

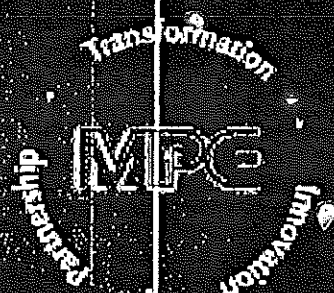
Productivity & Innovation

Enhancement Programme

Program Peningkatan Produktiviti dan Inovasi

2014

APRIL



APRIL 2014

NO	PROSES	DATE	TEMP	SEE QMS	DATE 2014	REMARKS
308	Lean Management - Amalan Kaizen Untuk Meningkatkan Kecekapan Proses	8 - 9 Apr 2014	Petaling Jaya	1,000	300	800
323	Quality Management System (QMS) - ISO 9001 : 2008 Documentation	15 - 16 Apr 2014	Petaling Jaya	1,000	300	800
327	Quality Environment Management System (QE/5S) Specialist	17 - 18 Apr 2014	Petaling Jaya	1,000	300	800
306	Innovative & Creative Circle (ICC) untuk Kurikulum Pelaksana	22 - 23 Apr 2014	Petaling Jaya	1,000	300	800
307	Lean Management - Value Stream Mapping (VSM)	23 - 24 Apr 2014	Petaling Jaya	1,000	300	800
322	Quality Environment Management System (QEMS) - Internal Audit for 5S	28 - 29 Apr 2014	Petaling Jaya	1,000	300	800
314	Lean Management - Poka Yoke	29 - 30 Apr 2014	Petaling Jaya	1,000	300	800

P - Participant

O - Observer

NA - Not Applicable

CONTENTS

MPC

308

Lean Management - Amalan Kaizen Untuk Meningkatkan Kecekapan Proses



Tarikh : 8 - 9 Apr 2014

Masa : 9:00 pg – 5.00 ptg

Tempat: Petaling Jaya

RASIONAL

Peningkatan produktiviti dan kualiti memerlukan proses penambahbaikan berterusan melalui percambahan idea kreatif dari pekerja dan amalan secara berkesan. Amalan Kaizen adalah merupakan usaha penambahbaikan yang amat praktikal yang membantu meningkatkan kecekapan proses di tempat kerja supaya lebih produktif dan cekap. Justeru kejayaan membina budaya Amalan Kaizen di kalangan pekerja akan menyumbang kepada pembangunan dan kecemerlangan organisasi.

OBJEKTIF

Pada akhir program ini, para peserta akan dapat:

- Memahami fokus amalan Kaizen untuk kecekapan proses dalam sistem pengeluaran atau operasi.
- Memahami teknik amalan Kaizen untuk memaksimumkan pengeluaran dan operasi pada kos yang rendah.
- Mengetahui kaedah pelaksanaan Kaizen di tempat kerja secara berkesan.
- Menghasilkan nilai tambah produk secara berterusan.

KANDUNGAN

- Pengurusan Kualiti
- Model - Proses sistem pengeluaran dan operasi
- Kaizen - Proses penambahbaikan berterusan
- Slaid - contoh Kaizen
- Kaizen
- membasmu 7 elemen pembaziran
- Tayangan slaid - Kaizen

- Amalan Kaizen - kaedah yang berkesan
- Sesi perkongsian - Amalan Persekitaran Berkualiti (QE)
- Sesi perkongsian - Total Productive Maintenance (TPM)
- Sesi perkongsian - Projek penambahbaikan Innovative and Creative Circle (ICC)
- Penilaian dan pengekalan Kaizen
- Perbincangan - pelan tindakan Kaizen

KEMUDAHAN

- Minum pagi/ makan tengah hari/ minum petang
- Nota Kursus
- Sijil penyertaan

SIAPA PERLU HADIR

- ❖Pengurus atasan ❖Eksekutif ❖Penyelia

PENDAFTARAN

Sila isikan borang berikut:

- RM1,000 seorang untuk 2 hari (Tuntutan PSMB) atau
- RM800 (Ahli P&I Associate MPC)
- Borang Pendaftaran Kursus
- Borang Pendaftaran P&I Associate (bagi yang bukan Ahli)

HUBUNGI

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323**Quality Environment Management****System (QEMS) ISO 9001:2008****Foundation****MPC****Date : 15 - 16 Apr 2014****Time : 9:00 am - 5.00 pm****Venue: Petaling Jaya****RATIONALE**

As the ISO 9000 momentum continues to grow, more industries are appeared to be utilizing ISO 9000 as a fundamental part of their business operations. The 2008 revisions will enhance this direction by accelerating the need to commit the necessary resources and adopt operating principles that results in new business opportunities. Viewing ISO 9000 as a strategic business issue, establishing specific goals to improve the business performance and measuring the progress will help ensure the effectiveness of the system.

