Kemahiran Pengawal Keselamatan Yang Berkesan

**Course Content**

**ASAS KESELAMATAN**
- Definisi Keselamatan dan Pencegahan Kerugian
- Segi Tiga Jenayah (Crime Triangle)
- Tunggak Pencegahan Kerugian (Pillars of Loss Prevention)
- Halangan-Halangan Keselamatan
- Workshop 1 – Peranan Pengawal Keselamatan di Kampus

**HAK-HAK KASTITANAN KESELAMATAN & UNDANG-UNDANG**
- Definisi dan Elimen-Elimen Jenayah
- Kuasa dan Had Undang-Undang kepada Pengawal Keselamatan
- Workshop 2 - Case Study

**TEKNIK-TEKNIK ASAS PEMERIKAAN**
- Definisi Pemeriksaan dan Kaedah-Kaedahnya
- Jenis Pemeriksaan dan Tujuanannya
- Workshop 3 - Demo pemeriksaan sebuah kereta

**TEKNIK RONDAAN & PATROL CHECKLIST**
- Pengenalan dan Objektif Rondaan
- Cara-cara Melakukan Rondaan
- Peringatan Semasa Meronda
- Workshop 4 - Praktikal - Ceklist dan Proses Meronda Yang Betul

**AMALAN ETIKA PEKERJAAN DAN PROFESYEN KESELAMATAN**
- Kepentingan Etika – (untuk pengutukusan yang adil & sakasma)
- Ciri-ciri & Peranan Pengawal Keselamatan yang Profesional

**KOMUNIKASI & TATACARA MENGENDALI TELEFON**
- Tujuan & Objektif Komunikasi
- Prinsip-prinsip Komunikasi yang Berkesan
- Komunikasi Bersopan melalui Telepon
- Workshop 5 - Komunikasi & ‘Role Play’

**SISTEM KESELAMATAN**
- Jenis-jenis Sistem Keselamatan dan Peranannya
- Teknologi Sistem Keselamatan yang Terkini (Video)
- Workshop 6 - ’Manpower vs Equipment ’

**PENYIASATAN ASAS (BASIC INVESTIGATION)**
- Objektif dan Tujuan Penyiasatan
- Cara-cara Mengumpul Bukti (Evidence Gathering)

**PROSES PENULISAN LAPORAN KEJADIAN**
- Proses Penulisan Laporan kaedah ‘SW dan 1H’
- Jenis-jenis Laporan (Types of Reports)
- Workshop 7 - Cara Penulisan Laporan

**REGISTRATION FORM**

**FMM INSTITUTE PERAK** (Centre for Professional Development)
Attn: Puan Eda / Ms Harvindar / Ms Nicole
No. 1, Lorong Raja D’Hill, Off Jalan Raja D’Hill, 30350 Ipoh, Perak.
Fax. No.: (05) 548 8331 & Tel. No.: (05) 548 8660
Email: fmmperak@fmm.org.my

**KEMAHIRAN PENGAWAL KESELAMATAN YANG BERKESAN**

Dear Sir / Madam

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

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Submitted by: (Please attach a separate list if space is insufficient.)

Name: ____________________________ Designation: ____________________________
Company: ____________________________ Tel: ____________________________
Fax: ____________________________ Email: ____________________________
Address: ____________________________

FMM Membership No: ____________________________ MyCoID: ____________________________

Enclosed cheque / bank draft No. ____________________________ for RM ____________________________ being payment for ____________________________ participant(s) made in favour of the ‘FMM INSTITUTE’.

**ADMINISTRATIVE DETAILS**

Closing date: June 18, 2014
Medium of Instruction: Bahasa Malaysia
CPD: 14 hours

**COURSE FEE**
- Fees include Course Materials, Refreshment, Lunch and Certificate of Attendance
- FMM Members RM 500.00 per pax
- Others RM 600.00 per pax

**Registration**
- Upon Faxing / Mailing the completed Registration Form to FMM Institute, Perak, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.
- Will be based on First-Come-First-Served basis.

**Payment**
- Cheques made in favour of FMM INSTITUTE should be forwarded to FMM Institute Perak.
- For SBL Scheme, an Attendance of 100% is a MUST, in any case, employers will be billed in full.

**Cancellation**
- Must be in Writing with Reasons.
- < 7 days before the course — No Payment Charged
- 3-6 days before the course — 50% Payment Charged
- < 3 days before the course — Full Payment Charged
- Participants who did not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

**Disclaimer**
- The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

Enick Rahmat Ibrahim

Enick Rahmat Ibrahim commenced his career as a police officer with the Singapore Police Force. After spending more than 10 years with the police force as an investigator and training officer, he moved to the private sector, initially as a security officer with a US Multinational electronics company in Malaysia. Since then, En Rahmat has worked as a manager in security and loss prevention in various multinational companies in Malaysia and Singapore. En Rahmat was attached before to multinational companies like National Semiconductor, Hewlett Packard, Quantum Asia Pacific (Singapore), ST Microelectronics and Motorola and Flextronics during his 33 year career as a security practitioner.

Enick Rahmat holds a degree in Management from the RMIT University in Australia and further went on to specialize and acquired the coveted professional certification, from American Society for Industrial Security (ASIS) know as ‘Certified Protection Professional’ which carries the title CPP. He has vast experience in risk management, security and loss prevention management, fraud investigations and audits. He is currently attached to a multinational company in Malaysia and also carries out work as a trainer and loss prevention consultant.

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Also available as an In-House Course

SBL Scheme

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In-House Course