

EFFECTIVE HOUSEKEEPING TO INCREASE PRODUCTIVITY

Trainer

Mr. Tee Tuan Chuar a graduate in Accounting, Finance and Management and also a Chartered Accountant by training. Being an Accountant by Qualification and a Manufacturing Professional in experience makes him uniquely capable in providing exceptional Manufacturing Decision Making with rationality of Accounts, Finance and Costing. Mr. Tee has implemented major Cost Savings through JIT, 5S, Kaizen, Cycle Time, Work Flow and FMEA projects during his tenure as a Manufacturing Professional. He has a total of ten years experience in lecturing, training and management consulting in all areas of Management, Project Planning and Management, Finance, Accounting and also Production.

His successfully plan, strategize and implemented successful costs saving activities through effective Quality Assurance /Control practices, identifying wastages minimize mistakes in the operation processes, such as ensuring appropriate Incoterms used in all shipping, logistic activities to make sure the organization achieve its business domain of on time delivery at the lowest operation costs.

Organised by:



FMM Institute
Sabah Representative Office
Lot 143, 1st Floor, Block Q
Alamesra Plaza Permai
Sulaman Coastal Highway
88400 Kota Kinabalu.

SBL Scheme Claimable

Objectives

- Acquire the knowledge and learn the skills of good housekeeping through the practices of each 5S.
- To set up a committee to provide and ensure and practice ongoing improvement.
- To carry out effective audit exercises to ensure effective 5S practices.

Contents

- The 5S Concept to reduce Costs and Increase Productivity
- The Practices of 5S in Costs Reduction
- Increase Productivity and Quality Through 5S
- Critical Success Points For Implementing 5S
- The Plan Do Check Action and The 5S - Implementation

Who Should Attend

5S Committee members, Administrative And Logistics Personnel At All Level

IN-HOUSE TRAINING AVAILABLE

Administrative Details

Registration :

- Completed registration form received by fax or mail to FMM Institute would be deemed as confirmed.

Payment:

- Cheques made in favour of **FMM Institute** should be forwarded to the FMM Sabah Representative Office.

Closing Date : 19 September 2013

Cancellation and Refunds:

- Must be in writing with reasons
- 7 days before the course -100% refund
- 3-6 days before the course - 50% refund
- < 3 days before the course - No refund
- Replacement can be accepted at no additional cost.

Those who register but fail to turn up for the programme will be billed accordingly. FMM Institute reserves the right to change the facilitator, to cancel or reschedule the above course and all efforts will be taken to inform participants of the changes.

Date : October 10-11, 2013 (Thu & Fri)

Time : 8.30am – 4.30pm

Venue : FMM Sabah Representative Office
No. 143, 1st Floor, Block Q
Lorong Plaza Permai 1, Alamesra Plaza Permai
88400 Kota Kinabalu

Fees : RM 650.00 per pax (FMM member)
RM 850.00 per pax (Non member)
(Fees include course materials, lunch and refreshments & certificate of attendance)

For further enquiries, please contact: **Florisa/Nelly**

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E-mail : fmmsabah@fmm.org.my / nelly@fmm.org.my /
florisa@fmm.org.my

Effective Housekeeping to Increase Productivity October 10-11, 2013

- Registration Form -

Dear Miss/Madam,

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

1 Name : _____
Designation : _____
Nationality : _____
I/C No : _____

2 Name : _____
Designation : _____
Nationality : _____
I/C No : _____

(if space is insufficient, please attach a separate list)

Submitted by:

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

Email : _____
Tel no : _____
Fax no : _____