OBJECTIVES

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

- Understand the requirements of the ISO 9001: 2008
- Prepare and implement the documents as per ISO 9001:2008 requirements

FEE

- RM 1,000.00 per person for 2 days (HRDF Claimable)
- RM 800 (MPC P&I Associate Member)

WHO SHOULD ATTEND

❖ Manager ❖ Executive ❖ Supervisor

REGISTRATION

Fill in the forms below:

- Course Registration Form
- P&I Associate Form (for non members)

CONTENTS**DAY 1****ISO 9000 Review**

- Registration process
- Requirement by Clause Implementation
- Approach and Techniques
- Quality Manual
- Contents
- Principles
- Writing process

DAY 2**Quality Procedures**

- Procedure Format
- Procedure for Writing Instructions
- Written Instructions
- Applicability of work instructions
- Who should be the authors
- Structure and format

FACILITIES

- Morning Break / Lunch / Afternoon Tea Break
- Training Materials
- Certificate of Participation

CONTACT

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Quality Environment Management System (QE/SS) Specialist

MPC

Date : 17 - 18 April 2014

Time : 9:00 am – 5.00 pm

Venue: Petaling Jaya

RATIONALE

This programme is a result of serial discussion with Department Standards of Malaysia (DSM) in preparing competent personnel that have interest to be auditors or trainers on Quality Environment Management System (QEMS). Currently, the QEMS Standard developed by MPC will be the only standard for the practitioners to comply with Technical Working Group organized by DSM. Those personnel who has gone through this programme may qualify to attend this 40-hours training programme as an assessor.

OBJECTIVES

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

- Become a pool of local experts in delivering training and system development on QE areas
- Understand the significance of QEMS as a standard and its implication to business
- Become certified trainers and consultants in compliance with Accreditation Certification Body (ACB) – Work Environment Management System

FEE

- RM 1,000 per person for 2 days (HRDF Claimable)
- RM 800 (MPC P&I Associate Member)

WHO SHOULD ATTEND

- Auditors • Consultants & MPC registered consultants
- Managers / Executives / those who are involved in QEMS

REGISTRATION

Fill in the form below:

- Course Registration Form
- P&I Associate Form (for non members)

CONTENTS

- Introduction to Quality Environment Management System Requirement (QEMS):
- New Standard Application
- Elements & Requirements of QEMS Requirement
- Planning & Implementation
- Benefit of Implementing QEMS

- Interpretation on QEMS Requirement Clause
- Process of Transforming on Work Environment as per Standards Requirement.

FACILITIES

- Morning Break / Lunch / Afternoon Tea Break
- Training Materials
- Certificate of Participation

CONTACT

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306 Innovative & Creative Circle (ICC) untuk Kumpulan Pelaksana

MPC

Tarikh : 22 - 23 April 2014

Masa : 9:00 am – 5.00 pm

Tempat : Petaling Jaya

RASIONAL

Dalam pasaran yang kompetitif masa kini, setiap pekerja perlu menghasilkan barangan dan perkhidmatan dengan lebih berkualiti. Salah satu kaedah yang efektif adalah melalui penglibatan di dalam aktiviti kumpulan Innovative and Creative Circle (ICC). Aktiviti ini menyumbang ke arah usaha penambahbaikan berterusan.

OBJEKTIF

Pada akhir program ini, para peserta akan dapat:

- Memahami konsep dan falsafah ICC
- Memahami teknik penyelesaian masalah
- Mengaplikasikan teknik dan alat-alat ICC

YURAN

- RM1,000 seorang untuk 2 hari (Tuntutan PSMB) atau
- RM800 (Ahli P&I Associate MPC)

SIAPA PERLU HADIR

❖Pengurus / Eksekutif ❖Penyelia ❖Operator

PENDAFTARAN

Sila isikan borang berikut:

- Borang Pendaftaran Kursus
- Borang Pendaftaran P&I Associate (bagi yang bukan Ahli)

KANDUNGAN

- Pengenalan konsep dan falsafah ICC
- Struktur organisasi ICC
 - Peranan dan tanggungjawab ahli kumpulan
- Proses Penyelesaian Masalah
 - Kitaran PDCA
- Pengenalan Alat-Alat ICC
 - Senarai Semak Gambarajah Sebab dan Akibat

- Sambungan alat-alat ICC
 - Gambarajah Pareto
 - Carta & Graf
- Perbincangan kumpulan dan latihan
- Persembahan kumpulan

KEMUDAHAN

- Minum pagi/ makan tengah hari/ minum petang
- Nota Kursus
- Sijil penyertaan

HUBUNGI

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307

Lean Management - Value Stream Mapping (VSM)

MPC

Date : 23 - 24 April 2014

Time : 9:00 am – 5.00 pm

Venue: Petaling Jaya

RATIONALE

Value Stream Mapping technique is often associated with Lean programmes to identify opportunities for improvement in lead time, logistics, supply chain, service related industries, healthcare, software development, and product development. It is used to analyze the flow of materials and information currently required to bring a product or service to a customer. This technique originated in Toyota, where it is known as "Material and Information Flow Mapping". Value Stream Mapping provides the basis for the analysis, comprehension and improvement of key business processes.

OBJECTIVES

At the end of the programme, the participants should be able to;

- Understand the importance of focusing on the value stream
- Understand the concept of organisational value and waste
- Understand the importance of Value Stream Mapping in improving business performance
- Apply the recognised industry standard analysis technique associated with Value Stream Mapping
- Know how to construct the 'Current State Map' and 'Future State Map'
- Identify opportunities and problem areas within existing business Value Streams

CONTENTS

- Value Stream Mapping principles
- Value Stream Mapping in relation to Lean thinking and process improvement
- The 8 steps of Value Stream Mapping
- Value Stream Mapping techniques
- Identifying and eliminating non-value activities
- Understanding the change implications
- Measuring business performance

FEE

- RM 1,000 per person for 2 days (HRDF Claimable)
- RM 800 (MPC P&I Associate Member)

WHO SHOULD ATTEND

❖ Manager ❖ Executive ❖ Supervisor

REGISTRATION

Fill in the form below:

- Course Registration Form
- P&I Associate Form (for non members)

FACILITIES

- Morning Break / Lunch / Afternoon Tea Break
- Training Materials
- Certificate of Participation

CONTACT

PERBADANAN PRODUKTIVITI MALAYSIA (MPC) – HEAD QUARTERS

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322

Quality Environment Management System (QEMS) - Internal Audit



Date : 28 - 29 April 2014

Time : 9:00 am - 5:00 pm

Venue: Petaling Jaya

RATIONALE

In sustaining Quality Environment Practice as work culture, an organization requires practical initiation to move its employees. In addition to promotion and training, audit activity is vital in measuring Quality Environment Practice progress at all times. Correction and improvement can be done after internal audit has been executed. This method will assist Quality Environment Practice to be implemented at all times.

OBJECTIVES

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

- Understand the importance of Quality Environment Internal audit
- Be exposed to the method of conducting internal audit
- Gain knowledge on important aspects of Quality Environment documentation and practices
- Plan proper reward and recognition
- Instill confidence as an auditor

FACILITIES

- Morning Break / Lunch / Afternoon Tea Break
- Training Materials
- Certificate of Participation

FEE

- RM 1,000 per person for 2 days (HRDF Claimable)
- RM 800 (MPC P&I Associate Member)

REGISTRATION

Fill In The Form Below:

- Course Registration Form
- P&I Associate Form (for non members)

CONTENTS

- Quality Environment Practice basic audit
- Quality Environment Practice auditing criteria
- Evaluation aspects
- Quality Environment Practice audit activity plan
- Evaluation method
- Management of audit result
- Recognition/ encouragement scheme
- Quality Environment Practice Improvement records

