

~ REGISTRATION FORM ~

EFFECTIVE LOGISTICS MANAGEMENT

JUNE 10 - 11, 2013 (MON & TUE) ~ FMM INSTITUTE EASTERN BRANCH ~

PSMB Scheme (Please tick (✓) at the appropriate box below.)

SBL Non-contributor Others, please specify: _____

Dear Sir / Madam,

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

(To be completed in BLOCK LETTER.)

1. Name : _____
I / C No. : _____
Designation : _____
2. Name : _____
I / C No. : _____
Designation : _____

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

Enclosed cheque / bank draft no. _____ for RM _____
being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name : _____
Designation : _____
Company : _____
Address : _____

Tel No. : _____ Company's Stamp:
Fax No. : _____
E-mail : _____
PSMB Employer Code No.: _____
FMM Membership No.: _____

ADMINISTRATION DETAILS

Registration:

- Registration is on a first-come-first-served basis.
- Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.
- Upon sending the completed registration form, you are deemed to have read and accepted the terms and conditions.

Payment:

- All fees for public programmes include course materials, lunch, refreshments and Certificate of Attendance.
- Training fees or cheques made in favour of the "FMM Institute" should be forwarded a week before the commencement of each programme.

Cancellation:

- Must be writing with reasons.
- 10 days before the programme – No payment charged.
- 5 – 9 days before the programme – 50% payment charged.
- < 5 days before the programme – Full payment charged.
- Participants who didn't turn up will be charged full payment.
- Replacement can be accepted at no additional cost.

Disclaimer:

- The FMM Institute reserves the right to change the facilitator, date and to cancel or reschedule the programme should unavoidable circumstances arise.
- All efforts will be taken to inform companies / participants of the changes.

For further enquiries, please contact us:

Ms Wani
FMM Institute Eastern Branch
Tel: 09-5156857 / 6858 Fax: 09-5156855
E-mail: fmmeastern@fmm.org.my



FMM INSTITUTE EASTERN BRANCH (475427-W)

B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, 25000 Kuantan, Pahang Darul Makmur.
Tel: 09-5156857 / 6858 Fax: 09-5156855
E-mail: fmmeastern@fmm.org.my Website: www.fmm.org.my



SMEs SKILLS UPGRADING PROGRAMME

Enjoy 70% Skills Upgrading Grant for Training!

This programme is also offered under SMEs SKILLS UPGRADING PROGRAMME for eligible SMEs.

Fees: RM 285 (70% grant) / RM 950 (before grant) per participant

EFFECTIVE LOGISTICS MANAGEMENT

**JUNE 10 - 11, 2013
(MON & TUE)**

**SBL Scheme
100% Reimbursement**





EFFECTIVE LOGISTICS MANAGEMENT

INTRODUCTION

Over the last two decades, the discipline of business logistics has advanced from warehouse and transportation management to the boardroom of enterprise. Business logistics in today's competitive environment includes all activities to move product and information to, from and between members. The supply chain provides the framework for businesses and their suppliers who join in to bring goods, services and information efficiently to the ultimate consumer.

CONTENTS

Logistics – Concepts and Framework

- What is logistics?
- Logistics management objectives
- The logistics concepts

Logistical Operations Integration

- Definition
- Integrated logistics
 - Inventory flow
 - Information flow
 - Operational requirements

Performance and Profitability in Supply Chain

- Materials planning and inventory control
 - Definition of inventory
 - Inventory policy
 - Effective inventory management
 - Role of materials management
 - Materials planning techniques
- Types of inventory control system
 - ABC analysis
 - Perpetual inventory system
 - Periodic inventory system
 - Two bin system
 - Minimum / Maximum / Re-order levels

Inventory and Warehouse / Store Operation and Management

- Store / Warehouse definition
- Roles of store / warehouse
- Economic performance

Transportation Infrastructure

- Product movement
- Materials handling
 - Customer service
 - Order picking needs
 - Order picking efficiency
 - Order picking methods

Transportation Management

- Operational factors
- Distribution and transportation system
 - Road / Rail / Sea / Air
 - Environmental factors that affect distribution
 - Distribution planning
 - Planning economic deliveries

Outsourcing Logistics

- Warehouse
- Distribution
- Shipping and forwarding

OBJECTIVES

- At the end of the programme, participants will be able to:
- understand the fundamental principles in effective logistics management;
 - develop skills in materials planning;
 - identify purchasing, distribution, transportation, inventory and warehouse management strategies;
 - resolve logistics problems and issues;
 - improve and complete logistics operations skillfully; and
 - acquire the competencies related to operational, financial and quantitative tools and techniques that are widely applicable in the logistics functions.

FACILITATOR

Mr Andrew Cheah has more than 13 years of working and training experience in the manufacturing industry. He started as a management consultant attached with a US-based consultancy firm. He has extensive consulting experience in Indonesia, Thailand and Malaysia, specialising in the areas of productivity improvement, cost savings, behavioral change survey and training. His clients came from such diverse industries as Electronics and Electrical, Steel Mill, Food Processing, Garment and Knitting, Furniture, Fertiliser, and Yarn/Thread. He was the Vice President of Operations when he left the US-based consultancy firm.

Andrew then moved on to a Prai manufacturing organisation as Head of Departments with multiple responsibilities in the areas of Training, Facility, Industrial Engineering, Productivity and Safety. Under his leadership, the company won the National Productivity Award in 1999, organised by NPC and presented by the former Prime Minister, Tun Dr Mahathir Mohamad. In addition to speaking for NPC on the subject of productivity, he has been invited to speak for the Federation of Malaysian Manufacturers (FMM Northern Branch, Perak Branch and Johor Branch) on numerous topics relating to management, leadership, and motivation, just to name a few. He now holds the position of Chief Of Operations (COO) in a KL-based management consultancy firm, servicing clients in those areas mentioned above.

He holds an MBA degree qualification of the University of Portsmouth. His experience in international consultancy has also earned him a membership with the Association of Productivity Specialist (New York), in addition to being a qualified ISO 9000 Assessor (QMI/SIRIM).

WHO SHOULD ATTEND

Logistics / inventory / distribution / warehouse / materials / shipping / traffic managers / executives / supervisors.

This Course Can Be Conducted As
An In-house/In-plant Course

For further enquiries, please contact us:

Ms Wani

FMM Institute Eastern Branch

B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, 25000 Kuantan, Pahang Darul Makmur.

Tel: 09-5156857 / 6858 Fax: 09-5156855 E-mail: fmmeastern@fmm.org.my

ADMINISTRATIVE DETAILS

Date : June 10 – 11, 2013 (Monday & Tuesday)

Time : 8.45 am – 5.00 pm

Venue : FMM Institute Eastern Branch, B-8014, 2nd Floor, Sri Kuantan Square, Jalan Telok Sisek, Kuantan, Pahang Darul Makmur.

Fees : RM 285 (70% grant) / RM 950 (before grant) per participant

PSMB Scheme : SBL

Medium of Instruction : English

Closing Date : June 3, 2013

(Fees include course materials, lunch, refreshments and Certificate of Attendance.)