



# TEKNIK-TEKNIK MENINGKATKAN PRODUKTIVITI

**1 August 5 & 6, 2020 (Wednesday & Thursday) 8.45 am – 5.00 pm**  
**FMM Institute, Perak**



Productivity, as a business and industry practice is crucial for any organisation, so that business performance gains can be achieved simultaneously with increased efficiency, material and cost savings, and therefore profitability. Participants will be given a comprehensive overview of various aspects of Productivity including finding waste that hinders productivity improvement efforts at the workplace.

Conducted in Bahasa Malaysia, this course will provide a practical guide on the various productivity improvement techniques available which will help improve cost effectiveness.

## COURSE CONTENTS

### PRODUKTIVITI

- Sejarah Produktiviti
  - Hasil Kerja
- Apa itu Produktiviti?
  - Perspektif Kejuruteraan Industri
  - Perspektif Cara dan Penyusunan
  - Perspektif Perniagaan

### TEKNIK PENINGKATAN PRODUKTIVITI

- Analisa Cara

- Carta Proses (Outline)
- Carta Proses Aliran
- Lakaran Aliran
- Lakaran Pertalian
- Carta Aktiviti-aktiviti
- Susunan Tempat Kerja
- Pengukuran Kerja
  - Kajian Masa
  - Standard Time
  - Helaian Kajian Masa
- Model Rujukan
  - Model Produktiviti Pekerja

- Model Perancangan Kapasiti
- Model Kitaran Masa
- Penyelenggaraan Produktif Menyeluruh (TPM)
- Pengurangan Kos Bahan
- Pengurusan Kos
- Tentu Ukur (BenchMarking)
- Tindakan Mengelak Pembaziran Dan Meningkatkan Produktiviti

## OBJECTIVES

- Explain the importance of analyzing and improving productivity in today's business environment
- Define and measure productivity
- Track and identify obstacles to productivity
- Learn the seven waste that hinders productivity
- Perform audit at the workplace to increase efficiency

## LEARNING OUTCOMES

- Uncover waste at the workplace
- Develop and evaluate productivity improvement ideas
- Develop action plans to implement productivity improvement ideas
- Identify opportunities for productivity
- Apply simple and practical techniques to improve resource utilisation and allocation
- Improve department as well as company's performance

## TRAINING METHODOLOGY

The session is both a classroom lecture session as well as a participant guided practical session/ discussion and group presentation.

## WHO SHOULD ATTEND

Managers, Department Heads, Executives, Supervisors and those who are interested to acquire the necessary knowledge and skills in improving productivity management in an organisation.

For further details, please contact Ms Nicole / Pn Eda / Ms Harvindar  
☎ (05) 548 8660 📠 (05) 548 8221 ✉ [fmmperak@fmm.org.my](mailto:fmmperak@fmm.org.my)

## TRAINER

**ENCIK AHMAD FAUZI ABDUL WAHAB** 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 Philips Electronics Supplies, a HR Development Manager with Palmco Holdings and Unico Technology and a Program Manager with Solectron Technology.

**ENCIK FAUZI**, a certified trainer registered with PSMB, 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, Silitek, Southern Steel, Casuarina Beach Hotel, KOBE, Mitsuoka, Dai-ichi, AKN Industries, Isuta, MODENAS, MINDEF, MMI, Matsushita, Sharp-Roxy, Panasonic, Palmco, Sony, Yuasa Bateri, Singapore Air Security, Aicello Sanipak, Singapore Air Terminal Services (SATS) and many others.

### COURSE DETAILS

Date **August 5 & 6, 2020**  
(Wednesday & Thursday)  
Time **8.45am - 5.00pm**  
Venue **FMM Institute Perak**  
**No 1, Lorong Raja DiHilir,**  
**30350 Ipoh, Perak**  
Medium of Instruction **B. Malaysia**  
CPD: **14 hours**  
Fees : **MEMBERS RM614.80/pax**  
**NON-MEMBERS RM731.40/pax**  
*(Fees inclusive of Service Tax at 6%, Course Materials, Refreshment, Lunch and Certificate of Attendance)*

**Closing Date: JULY 29, 2020**

### ADMINISTRATIVE DETAILS

#### DISCLAIMER

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.

#### REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, 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**.
- FMM Institute SST Registration No. **W10-1901-32000105**

#### 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
- Replacements can be accepted at no additional cost

~ Registration Form ~

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FMM Institute  
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

1. Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
3. Name: \_\_\_\_\_ Designation: \_\_\_\_\_

*(Please attach a separate list if space is insufficient)*

Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of the "**FMM Institute**".

Submitted by:

Name:	Designation:
Company:	Tel: _____ Fax: _____
Address: _____	
Email: _____	FMM Membership No _____