"PERANCIANG DAN PENGAWALAN INVENTORI"

9:00 am to 5:00 pm  6-7 Nov 2013, Wed-Thu  FMM Institute, Sungai Petani

INTRODUCTION:
Conducted in Bahasa Malaysia, this programme has been especially designed to expose participants to the principles and practices of managing inventory in a manufacturing environment. Businesses today must have a good understanding of the value structure and strategy of materials management in order to be competitive. Holding costs for raw materials account for the largest component of working capital in most organisations. Thus, new and effective techniques need to be adopted in order for the inventory to move efficiently and for purchasing costs to be reduced.

WHO SHOULD ATTEND
Executives, Supervisors and Clerks who are directly or indirectly involved in materials planning and control, inventory and financial control.

OBJECTIVES
At the end of the programme, participants will be able to:
• identify concepts and practices of planning and controlling inventory
• apply the techniques, knowledge and skills to effectively execute the tasks entrusted to them and
• uplift the confidence of the participants to initiate development in managing inventory effectively

CONTENTS
Konsep
• Rangkaian bekalan
• Perlunya inventori dalam perniagaan
• Inventori: Adakah ia harta atau beban?
Organisasi
• Siapa yang bertanggungjawab ke atas inventori?
• Pembentukan organisasi pengawalan inventori yang berkesan
• Pengurus bahan-bahan bersepadu
Klasifikasi Bahan-Bahan Keperluan
• Mengenal pelbagai jenis bahan-bahan yang diperlukan
• Pengurangan jenis dan standardisasi bahan-bahan
• Analisis nilai

Perancangan Inventori
• Mengapa perlunya perancangan?
• Analisis ABC
• Merancang secara strategik
• Menentukan keperluan inventori melalui

Penambahan stok
• Pengiraan EOQ
• Pengiraan tahap-tahap stok
• Perancangan keperluan bahan - Bahan bebas/Bahan
• kaitan
• Maklumat-maklumat penting dalam perlaksanaan MRP

Konsep dan Amalan JIT
• Apa sebenarnya JIT?
• Bagaimana JIT dilaksanakan?

Mengawal Bahan-Bahan Lebihan dan Buangan
• Implikasi bahan-bahan lebihan dan buangan
• Garis panduan bagi mengawal dengan lebih berkesan

Trainer Profile
Encik Ahmad Saffian currently runs his own Consultancy and Training firm. Prior to this, he has held the positions of General Manager with a MARA-owned company, Warehouse Manager with Malaya Breweries and Materials Manager with Sapura Holdings. He is one of the lecturers for the Malaysian Institute of Purchasing and Materials Management’s Joint Certificate Programme with the Chartered Institute of Purchasing and Supply, U.K. He has also conducted a series of in-house programmes for several multinationals including a long term stint in training staff of Petronas in Stores, Purchasing and Materials Management. Encik Saffian heads the professional team in reviewing and rewriting Petronas Carigali Sdn Bhd’s purchasing and materials management policies and procedures. A member of the Chartered Institute of Purchasing and Supply, Encik Saffian holds a Diploma from Institute Teknologi MARA.
Administrative Details
Date : 6-7 Nov 2013 (Wed-Thu)  Time : 9.00 am – 5.00 pm
Venue : FMM Institute, Sungai Petani  Fees : RM750.00 (Members); RM850.00 (Non-Members)
*RMY285 per participant (after 70% Skills Upgrading Grant)
*RMY950 per participant (before Skills Upgrading Grant)

All fees are inclusive of course materials, lunch and refreshments.

*ELIGIBILITY FOR SME’S SKILL UPGRADE PROGRAMME
• Manufacturing sector (including agricultural-based industries) and manufacturing-related services - annual sales value is not more than RM25 million or with less than 150 full-time employees
• Services sector (including ICT) - annual sales value is not more than RM5 million or with less than 50 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%)

Attendance is by prior registration only. Registration form must be completed and returned to FMM Institute by 30 Oct 2013 with correct payment by cheque made in favour of “FMM INSTITUTE” and crossed “Account Payee Only”. Payment by cash is acceptable during the day of registration. Registration is on first-come-first-served basis. Participant, who registered but did not attend, will be billed accordingly. For enquiries: Contact Meeza/ Hafifah at 04-424 6431/04-424 1079 or email hafifah@fmm.org.my/meeza@fmm.org.my

CANCELLATION MUST BE IN WRITING TO FMM.
There will be no refund for cancellation within 3 days prior to the program. 50% refund for cancellation between 4 - 5 days and full refund for cancellation 6 days prior to the program. No additional cost for replacement

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REGISTRATION FORM

To : FMM Institute (Attn: Meeza/Hafifah) Fax: 04-421 6876

Please register the following participants:

1. Name & Designation : ____________________________________________
2. Name & Designation : ____________________________________________
3. Name & Designation : ____________________________________________
4. Name & Designation : ____________________________________________

(Please attach separate list if space is insufficient)

Submitted by : ___________________________________________________
Designation : ___________________________________________________
Company : _______________________________________________________
Tel : ___________________________________________________________
Fax : ___________________________________________________________
Address : _______________________________________________________
Email : _________________________________________________________
Membership No. : _______________________________________________