



## Program Pembangunan Perkeranian

February 25 - 26, 2021 | 9.00am - 5.00pm | Remote Online Learning via Zoom

### OBJECTIVES

- Untuk meningkatkan pengetahuan pekerja sedia ada dengan pengendalian diri dan tugas-tugas perkeranian yang kian mencabar
- Bagi mempersiapkan diri dalam menjalankan tugas perkeranian bukan sekadar tugas semata-mata, tetapi sebagai satu karier
- Membantu pelatih-pelatih menjadi lebih bijak dalam menjalankan tugas mereka dalam menangani situasi-situasi yang berbeza dalam usaha untuk menghasilkan keputusan kerja yang cemerlang untuk organisasi

### WHO SHOULD ATTEND

All levels of Clerical Staff, Secretaries, Personal and Administrative Assistants

Dates : **February 25–26, 2021**

Time : 9.00 am – 5.00 pm

Venue : Remote Online Learning via Zoom

Fees : FMM Members – RM 816.20 per participant  
(inclusive of 6% Service Tax)  
Non Members – RM964.60 per participant  
(inclusive of 6% Service Tax)

**(Fees include course materials and Certificate of Attendance)**

**\*each participant must have their own, individual equipment for online meeting with strong internet connection.**

For further enquiries, please contact:

Siti Nazihah / Syazwani / Fatahiyah  
**FMM Institute**

**Selangor & Kuala Lumpur Branch**

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Visit us at: www.fmm.edu.my / www.fmm.org.my

### CONTENTS

- Kepentingan dan Cara Pemikiran ANDA
- Tugas-Tugas Perkeranian
- Pengurusan Masa dan Keutamaannya
- Kemahiran Pengurusan Masa
- Komunikasi
- Cara Dokumentasi Yang Berkesan

### FACILITATOR

**Encik Mokhtar Said** is a highly acclaimed People Development trainer and consultant. An exceptionally gifted thinker and speaker, he has an unrivalled reputation for making the learning easier through the use of story-telling of real life situations that he has experienced. Participants from Government and Private Sectors ranging from General Managers, Managers, Executives, Engineers, Supervisors, Leaders, Trainers and Operators have consistently mentioned that the greatest value they obtain is that many of the competencies can be applied to good effect in the work place. He has twenty years of corporate experience in the aspect of Maintenance, Engineering, Production, Total Productive Maintenance (TPM), Total Quality Management (TQM) and Training & Development. His corporate experience has exposed him to the Manufacturing and Semi-conductor Industries moving from ranks of Equipment Maintenance & Engineer, Product & Process Engineer, Production Manager, Total Quality Management (TQM) & Total Productive Maintenance (TPM) Manager to Senior Training & Development Manager. He possesses a Master of Business Administration (MBA). In addition, he has a Bachelor Degree of Science (Hons.) in Human Resource Management majoring in Training & Development, Diploma in Electronics Engineering, awarded by Human Resource Development Board (HRDB) as a qualified Trainer, qualified Total Productive Maintenance (TPM) Trainer by SIRIM and an associate Technical Trainer of FMM Institute.

### IN-HOUSE TRAINING AVAILABLE

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 – 14 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.

# REGISTRATION FORM

## Program Pembangunan Perkeranian

February 25 - 26, 2021 (Thursday - Friday)

Remote Online Learning via Zoom

**The Manager**

**FMM Institute Selangor & Kuala Lumpur Branch**

Tel: 03-55692950/4471/4171

Fax: 03-55694346

**SST No: W10-1901-32000105**

Please tick (√) accordingly:

PSMB Scheme:  **SBL**  **Non Contributor**

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

(To be completed in **BLOCK LETTERS**)

1. **Name** **Designation** **E-mail**

**Nationality** **IC/Passport No.**

2. **Name** **Designation** **E-mail**

**Nationality** **IC/Passport No.**

3. **Name** **Designation** **E-mail**

**Nationality** **IC/Passport 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: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_

My Corporate Identity No.: \_\_\_\_\_