



FMM Institute

Centre for Professional Development



HRD CORP
Claimable
Course

Online Training

Developing Effective Purchasing Assistant & Clerk

Administrative Details

Date	: 18 - 19 August 2022 (Thu-Fri)
Time	: 9:00am – 5:00pm
Platform	: ZOOM
Fees	: RM 1,007.00 (FMM Member) RM 1,113.00 (Non member) <i>The fee inclusive Service Tax at 6%</i>
Contact Persons & Email	: Ms. Sabrina (sabrina@fmm.org.my) Pn. Astri (astri@fmm.org.my) En. Omar (omar@fmm.org.my) Ms. Jessica (jessica@fmm.org.my)
Closing Date	: 4 August 2022
SBL-Khas code no.	: 1000182817
Training Provider	: FMM Institute Johor MYCOID: 475427W_JOHOR

Purchasing is a dynamic and managerial process, which serves as a strategic function. It is a general recognition that purchasing and supply activities contribute in a significant way to the success or failure of an organization.

Organizations employing leading-edge approaches to the management of materials are putting into practice integrative ideas, which are based on a strategic and integrated role for purchasing.

COURSES CONTENT

Unit 1: Developing Purchasing Personnel

- ◆ Purchasing roles & responsibilities
- ◆ Knowledge, skills & attitudes necessary

Unit 2: Purchasing Department Objectives

- ◆ 5 rights of purchasing
- ◆ Establishing effective objectives
- ◆ Using the SMART concept
- ◆ Understanding costs – acquisition costs, holding costs, stock out costs

Unit 3: Effective Purchasing

- ◆ Supply positioning model
- ◆ Prioritizing efforts
- ◆ Purchasing process flow
- ◆ Efficiency and effectiveness of the purchasing processes
- ◆ Proactive purchasing

Unit 4: Purchasing Negotiations

- ◆ The 3 phases of negotiations
- ◆ Introductory phase
- ◆ Discussion phase
- ◆ Post-negotiation phase
- ◆ Effective strategies
- ◆ Using plays

METHODOLOGY

- Exercises
- Case Studies and Presentations

OBJECTIVE

- ✓ Develop effective purchasing personnel profile
- ✓ Establish effective Purchasing objectives
- ✓ Develop effective and efficient purchasing processes
- ✓ Negotiate effectively



WHO SHOULD ATTEND

All Purchasing Assistants, Clerks, Assistant Officers, Officers and Supervisors

Kindly note the following:

- Total **16 hours** training including time break.
- Kindly **download ZOOM apps** on your **own** laptop/desktop/mobile phone before the training
- To log in with own laptop/ desktop - **15 min before** class & enable FMM to keep track the participants attendance records for PSMB audit purposes
- Stay **FOCUS** & away from distraction
- **Username and Password** would be provided upon confirmation of the training

Developing Effective Purchasing Assistant & Clerk

Online Training

FACILITATOR- DR. JASJIT KAUR holds a PhD from USM, a MBA (General Management) and a Bachelor Degree (Hons) in Business Administration, both from UUM and Certificate in Personal Management from MIPM. She has 16 years of working experience both in the manufacturing and service industry and has held various positions such as Administration Manager, Assistant Director of HR and Group Admin/ HR Manager and has been a corporate trainer for the past 16 years. Dr. Jasjit has conducted extensive Public and In-house training ranging from HR, People Management, Office Management, Logistics, Store and Warehouse and Business Communication. In the past, she has conducted training for company's such as PLUS, Teknik Jaya, Northern Steel, Mattel (M), LKT Ind, PGEO Group, Genting Sanyen, Nemic Lambda, Sanwa RC System, Kayaba, Meiban, World Kitchen, Serba Wangi, Public Packages, and AIMST. In addition, she has also conducted training in Singapore, Penang, Kuala Lumpur and Johor.

Course Details

Date : **18 – 19 August 2022 (Thu-Fri)**

Time : **9.00am - 5.00pm**

Venue : **Remote Online Training**

Platform: **Zoom**

SBL-Khas code no.: **1000182817**

Fees

FMM Member : **RM 1,007.00 (FMM Member)**

RM 1,113.00 (Others)

The fee inclusive Service Tax at 6% (SST Number : W10-1901-32000105)
(Fees include course material, lunch, refreshments & Certificate of Attendance)

Medium of Instruction : English

Closing Date : **4 August 2022**

Administrative Details

Registration

- Upon Faxing/Mailing the completed Registration Form to FMM Institute, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.

Payment

- Cheques made in favour of "FMM Institute" should be forwarded a week before the commencement of each programme.
- For SBL-Khas 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

For further enquiries, please contact

FMM Institute Johor Branch

Ms. Sabrina / Pn. Astri / En. Omar / Ms. Jessica

Tel: 07-357 7613 / Fax: 07-357 7618

Email : sabrina@fmm.org.my / astri@fmm.org.my / omar@fmm.org.my / jessica@fmm.org.my

REGISTRATION FORM

Dear Sir,
Please register the following participant(s) for the above programme

1 *Name :

Designation :

*Email :

2 *Name :

Designation :

*Email :

** Required information*

Submitted by:

Name :

Designation :

Company :

Address :

Tel & Fax No. : (T) _____ (F) _____

Email : _____

Please tick (✓) accordingly:

We will be **claim under SBL-Khas Scheme** and full payment would be made to FMM Institute in the event that no disbursement from HRDF under any circumstances

We will **NOT BE CLAIMING Under SBL-Khas Scheme**.

Enclosed cheque No. _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute" should be forwarded to the Secretariat **before 18 August 2022**.