

### PARTICIPATION FEES

Member: RM 550.00 per participant  
Non-Member: RM 650.00 per participant  
(Fee inclusive of 6% GST)

### WHO SHOULD ATTEND

Program ini sesuai bagi semua peringkat kakitangan dalam organisasi.

Disyorkan untuk hadir dalam satu kumpulan kerja (jabatan, bahagian, unit, seksyen) bagi keberhasilan yang lebih jitu.

### REGISTRATION

Registration is on a **first-come-first-served basis**. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

### REPLACEMENT / CANCELLATION

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. **Cancellation received 5 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees.** If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes.

For further enquiries kindly contact:

Lina : [akmalina@fmm.org.my](mailto:akmalina@fmm.org.my)

Liza : [aliza@fmm.org.my](mailto:aliza@fmm.org.my)

Tel: 06-6031627/ 26 / 16

Closing Date  
24 Feb, 2017



## PERLAKSANAAN AMALAN 5S SECARA STRATEGIK

HRDF  
Claimable

Date : 27 February, 2017

Time : 9.00 am - 5.00pm

Venue : Palm Seremban Hotel

### INTRODUCTION

Memahami 5S sebagai pendekatan bersistematik dalam amalan penjagaan kebersihan dan keselesaan tempat kerja adalah perkara asas yang ramai sedia maklum. Pelaksanaan amalan 5S sudah sinonim dengan aktiviti menyusun, membersihkan, membangunkan dan mengekalkan persekitaran kerja yang produktif. Walau bagaimanapun, ramai yang tidak sedar bahawa terdapat kunci rahsia kepada 5S sekiranya dilaksanakan secara strategik.



### OBJECTIVES

Program ini memberikan tumpuan kepada pencapaian pemahaman:

- \* Konsep Amalan 5S dalam usaha meningkatkan produktiviti organisasi
- \* Mengetahui teknik dan kaedah mudah mewujudkan Sistem 5S secara berkesan di tempat kerja
- \* Menghubungkan amalan 5S dengan Kunci Petunjuk Prestasi (KPI) jabatan/organisasi.
- \*

### COURSE CONTENTS

#### 1. Modul 1: Pengenalan 5S

- \* Apa itu 5S?
- \* Kelebihan mengamalkan 5S
- \* 5S sebagai tabiat berkumpulan

#### 2. Modul 2: Langkah Pertama dengan 3S – Sisi Susun Sapu

- \* Konsep 'Seiri' dalam rutin kerja
- \* Kaedah mudah sistem 'Seiton'
- \* Kepentingan jadual aktiviti 'Seiso'

#### Modul 3: Strategi Seiketsu

- \* Menetapkan struktur dan teknik 'Seiketsu'
- \* Komunikasi antara jabatan dalam isu 'Seiketsu'

#### Modul 4: Sentiasa Amal dan Erti Shitsuke

- \* Langkah-langkah Pembudayaan 'Shitsuke'
- \* Halangan utama kepada 'Shitsuke'
- \* Pelan tindakan 5S
- \* Agen 5S dan Audit

### METHODOLOGY

Program ini menggunakan pendekatan interaktif dengan menyertakan aktiviti-aktiviti 'experiential learning', latihan dalam kumpulan dan pembentangan, kuiz serta sesi soaljawab.

### TRAINER

**Ahmad Fauzan Othman** is an approved Train-The-Trainer trainer for HRDC (Pembangunan Sumber Mnausia, PSMB) and focuses on self-development topics towards personal and team productivity. Over the years he has trained various level of employees from the private and public sector. He is currently a member of BNI KL Metro Trainer Council. Fauzan obtained his early education in Madison, Wisconsin USA and Hull England. He then furthered his higher education in Engineering at the Hakodate National College of Technology, Japan.

### REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

Required vegetarian meal

Attn : Pn Lina / Pn Liza

Name

Designation

Email

1.

2.

**Payment** : Enclosed cheque/Bank Draft no. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant (s) made in favour of "FMM Institute"

**Submitted by :**

Please tick /

FMM Member

NON-Member

Company Stamp

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ Email : \_\_\_\_\_