FMM PENANG WORKSHOP

PGB/18/2026
5 March 2026

Project Management & Leadership in Manufacturing

❖ **April 13 & 14, 2026** ❖ **8.30 am – 5.00 pm** ❖ **via ZOOM Meeting**

INTRODUCTION & OBJECTIVES

This is the intensive 2-days workshop & focuses on applying core project management & leadership principles to the unique challenges of the manufacturing environment, including protection schedules, safety, quality control & cross-functional team dynamics. The workshop would enable participants to:

- Apply a structured, phase-gated project management framework to initiate, plan & execute manufacturing improvement projects (e.g., Lean, capacity expansion, new line setup).
- Utilize essential project planning tools (WBS, Gantt charts, risk matrices) tailored for manufacturing constraints like downtime, shift patterns & supply chain volatility.
- Lead & motivate cross-functional teams (operations, maintenance, quality, logistics) with enhanced communication & conflict resolution skills.
- Implement proactive risk management &problem-solving techniques (e.g., FMEA, RCA) to anticipate & mitigate disruptions in the production environment.
- Transition from a supervisory to a leadership mindset, focusing on coaching, empowering team members & driving a culture of continuous improvement & accountability.

WHO SHOULD ATTEND

General Managers, Managers, Executives, Supervisors, Engineers & Emerging Leaders

SPEAKER

Ahmad Fauzi bin Abdul Wahab is presently a freelance trainer. He has worked in large multi-national organisations as well as local conglomerates for over 23 years. He graduated with a Ph.D from UPM, an MBA from USM as well as Bachelor's degree in Applied Science (Applied Chemistry) from Western Australia. He has worked in various functional areas from Sales, Human Resources, Training & Development, Business Development and Customer Accounts Management.

ENQUIRIES & REGISTRATION

Ms Suguna:suguna@fmm.org.my
Ms Owe Yean Roei:yean_roei@fmm.org.my
Tel: 04 399 2057
Maybank Account No: 5074 0650 4502

ADMINISTRATIVE DETAILS

Date : April 13 & 14, 2026 (Monday & Tuesday)
Time : 8.30 am – 5.00 pm
Venue : via ZOOM
Fees : FMM Members – RM 1300.00 per pax (incl SST)
: Non-Members – RM1500.00 per pax (incl SST)
(Inclusive of programme materials & certificate)



PROGRAMME- April 13, 2026 (Monday)	
8.30 am	**Registration**
9.00 am	Course Contents **Structured Project Management for Manufacturing Excellence** **Module 1: Foundations of Manufacturing Projects** -Distinguishing Operations from Projects: CAPEX, Lean/Kaizen events, new product introduction, process re-engineering. -The Phase-Gate Process for Manufacturing: Concept, Feasibility, Planning, Execution, Launch, and Closure. -Defining Success: The Iron Triangle (Scope, Time, Cost) + Safety, Quality, and Performance metrics. **Module 2: Initiation & Stakeholder Planning** -Developing a Business Case & Project Charter for manufacturing initiatives. -Stakeholder Analysis in a Plant: Identifying and mapping needs of Operations, Maintenance, Quality, EHS, and Senior Management. -Securing alignment and resources. **Module 3: Scope & Schedule Planning** -Creating a Work Breakdown Structure (WBS) for a production line changeover. -Sequencing Activities with dependencies (e.g., maintenance before calibration). -Developing a Gantt Chart: Estimating durations considering shift work and production windows. -Workshop: Planning a "5S Implementation Project" in a designated area. **Module 4: Risk Management in the Manufacturing Context (PM)** -Identifying Manufacturing-Specific Risks: Machine breakdowns, material shortages, skill gaps, safety incidents. -Risk Assessment: Probability & Impact Matrix. -Mitigation Strategies: Contingency plans for critical equipment, qualifying alternate suppliers. -Introduction to Failure Mode and Effects Analysis (FMEA) as a proactive tool. **Questions & Answers**
5.00 pm	**End of Day 1**

