



## PRODUCTION MANAGER'S SURVIVAL TOOLS

JULY 18-19, 2022 | 9.00AM – 5.00PM | REMOTE ONLINE LEARNING VIA ZOOM

### OBJECTIVES

- Understand and manage the demanding requirements of the Production Manager
- Equip with the necessary HR soft skills to deal with employees' expectation and yet be an effective Production Manager
- Adopt a positive and learning attitude in order to take advantage of the experiences to grow in any organisation
- Accept that a Production Manager's job scope can be without clear boundaries in order to perform beyond expectation

### CONTENTS

- What Management Expects of You
  - Production Planning/Targets
  - Productivity/Efficiency
  - Quality
  - Material and HR Planning
- Management Functions that Come with the Job
  - TQM
  - Kaizen
  - Environmental
  - Health and Safety
- The HR Manager
- Leadership Skills
- Communicate Effectively
- Harnessing Team Power
- Motivating and Energising Your Team

### WHO SHOULD ATTEND?

Production Managers/ Assistant Managers and Engineers.

**Date** : July 18 - 19, 2022  
**Time** : 9.00am – 5.00pm  
**Venue** : Remote Online Learning via Zoom  
**Fees** : FMM Members – RM 1,060 per participant  
Non-Members – RM 1,272 per participant  
**(inclusive of 6% service tax)**  
(Fees include course materials and Certificate of Attendance)

### FACILITATOR

**Mr Wesley Khaw** has conducted and facilitated training for more than 35 public, private and multi-national organisations in Malaysia, Brunei and Singapore, specialising in Human Relations, Effective Communication, Team building, Leadership and QCC topics. A Mechanical Engineering Graduate from a UK University, he started his career in Singapore Airlines. During his tenure, he streamlined staff policies and benefits, which resulted in a reduction of processing time and consequently an increase in productivity. Upon his return to Malaysia, he joined a Japanese MNC, as a Production Engineer which was just starting its electronic key components operations in 1980. Being a pioneer in this company, he then headed a Sales and Marketing team to build up the business from scratch into a RM400 million/ year company, exporting key electronic components to more than 50 countries in the global consumer electronics market. During its peak, the company employed more than 2,800 staff. Wesley has also played a leading role in Industrial Relations. He has a wide range of experience in the handling of employer-employee related matters and engaged in numerous negotiations with the worker's Union on behalf of Management. During this period, the company enjoyed a healthy and harmonious relationship, with a WIN-WIN policy as a guiding principle. Due to his senior position in the company, Wesley wears many hats, and is very often required to view issues from an overall company 'global' perspective, from Procurement to Sales, from Production to Financial systems, and above all from a HR perspective. For this reason, from his early days in the company, he has been operating from a top management platform. He also spent a significant portion of his time for the development of staff in his company. He was instrumental in the setting up of the training unit as well as small group activities to enhance the company's policy of staff empowerment. During this period Wesley was also selected by the company's head office in Japan to conduct middle management courses for its ASEAN managers in Singapore. For all his immense contribution to his company, he was appointed to the position of Executive Director in 2001 and has also been a member of its Associated Company's Group, Board of Directors Committee for Bangi, a first for a Malaysian employee.

**For further enquiries, please contact:**

Siti Nazihah / Azrini  
FMM Institute  
Selangor & Kuala Lumpur Branch  
Tel: 03-55692950 / 4171 / 4471 Fax: 03-55694346  
Email: siti\_nazihah@fmm.org.my / azrini@fmm.org.my  
Visit us at: www.fmm.edu.my / www.fmm.org.my

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

# REGISTRATION FORM

## PRODUCTION MANAGER'S SURVIVAL TOOLS

JULY 18-19, 2022 (MONDAY-TUESDAY)

REMOTE ONLINE LEARNING VIA ZOOM

FMM Institute Selangor (SST No: W10-1901-32000105 | CO ID: 475427W\_SELANGOR)

Email: [siti\\_nazihah@fmm.org.my](mailto:siti_nazihah@fmm.org.my) / [azrini@fmm.org.my](mailto:azrini@fmm.org.my)

Tel: 03-55692950/4471/4171

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

<b>1. Name</b>	<b>Designation</b>	<b>E-mail</b>
<hr/>		
<b>Nationality</b>	<b>IC / Passport No.</b>	
<hr/>		
<b>2. Name</b>	<b>Designation</b>	<b>E-mail</b>
<hr/>		
<b>Nationality</b>	<b>IC / Passport No.</b>	
<hr/>		
<b>3. Name</b>	<b>Designation</b>	<b>E-mail</b>
<hr/>		
<b>Nationality</b>	<b>IC / Passport No.</b>	
<hr/>		

(If space is insufficient, please attach a separate list)

### Disclaimer

Registration is on a first-come first-served basis. 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 programme fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the programme fees. If the participant fails to attend the programme or less than 75% attendance, the full programme fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

We hereby confirm that (Please tick accordingly):

- We will be claiming **from HRD Corp** and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.
- We will **NOT BE CLAIMING** from **HRD Corp**. Payment will be made to account payee FMM Institute by cheque or bank transfer to Maybank Account No **5-62106-64719-2**

Submitted by:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company: \_\_\_\_\_ FMM Membership No.: \_\_\_\_\_

Address: \_\_\_\_\_

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

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