

REGISTRATION FORM

Cost Reduction Strategies

Wednesday - Thursday * May 6 - 7, 2026 * FMM Institute Malacca

FMM Institute Malacca (475427-W)
D3-4, Plaza Jayamuda,
Jalan Pelanduk Putih, 75300 Melaka
TIN Number : C10626805080
SST Number : W10-1901-32000105

Please register the following participant(s) for the above programme:

1 Name _____ Designation _____

Nationality _____ IC No. _____

2 Name _____ Designation _____

Nationality _____ IC No. _____

(If space is insufficient please attach separate list)

Please Tick (✓) if your company

will be claiming under SBL-Khas Scheme

will not be claiming under SBL-Khas Scheme

vegetarian _____ pax

Enclosed cheque/bank draft No _____ for RM _____

being payment for _____ participant(s) made in favour of the

“FMM Institute”

Submitted by

Name _____

Designation _____

Company _____

Address _____

FMM Membership No. _____ PSMB MyCodeID No. _____

Telephone _____ Fax _____ Date _____

E-mail Address _____



Cost Reduction Strategies

May 6 - 7, 2026

SBL-KHAS SCHEME



FMM Institute Malacca Branch

Centre for Professional Development

Contents

Module 1: Understanding Manufacturing COST Elements

- The link between costs and price
- Costs in business organisations
- Costs in the manufacturing environment

Module 2: Identifying Manufacturing Process Costs components - The Factors Of Production

- The raw material costs
- The manpower / labour costs
- The machinery costs
- The methods costs
- The intangible costs – environment

Module 3 : Management of Raw Material Costs

- Factors affecting raw material costs
 - The price, the usage, the quality of the raw material purchased
 - The intangible costs of raw material
 - Handling and environmental factors
 - The machines efficiency
- Measure, identify waste and make cost Improvements

Module 4 : Management Of Labour Costs

- Factors affecting labour costs
 - The rates
 - The efficiency
- Measure, Identify waste and make cost Improvements

Module 5 : Management Of Machinery Costs

- Factors affecting machinery costs
 - The usage,
 - The efficiency – OEE analysis
- Measure, Identify waste and make cost Improvements

Module 6 : Management Of Methods In Production

- The production flow
- Identifying the weakness and process waste
- The set up time
- Incorporate Poka Yoke in production.
- Measurement, Identifying and make cost Improvement

Module 7 : The LEAN Strategies In Manufacturing

- