



FMM Institute

Centre for Professional Development

SMEs SKILLS DEVELOPMENT PROGRAMME

OPERASI STOR DAN GUDANG

PERLA/
PROLUS
SCHEME
100%

In-House Training Available

INTRODUCTION

There is no doubt that efficient store and warehouse operation provide the core for successful business operation. The lack of inventory and stores management would also affect the smoothness of your business conduct. Hence, this programme will provide participants with an understanding of the principles and operation procedures of managing a store and warehouse. To be conducted in Bahasa Malaysia, this programme will benefit all store and warehouse staff who should be properly trained to enable them to perform their duties with efficiency and responsibility.

CONTENTS

- Stor dan Inventori – Kaitannya dengan Operasi Perniagaan
- Pengimbangan Dua Unsur yang Bertentangan
- Organisasi
- Perhubungan Stor dengan Jabatan-jabatan Lain dalam Organisasi Perniagaan
- Pengenaln dan Kodifikasi Barang
- Kawalan Inventori
- Sistem Lokasi Stok
- Prosedur-prosedur dalam Pentadbiran Operasi Stor
- Rekod Stor
- Pemeriksaan dan Pengiraan Stok
- Perakaunan Inventori
- Pengendalian Barang-barang
- Keselamatan Kerja di Stor dan Gudang
- Keselamatan Harta Benda Stor dan Gudang

OBJECTIVES

At the end of the programme, participants will be able to:

- identify the principles and functions of operating store and warehouse in order to increase productivity;
- identify the responsibilities of the staff members of store and warehouse management;
- apply proper and good practices in the management of store and warehouse; and
- motivate the staff of stores and warehouse, who play a big role in ensuring the success of an organisation.

WHO SHOULD ATTEND

All personnel from the store and warehouse management functions who have difficulties in comprehending the contents of a similar programme conducted in the English language. All officers, supervisors and staff involved in stores, purchasing, warehouse and even freight activities will also find this programme to be useful and beneficial.

FACILITATOR

Encik Ahmad Saffian currently runs his own Consultancy and Training firm. Prior to this, he has held the positions of General Manager with a MARA-owned company, Warehouse Manager with Malaya Breweries and Materials Manager with Sapura Holdings. He is one of the lecturers for the Malaysian Institute of Purchasing and Materials Management's Joint Certificate Programme with the Chartered Institute of Purchasing and Supply, U.K. He has also conducted a series of in-house programmes for several multinationals including a long term stint in training staff of Petronas in Stores, Purchasing and Materials Management. Encik Saffian heads the professional team in reviewing and rewriting Petronas Carigali Sdn Bhd's purchasing and materials management policies and procedures. A member of the Chartered Institute of Purchasing and Supply, Encik Saffian holds a Diploma from Institute Teknologi MARA.

ADMINISTRATIVE DETAILS

Dates : **March 7- 8, July 13-14, November 9-10, 2011**

Time : 9.00 am – 5.00 pm

Venue : FMM Institute
Wisma FMM, 2nd Floor
No. 3, Persiaran Dagang
PJU 9 Bandar Sri Damansara
52200 Kuala Lumpur

Fees : RM475 per participant (after 50% Skills Upgrading Grant)

RM950 per participant (before Skills Upgrading Grant)

(Fees include course materials, Certificate of Attendance, lunch and refreshments)

Eligibility to SMEs Skills Upgrading Programmes:

- Manufacturing sector (including agricultural-based industries) and manufacturing-related services - annual sales value is not more than RM25 million or with less than 150 full-time employees.
- Services sector (including ICT) - annual sales value is not more than RM5 million or with less than 50 full-time employees.
- SMEs must be registered under the Companies Act 1965 (Private Limited companies) or under the Registration of Business Act 1956 (Enterprise companies) with majority Malaysian shareholders (minimum 60%).

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.

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, please contact: Ms Carmen / Ms Ravathi/ Pn Hafifah, FMM Institute

Tel: 03-62867200

Fax: 03-62756064/62776712

Website: www.fmm.edu.my

REGISTRATION FORM

**SMEs SKILLS DEVELOPMENT PROGRAMME
OPERASI STOR DAN GUDANG**

FMM Institute

Kuala Lumpur

The Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712 / 62756064

Please tick () accordingly:

PSMB Scheme

PERLA PROLUS

Non-Contributor

Require vegetarian meal

Yes

No

March 7-8, 2011

July 13-14, 2011

November 9-10, 2011

Dear Madam,

Please register the following participant(s) for the above programme.
(To be completed in BLOCK LETTERS)

1	Name	Designation	E-mail
	Nationality	IC No.	
<hr/>			
2	Name	Designation	E-mail
	Nationality	IC No.	
<hr/>			

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the **"FMM Institute"**.

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____

Address: _____

FMM Membership No.: _____ My Corporate Identity No.: _____

Tel No.: _____ Fax No.: _____ Date: _____