



PENYELENGGARAAN DAN OPERASI STOR & GUDANG

15 & 16 December 2014,
ARMADA HOTEL, PETALING JAYA

GROUP
DISCOUNT
AVAILABLE

100% HRDF
CLAIMABLE

PENGENALAN

Pengurusan yang sistematik pada inventori atau stok amat penting bagi sesebuah organisasi. Inventori merujuk kepada pegangan stok yang dipegang oleh sesebuah organisasi. Pegangan stok ini juga mungkin menjadi masalah utama dalam pengawalan inventori kerana ia melibatkan kos. Dalam menguruskan inventori, setiap organisasi mempunyai pendekatan sendiri dalam urusan menguruskan inventori mereka. Inventori merupakan aset penting bagi organisasi dan setiap organisasi perlu menguruskan inventori dengan cekap dan efektif.

PROGRAM OBJEKTIF

- Mendedahkan kepada peserta kaedah-kaedah yang efektif dalam Pengurusan Stor dan Inventori
- Berkongsi pendekatan yang boleh digunakan untuk meningkatkan keberkesanan dalam Pengurusan Stor Dan Inventori
- Mendidik peserta mengenai peranan mereka sebagai pekerja stor yang efektif
- Fokus kepada 5 objektif pelaksanaan ke arah Pengurusan Stor dan Inventori yang berkesan

PROGRAM OUTLINE

HARI PERTAMA

PENGENALAN

- Sistem Perniagaan
- Pengurusan Bahan
- Skop Pengurusan Bahan

LATAR BELAKANG

- Pengurusan Stor dan Inventori

PENGURUSAN STOR

- Pendahuluan - Struktur Stor / Gudang
- Definasi Warehouse / Stor
- Jenis-jenis Penyimpanan
- Ruang Simpan / Bin Penyimpanan / Quantiti

KAWALAN PENGGUNAAN DAN PEMBAZIRAN

PENTINGNYA SISTEM PENOMBORAN / PENGKODAN YANG EFEKTIF

- Memastikan operasi yang tepat
- Memastikan pengendalian yang pantas
- Mengawal inventori dengan tepat
- Sebagai Sistem-sistem kawalan kos

HARI KEDUA

PENGENALAN - INVENTORI

- Mentakrifkan inventori
- Semua operasi menyimpan inventori
- Nilai inventori-inventori
- Mengapa harus inventori-inventori wujud?

JENIS-JENIS INVENTORI

- Inventori Timbal (Buffer inventory)
- Inventori Putaran (Cycle inventory)
- Inventori Jangkaan (Anticipation inventory)
- Inventori Pipeline (Pipeline inventory)
- Keputusan Inventori (The inventory decision)
- Berapakah yang patut di pesan? (how much to order)
- Bila patut membuat pesanan? (When to order?)

TEKNIK-TEKNIK PERGERAKKAN DALAM STOR

- Stok yang bergerak perlahan / pantas (Slow and fast moving stocks)
- Kaedah-kaedah pengurangan kos (Cost reduction methods)
- Stok keselamatan (Safety stock)
- Teknik Ramalan (Forecasting technique)

PENGURUSAN STOR YANG EFFISIEN

- Pengurusan Ruang
- Pengurusan Kos
- Pengawasan Kos
- Amalan-amalan Baik
- Keselamatan

JANGKAAN PRESTASI PENGURUSAN

- Ketepatan stok (Accurate stock level)
- Maklumat mengenai keadaan stok (Information of stock condition)
- Ketepatan Lokasi Stok (Exact location)
- Ketepatan Dokumentasi (Accurate documentation)
- Ketepatan Kemas Kini Stok (Accurate stock updates)

PROFAIL PENGAJAR

M. A. HANAFIAH HASSAN His expertise spans the general areas of Management, Manufacturing & Materials Management and Human Development. He actively gives talks in motivation, communication, leadership skills, management skills, personal development, and industrial expectations to colleges and universities students as well as employees of many manufacturing and service industries. His own hands on experience of being either an employee of the multinational organization or an entrepreneur stimulate the learning through experiential rather than normal classroom approach. He holds a degree in Mechanical Engineering and is active in professional, social and community services. He was an active member of FMM, MEF; Panel Advisor to Industrial Court; etc. Having a solid training and coupled with years of work experience behind him in many fields and sectors, and all that knowledge is for him to give away to other people, in term of advice, management, guide and consultancy, so that they could also step and walk their life into this world a new generation of confident and able people with another paradigm, to always better their best. A tiger is known for its stripes, an elephant for its tusks, and a man for his legacy. It is a time to give back and leave a legacy behind.

SESUAI DI HADIRI

Pekerja Stor, Ketua kerja, Penyelia, Store keeper, Pegawai, Pengurus dan mereka yang berkait rapat dengan pengendalian stor dan inventori

TRAINING FEE

- 2 - Day training @ **RM 1, 650.00** per delegate
- Group Discount Available

KNOWLEDGE EVOLUTION SDN BHD

5A Jalan Bukit, Section 11/2, Petaling Jaya, Selangor Malaysia

Tel: 03-79312772 Fax: 03-7960 3872

www.knowledge-evo.com

REGISTRATION FORM

(Penyelenggaraan Stor dan Operasi Gudang)

> 2 - Day training @ **RM 1, 650.00** per delegate

> Group Discount Available

Method of payment:

Crossed Cheque / bank draft to be made payable to "Knowledge Evolution Sdn Bhd " and courier to **5A Jalan Bukit, section 11/2, Petaling Jaya, Selangor Malaysia**

Please Complete this form and FAX it to
NO: **+603 7960 3872**.

Cancellations & Substitutions:

Cancellations of registrations must be made in writing. If cancellations received one week before the event i.e. **1 December 2014** you will be entitled to a 50% refund. Due to contractual commitments no refund, will be made after **2 December 2014**; however a complete set of documentation will be sent to you. Substitutions are welcomed at any time.

Note: It may be necessary for reasons beyond control, to change the content and timing of the event, speaker(s) or venue, every effort will be made to inform the participants of the change.

Please contact **Racine/Erma** at **603-7956 4772**

603-7960 3772 or email to

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