



FMM Institute Online Training on Purchasing Skills : Strategic / Futuristic Purchasing / Supply Skills

November 15- 16, 2021 – 09.00am - 5.00pm / (Monday - Tuesday)

RM742.00 (FMM Member) / RM848.00 (Non-member) *inclusive of 6% SST*

Venue Online Training via 'ZOOM Meeting' | SBL Khas Scheme



Changes in the purchasing function and the environment in which it operates significantly affect the ideal skill set required for a world-class purchasing professional. The objectives of this training modules are to ascertain the skills which are the most important to the function and to develop a concise set of factors to describe a comprehensive set of skills required of a world-class purchasing management professional.

The identified key skills dimensions are developing purchasing strategy, process management, teaming, decision making, behavioral, negotiation and quantitative skills.

CONTENTS

Part 1 : Performance Expectations Of The Strategic Purchasing Management

- Organisation's expectations of strategic contributive purchasing mission, objectives and scope of responsibilities
- Developing a contributive purchasing structure, plan and system
- Sourcing, developing and maintaining competitive supplies in this intense customers' demand, globalization etc
- Purchasing cost saving – Intense competitions
- Effective negotiations to achieve objectives

Part 2 :Key Skills Sets For The Purchasing Professional Of The Future

- Strategic, futuristic supplier relationship and appliances
- Knowledge and skills in internet to facilitate eProcurement
- Reduce/shift reliance in conventional purchasing
- Focus on strategic goals related to cost/value
- Adopt supply chain management as an integrated competitive business strategy and the contribution of purchasing to this strategy
- A shift from basic purchasing to more strategic supply management

Part 3 :Purchasing Costs Components And Calculations

- Value stream mapping "VSM" of the purchasing processes
- Analyse and determine cost associated with purchasing
- Strategic purchasing costs management to achieve LEAN
- Determine the cost of overstocking, out of stock, late deliveries, pilferages and obsolescence.
- Implementing supply chain management from the perspective of ;3rd PL ; JIT

Part 4 : The Purchaser's Contributions In Effective Inventory Management

- Determining the objectives / need of inventory management
- The analysis of working capital requirements and the costs of holding inventory
- Applying inventory control techniques in costs and quality – EOQ, JIT and Pareto Principles

Part 5 : Strategic Management In Sourcing, Developing And Maintaining Progressive Suppliers

- The strategic approach to source, evaluate and select suppliers
- Develop and implement a supplier rating system to select and maintain the right supplier
- Developing supplier relations for a win-win situation

Part 6 : Finance In Purchase And Supply

- The fixed and variable costs of a business operation
- Price / cost analysis and B.E.P.
- To Make BUY or MAKE decision – time, capacity, costs and benefits, volatility management
- Applying marginal costing in decision making

Part 7 : Purchasing / Supply Skills Assessment For Success

- Compare the expected achievements with actual results attained
- Identify the performance skills GAP
- Continuous action plans / strategies to close the identified GAP

OBJECTIVES

At the end of the programme, participants will be able to: -

- Exercise effective, contributive purchasing missions
- Determine the purchasing value stream mapping
- Determine the costs components in purchasing processes
- Exercise and practice purchasing costs calculations for strategic purchasing missions
- Apply strategic purchasing costs management to contribute to company's lean management / objectives.

WHO SHOULD ATTEND

Purchasing Managers, Executives, Supply Chain Professionals, Logistics Professionals.

TRAINER

MR TEE TUAN CHUAR has 18 years of training and consultancy experiences. He is qualified as a HRDC approved trainer. Mr Tee been trained in ICOP Compliance And Road Safety – Latihan Keselamatan ICOP organized by Johor Tracking Association in collaboration with SPAD and PUSPAKOM and undertakes to train transport operations' compliances on ICOP which is subjected to audit by SPAD. He also undertake Grid and In Base certificate programmes such as LEAN Manufacturing and the module of Supply Chain Management In Production Planning Control. He soft skills training included trained in Forklift Safety handling, 6S Consultants for MNC, Warehouse, Inventory, INCOTERMS, Financial Management / Accounting / Costing And Procurement In Negotiations Skills.

ADMINISTRATION DETAILS

Date : November 15 – 16, 2021 (Mon - Tues)

Time : 9.00am - 5.00pm

Venue : Online Training via 'ZOOM Meeting'

Fees (Inclusive of 6% SST) :

FMM Members **RM742.00** per participant

Others **RM848.00** per participant

Kindly note the following :

- This training is HRDF Claimable
- Duration **7.0 Hours** x 2 days (9:00am-5:00pm).
- Total **14 hours** training
- 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 and 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

For further enquiries, please contact:

Ms Chloe Leong / Ms Yvonne Gan

FMM Institute Malacca Branch

Tel: 06-2831639 Fax: 06-2838090

E-mail : bing_yee@fmm.org.my /

siew_kim@fmm.org.my

Registration deadline : November 8, 2021

PAYMENT AND REFUND POLICY

Registration:

- Upon Faxing / Mailing the completed Registration Form to FMM Institute Malacca Branch, you are deemed to have read and accepted the terms and conditions.
- Will be based on First-Come-First-Served basis.

Payment:

- Cheques made in favour of "FMM Institute" should be forwarded to FMM Institute Malacca Branch or bank into **Maybank Account No: 5540 2626 8256**
- For SBL Khas Scheme, an Attendance of 80% is a **MUST**; in any case, employers will be billed in full.

Cancellation:

- No refund for cancellation within 2 working days prior to the programme
- 50% refund for cancellation between 3 - 6 working days
- Full refund for cancellation 7 working days prior to the programme
- Registered participants who do not turn up will be charged accordingly
- No additional cost for replacement
- Cancellation must be in writing to FMM Institute Malacca Branch

Disclaimer:

FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes.

REGISTRATION FORM

Online Training On Purchasing Skills : Strategic / Futuristic Purchasing / Supply Skills

* Monday - Tuesday * November 15 - 16, 2021 * Via Online Zoom Meeting

Ms Chloe Leong / Ms Yvonne Gan Tel : 06-2831639 Fax : 06-2838090

Email: bing_yee@fmm.org.my / siew_kim@fmm.org.my

(To be completed in BLOCK LETTER)

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

1) Full Name (Mr/Ms): _____ NRIC No.: _____

Designation: _____ Nationality: _____

2) Full Name (Mr/Ms): _____ NRIC No.: _____

Designation: _____ Nationality: _____

3) Full Name (Mr/Ms): _____ NRIC No.: _____

Designation: _____ Nationality: _____

(If space is insufficient, please attached separate list)

Please Tick (✓) if your company

will be claiming under SBL-Khas Scheme

will not be claiming under SBL-Khas Scheme

SUBMITTED BY (To be filled if sponsored by company)

Name : _____ Designation : _____

Company: _____

Address: _____

Telephone : _____ Fax : _____ Email Address : _____

FMM Membership No. _____ PSMB MyCodeID No. _____