- Quality Environment improvement impact indicators
- Kaizen suggestions
- Quality Environment excellent group
- Workplace practical audit
- Quality Environment Practice and audit documentation

WHO SHOULD ATTEND

- Quality Environment Practice Facilitator
- Internal Auditor
- Supervisor

CONTACT

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314

Lean Management - Poka Yoke**MPC****Date : 29 - 30 April 2014****Time : 9:00 am – 5.00 pm****Venue: Petaling Jaya****RATIONALI:**

Poka Yoke is the lean manufacturing tool which forms the basis of the Zero Quality Control (ZQC) system for avoiding and eliminating mistakes, defects and errors. The term Poka Yoke is derived from the Japanese words 'Pc ka' meaning inadvertent mistake and 'yokeru' – meaning to avoid.

OBJECTIVES

At the end of the programme, participants should be able to:-

- Differentiate between judgement, informative and source inspection
- Understand the benefits of source inspection
- Decide where to implement Poka Yoke methodology in their own environment
- Understand the difference between mistakes, errors and defects
- Recognise different types of errors and ways to address them
- Understand the different types of defects and ways to address them
- Predict where errors and defects are likely to occur

FEE

- RM 1,000 per person for 2 days (HRDF Claimable)
- RM 800 (MPC P&I Associate Member)

FACILITIES

- Morning Break / Lunch / Afternoon Tea Break
- Training Materials
- Certificate of Participation

REGISTRATION

Fill In The Form Below:

- Course Registration Form
- P&I Associate Form (for non members)

CONTENTS

- Poka Yoke, Zero Quality Control - Definitions
- The distinctions between judgment Inspection, Informative inspection and source inspection
- What Is a Poka Yoke System ?
- The Poka Yoke Method
- Predicting where Poka Yoke are needed
- How to prevent errors from occurring
- How to detect abnormalities as they occur
- How to control or shutdown a process producing defects

- Examples of everyday Poka Yoke including real examples for tackling mistakes arising from the following type of operations:-
- Assembly, Insertion, Inspection, Locating, Mounting, Omissions, Processing and Set Up
- Poka Yoke Improvement Forms
- How to use team work to implement the changes
- Course Review

WHO SHOULD ATTEND

- Manager
- Production Engineer
- Supervisor
- Operator

CONTACT

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BORANG PENDAFTARAN

TERIMA KASIH DI ATAS PENYERTAAN ANDA DALAM PROGRAM MPC



Sila lengkapkan borang ini dan tanda (X) dalam petak yang telah pilih.

1. **Tajuk Kurikulum**2. **Tarikh****Tempat****Yuran** RM**Peserta****Nama****Jawatan****Email****H/R****Akademik**☐ Sijil☐ Diploma☐ Ijazah☐ PHD**Umur**☐ <25☐ 26-35☐ 36-45☐ >45**Nama****Jawatan****Email****H/R****Akademik**☐ Sijil☐ Diploma☐ Ijazah☐ PHD**Umur**☐ <25☐ 26-35☐ 36-45☐ >45**Nama****Jawatan****Email****H/R****Akademik**☐ Sijil☐ Diploma☐ Ijazah☐ PHD**Umur**☐ <25☐ 26-35☐ 36-45☐ >45**Nama****Jawatan****Email****H/R****Akademik**☐ Sijil☐ Diploma☐ Ijazah



PRODUCTIVITY & INNOVATION ASSOCIATE MEMBERSHIP APPLICATION FORM

GENERAL INFORMATION

Organisation Name:

No. ROC / ROB:

Current address:

Postcode :

State:

CONTACT PERSON

Name:

Designation:

E-mail:

Department/Unit:

Tel:

Fax:

CATEGORY OF COMPANY (please tick)

Government

SME

Large

Multinational

STATUS (please tick)

Bumiputra

Non-Bumiputra

ECONOMIC SECTOR (please tick)

Oil & Gas

Agriculture

Education

Electrical & Electronic

Wholesale & Retail

Greater KL

Tourism

Financial Services

Palm Oil

Business Services

Communication Contents & Infra

Healthcare

Government

Others :

SIGNATURE

(Sign / Company Stamp)

MALAYSIA PRODUCTIVITY CORPORATION (MPC)

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