- *FMM reserves the right to cancel or reschedule the programme.*
- *All efforts will be taken to inform registered participants of any changes.*
- *Attendance is by prior registration only.*
- *Registration form must be completed and returned to FMM Penang by **April 6, 2026** **with** the correct payment in crossed cheque or bank draft made in favour of **'Federation of Malaysian Manufacturing'**.*
- *For **SBL-Khas Scheme**, grant approval must be forwarded to FMM Penang at least 3 days before the event date*

SBL-KHAS HRDF CLAIMABLE

SK

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CANCELLATION & REFUND

- No refund for cancellation within 2 days prior to the programme
- 50% refund for cancellation between 3-6days
- Full refund for cancellation 7 days prior to the programme
- Registered participants who do not turn up will be charged accordingly
- No additional cost for replacement
- Cancellation must be made in writing

We hereby confirmed that: *(Please tick (✓) in the appropriate box)*

☐ We will be claiming under **SBL-Khas Scheme** and full payment would be made to **Federation of Malaysian Manufacturing** in the event that no disbursement from HRDF under any circumstances.

☐ We will NOT be claiming under **SBL-Khas Scheme**. Enclosed cheque/bank draft No. _____ for RM _____ being payment made for ___ participant(s) made in favour of **Federation of Malaysian Manufacturing.**

HRDF Training No: **10001663342**
Scheme Name: **HRD Corp Claimable Courses**
MyCoID: **007907X_PENANG**
Training Provider: **FEDERATION OF MALAYSIAN MANUFACTURING (PENANG)**

PROGRAMME- April 14, 2026 (Tuesday)	
8.30 am	**Registration**
9.00 am	Course Contents **Leading Teams and Driving Execution** **Module 5: The Manufacturing Leader's Mindset** -Leadership vs. Supervision: Coaching for problem-solving vs. giving instructions. -Situational Leadership: Adapting your style to team member competence and commitment. -Fostering a Culture of Accountability and Continuous Improvement (Kaizen). **Module 6: Communication & Team Dynamics** -Effective Communication Channels: Shift handovers, tiered meetings (Gemba walks), and digital tools. -Leading Cross-Functional Teams: Aligning goals between departments with different priorities. -Constructive Conflict Resolution: Addressing disagreements between production and quality/maintenance. Con't

PROGRAMME- April 14, 2026 (Tuesday)	
	Con't **Module 7: Execution, Monitoring, & Problem-Solving** -Tracking Project Performance: Using visual management (Andon, dashboards) and Earned Value concepts simplified for plants. -Managing Change and Scope Creep in live production environments. -Root Cause Analysis (RCA) Techniques: 5 Whys and Fishbone Diagram applied to a project delay or quality issue. **Module 8: Project Closure & Sustaining Results** -Formalizing Project Closure: Handover to operations, final documentation, lessons learned. -Ensuring Sustainability: Standard Operating Procedures (SOPs), training, and control plans. -Celebrating Success and Recognizing Team Contributions. -Final Capstone Exercise: Participants present a high-level plan for a real-world manufacturing project, integrating learnings from both days. **Questions & Answers**
5.00 pm	**End of Day 2**



To: FMM Penang Branch
(Attn: Ms Suguna / Ms Owe Yean Roei)
Tel: 04-399 2057

Please register the following participants for the workshop:

1 Name: _____
NRIC: _____
Designation: _____
Email: _____

2 Name: _____
NRIC: _____
Designation: _____
Email: _____

(Please attach a separate list if space is insufficient)

❑ Please tick (✓) if you require Vegetarian meal for _____person(s)
❑ Please tick (✓) if you require an **Invoice**

Submitted by:
Name: _____
Designation: _____
Company: _____
New ROC No: _____
Address _____
_____
Email:_____ FMM Membership No: _____
SST No: _____
TIN No: _____
Tel:_____ Fax:_____

Enclosed is our cheque/ bank draft No.: _____ for RM _____ being payment for participation fees for _____ participant(s) made in favour of '***Federation of Malaysian Manufacturing***'.

SK