



# FMM Institute

Centre for Professional Development



Claimable  
Under  
SCHEME  
SBL-Khas

## Administrative Details

Date	: <b>November 15 – 16, 2021 (Mon-Tue)</b>
Time	: <b>Day 1 (9:00 am – 5:00 pm)</b> <b>Day 2 (9:00 pm – 5:00 pm)</b>
Platform	: <b>ZOOM</b>
Fees	: <b>RM 1,007.00 (FMM Member)</b> <b>RM 1,113.00 (Non member)</b> <i>The fee inclusive Service Tax at 6%</i>
Contact Persons & Email	: <b>Pn. Astri (<a href="mailto:astri@fmm.org.my">astri@fmm.org.my</a>)</b> <b>En. Omar (<a href="mailto:omar@fmm.org.my">omar@fmm.org.my</a>)</b> <b>Ms. Jessica (<a href="mailto:jessica@fmm.org.my">jessica@fmm.org.my</a>)</b>
Closing Date	: <b>November 3, 2021</b>
SBL Khas code no.	: <b>1000174400</b>
Training Provider	: <b>FMM Institute Johor</b> <b>MYCOID: 475427W_JOHOR</b>

# Towards Excellent Factory Management for Managers

In most countries, developing or developed, the Factory is a dynamic, job-creating, tax-paying, socio-economic centre. Without it the “resources” remain resources and never become outcome or results. In a competitive economy, the quality and performance of the factory determines the success of the economy. But factory itself does not have life until we manage it. The program aims to narrow the gap, and clear the myth, between what can be done and what is being done.

### CONTENT

#### Introduction to Leadership & Management

- What is Management?
- Levels of Management : Operational or Strategic
- The 8 Essential Skills for Managers
- Differences between manager & leader
- The various leadership styles and its utility
- The approach to leadership improvement

#### Performance Management

- Performance Expectation
- Key Performance Indicator
- Intervention Strategy on Performance
- Appraising Performance
- How to manage below-performance workers

#### Operation Scheduling Techniques

- External Focus: Scheduling
- Internal Focus: Sequencing (using Johnson technique to reduce time, cost etc...)

#### Operation Performance Management

- Introduction to work measurement
- Time study
- Standard Time and Allowances
- Ways to understand how many people you need to run the show
- What to do if not enough people?

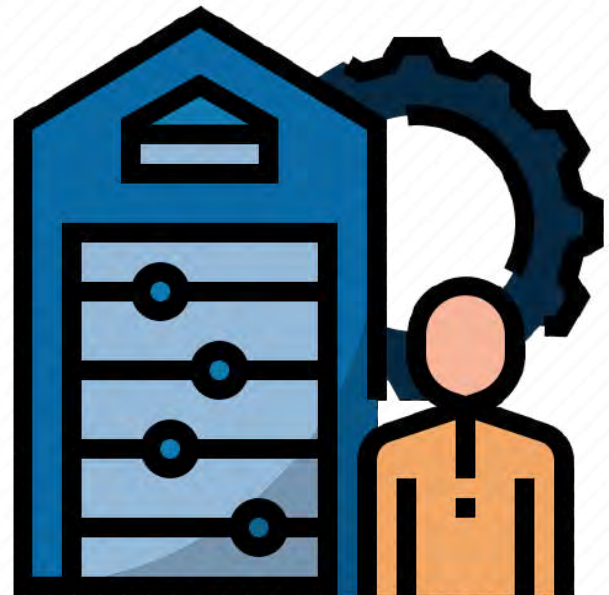
#### Flow Analysis & Balancing

- Introduction to Line Balancing
- Concept of Cycle Time
- Line Balancing Technique
- Why you can control high costs such as Overtime, Late Delivery, and Surprises

### OBJECTIVE

At the end of the programme, participants will learn how to :

- ❖ Understand the role of factory management
- ❖ Improve overall performance & effectiveness
- ❖ Be more confident in managing
- ❖ Enhance and improve leadership skills
- ❖ Learn important technical tools in factory management



#### Kindly note the following:

- Total **16 hours** training including time break.
- Kindly **download ZOOM apps** on your **own** laptop/desktop/ mobile phone before the training
- To log in with own laptop/ desktop - **15 min before** class & enable FMM to keep track the participants attendance records for PSMB audit purposes
- Stay **FOCUS** & away from distraction
- **Username and Password** would be provided upon confirmation of the training



# Towards Excellent Factory Management for Managers

## TARGET AUDIENCE

This is intended for people who have to manage the various resources and/or projects in factories, and anyone interested in understanding more about management.

**FACILITATOR- Mr. Andrew Cheah (Ic No. 620723-02-5269)**MBA (University of Portsmouth) has more than 14 years of working and training experience in the manufacturing industry. As Head of Department responsible in the areas of Training, Facility, Industrial Engineering, Productivity and Safety, his company won the National Productivity Award in 1999. 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 consulted various industries including Electronics & Electrical, Steel Mill, Food Processing, Garment & Knitting, Furniture, Fertiliser, and Yarn/Thread. He is also a member Association of Productivity Specialist (New York), and a ISO 9000 assessor (QMI/SIRIM assessor)

## Course Details

Date : **November 15 – 16, 2021, Mon-Tue**  
Time : **9.00am - 5.00pm**  
Venue : **Remote Online Training**  
Platform : **Zoom**  
SBL-Khas no. : **1000174400**

Fees  
Per-Participant: **RM 1,007.00 (FMM Member)**  
**RM 1,113.00 (Others)**

*The fee inclusive Service Tax at 6% (SST Number : W10-1901-32000105)*  
**\*each participant must have their own, individual equipment for online training with strong internet connection**

Medium of Instruction : English  
Closing Date : **November 3, 2021**

## Administrative Details

### 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.

### Payment

- Cheques made in favour of "FMM Institute" should be forwarded a week before the commencement of each programme.
- For SBL-Khas 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
- Replacements can be accepted at no additional cost

For further enquiries, please contact.

### FMM Institute Johor Branch

**Pn. Astri / En. Omar / Ms. Jessica**

**Tel: 07-357 7613 / Fax: 07-357 7618**

**Email : astri@fmm.org.my / omar@fmm.org.my / jessica@fmm.org.my**

## REGISTRATION FORM

Dear Sir,  
Please register the following participant(s) for the above programme

1 \*Name : \_\_\_\_\_  
\*IC No. : \_\_\_\_\_  
\*Designation : \_\_\_\_\_  
\*Email : \_\_\_\_\_  
2 \*Name : \_\_\_\_\_  
\*Ic No. : \_\_\_\_\_  
\*Designation : \_\_\_\_\_  
\*Email : \_\_\_\_\_

*\* Required information*

Submitted by:

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

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

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

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

Tel & Fax No. : (T) \_\_\_\_\_ (F) \_\_\_\_\_

Email : \_\_\_\_\_

Please tick (✓) accordingly:

We will be **claim under SBL-Khas Scheme** and full payment would be made to FMM Institute in the event that no disbursement from HRDF under any circumstances

We will **NOT BE CLAIMING Under SBL-Khas Scheme.**

Enclosed cheque No. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of the "FMM Institute" should be forwarded to the Secretariat **before November 15, 2021.**