAILS

Dates : October 11, 12, 18, 19 & 26, 2022
 Time : 9.00 am – 5.00 pm
 Venue : Remote Online Learning
 Platform : TalentLMS & Zoom

Fees : FMM Member **RM3,180.00 per pax**
 Non Member **RM3,498.00 per pax**
(Inclusive of 6% service tax)





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COURSE CONTENTS

Module 1 – Introduction to Warehouse Management
and Warehouse Operations

Module 2 – Packing and Picking Operations

Module 3 – Warehouse Measurement Techniques

Module 4 – Warehouse Improvement and Effective
Stocktaking

Module 5 – Development of Facility and Warehouse

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 subjected to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subjected to 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.



REGISTRATION FORM

(MC) CERTIFICATE IN WAREHOUSE MANAGEMENT

Date: **October 11, 12, 18, 19 & 26, 2022** Venue: Remote Online Training

(To be completed in BLOCK LETTERS)

A. PERSONAL PARTICULARS

Full Name (Mr/Ms) : _____ NRIC No. : _____

Designation : _____ Name of Company : _____

Permanent Address : _____

Correspondence Address : _____
(if different from permanent address)

Tel No. (H) : _____ (O) : _____ Fax No. : _____

E-mail Address : _____ H/P No: _____

Date of Birth : _____ Sex : _____ Age : _____ Nationality : _____ Race : _____

B. EDUCATIONAL BACKGROUND

Name of School / Institution	Years Attended From To	Highest Qualification Obtained
Secondary : _____	_____	_____
College / University : _____	_____	_____
Any Special Professional Course : _____	_____	_____

C. SPONSORSHIP

Company Sponsored Self-Sponsored Please Tick (√)

D. SUBMITTED BY (To be filled if sponsored by company)

HRD Corp Claimable Non-Contributor Please Tick (√)

Name : _____ Designation : _____

Company Name: _____

Company Address : _____

Tel No. : _____ Fax No. : _____ E-mail Address : _____

FMM Membership No: _____ My Corporate Identity No : _____

E. DECLARATION

I hereby declare that the information provided is correct and complete.

Signature of Participant: _____ Date: _____

Payment Advice:
Enclosed cheque/bank draft No. _____ for RM _____ being payment for _____ participant(s) made in favour of "FMM Institute".

Please fax or mail the registration form to:

Pn Nora Liza / Pn Norsyamira Tel : 03-62867200 Fax : 03-62776712
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