Pengendalian Makmal Secara Efektif

March 11 & 12, 2013 • Monday & Tuesday
8.45 a.m. – 5.00 p.m.
Venue: FMM Institute Perak, No. 1, Lorong Raja DiHilir, Off Jalan Raja DiHilir, 30350 Ipoh, Perak.

COURSE FEE
(Fees include Course Materials, Refreshment, Lunch and Certificate of Attendance)
FMM Members (per pax): RM 500.00
Others (per pax): RM 600.00
Medium of Instruction: Bahasa Malaysia
CPD: 14 hours

Closing date: MARCH 4, 2013

Kemahiran Penyeliaan Yang Berkesan

March 13 & 14, 2013 • Wednesday & Thursday
8.45 a.m. – 5.00 p.m.
Venue: FMM Institute Perak, No. 1, Lorong Raja DiHilir, Off Jalan Raja DiHilir, 30350 Ipoh, Perak.

COURSE FEE
(Fees include Course Materials, Refreshment, Lunch and Certificate of Attendance)
FMM Members (per pax): RM 500.00
Others (per pax): RM 600.00
Medium of Instruction: Bahasa Malaysia
CPD: 14 hours

Closing date: MARCH 6, 2013

ADMINISTRATIVE DETAILS
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.

Disclaimers:
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.

This Course Can Be Conducted As An In-House/In-Plant Course
Pengendalian Makmal Secara Efektif
March 11 & 12, 2013

COURSE CONTENTS

PENGENDALAN KEPADA GLP

• Pra-Ujian
• Prinsip Amalan Makmal Yang Baik atau Good Laboratory Practice (GLP)
• Kemudahan Pengujian, Organisasi dan Personel
• Program Jaminan Kualiti
• Kemudahan-kemudahan Asas Makmal

Kundangan Bahan Kimia Berbahaya

Penglibatakan Bahan Kimia

Material Safety Data Sheet (MSDS)

Informasi Dan Lathahn

Simbol-simbol Risiko Bahaya dan Label-label

Occupational Safety and Health (Use and Standard of Exposure of Chemical of Hazardous to Health) Regulations 2000 (OSH-USECHH)

Lathahn Amali

MENGHADIRKAN TITIVITI-AKTIVITI DI MAKMAL DENGAN BERKESAN

Asas Persampelan

Persampelan dan Fizikal

Pencemaran Semasa Ujian

Kaedah Untuk Penyediaan Re-Agen, Ujian Dan Kalibrasi

Teknik-teknik Asas Pengendalian Alat-Atau & Kelengkapan Makmal

Kualiti Data - Bias, Ketepatan dan Kemanasaan, dan Jenis-Jenis Kesilapan.

Hasil Keputusan Pengukuran - Ketidakpastian

Lathahn Amali

PEKALANDAN KerAPATAN MAKMAL

Identifikasi Yaqun Perakaunan Makmal

Pengendalian

Melindungi Perakaunan Makmal

Penyimpanan

Penyergaran Rekod Lathahn

Lathahn Amali

MENCAPAI TAHAP AMALAN MAKMAL YANG BAIK

Keselesaan & Produktiviti

Asas Struktur Makmal Yang Baik

Elemen-elemen Kualiti dan Semakan Semula

Penilaian Kualiti dan Semakan Semula

Lathahn Amali

KESELAMATAN DI Dalam MAKMAL

Keselesaan dan produktiviti

Pengawal Delegasi – Proses

Delegasi berkesan

Menetapkan Matlamat

Menyelesaikan masalah

Tujuan Disiplin

Menyimpan rekod perlakuan

Kesan Ke Atas Syarikat

Membuat Perancangan

Mengurus Bahan Kimia Yang Tidak Semula

Mengurus Bahan Kimia Makmal

Menetapkan Bahan Bahasa

Menangani disiplin

Membuat Perancangan

Menjaga Disiplin

Mengurus Bahan Kimia Yang Tidak Semula

Mengurus Bahan Kimia Makmal

Menetapkan Bahan Bahasa

Menangani disiplin

KEMAHIRAN PENYELIAAN YANG BERKESAN

March 13 & 14, 2013

COURSE CONTENTS

TUGAS DAN TANGGUNGJAWAB PENYELIA

Tugas penyelia dan Tanggungjawab Penyelia

Kemahiran Teknikal dan Kemanasaan

Latihan: Perbincangan Video Penyelia baru 'Chuck'

PERANCANGAN

Menetapkan Matlamat

Membuat Perancangan

Menjadi Berkesan dan Menentukan Keutamaan

Alat-alat perancangan

Latihan: Menyusun keutamaan kamu

PRINSIP KEPIMPINAN

Kepimpinan di tempat kerja

Ciri-ciri pemimpin berkesan

Kuasa, Personali dan Fungsi Pemimpin

Latihan: Perbincangan Video pemimpin "Gengsi Khan"

MOTIVASI

Proses Motivasi

Keperluan dan Matlamat

Faktor Perangsan dan Pulangan

Kanganlah Pekerja

Kesan ke atas Syarikat

Menangani disiplin

Mengurus Bahan Kimia Yang Tidak Semula

Mengurus Bahan Kimia Makmal

Menetapkan Bahan Bahasa

Menangani disiplin

Mengurus Bahan Kimia Yang Tidak Semula

Mengurus Bahan Kimia Makmal

Menetapkan Bahan Bahasa

Menangani disiplin

Uponean on completion of this course, participants will be able to:

• understand the detailed concepts of a supervision and management
• learn management techniques and its applications by integrating it into supervisory roles
• acquire decision making leadership and motivational skills
• learn about the barriers to productivity, team work, creativity and conflict management
• develop and update the knowledge and skills required in the supervision of work activities of the workforce

WHO SHOULD ATTEND

Laboratory Heads, Executives, Officers, Supervisors, Potential Supervisors and others whose duties include supervision of a group of subordinates.

TRAINER: En Ahmad Fauzi holds an MBA qualification from USM and a Bachelor degree in Applied Science from Curtin University, Australia. In the past, he has conducted courses such as Management and Supervisory Development, Performance Appraisal, Project Management, Quality Awareness, Leadership & Team Building, Motivation, Communications, Time Management, KPI, Problem Solving Skills, Balanced Scorecard and Good Manufacturing Practices. His working experience includes being a Training Officer with Philips Audio Electronics, a Senior HR Officer with Phillips Electronics Supplies, a HR Development Manager with Palmco Holdings and Unico Technology and a Program Manager with Sorectek Technology.

Encik Fauzi is a regular speaker for University Malaya’s Faculty of Education, School of Radiography (Hospital KL) and Jabatan Pembangunan Koperasi and has lectured at ITM Shah Alam’s School of Arts & Design. During his employment with KODAK Malaysia, he has conducted the popular Audio Visual Workshop & Presentation Skills organized by KODAK for Trainers and Presenters. Since 1993 he has conducted courses for Body Fashion, Yamaha, Sliitek, Southern Steel, Casuarina Beach Hotel, KOBEG, Mitsuoka, Dai-ichi, AKN Industries, Isuta, MODENAS, MINDEF, MMI, Matsushita, Sharp-Roxy, Panasonic, Palermo, Sony, Yuasa Bateri, Singapore Air Security, Aiello Sanipak, Singapore Air Terminal Services (SATS) and many others.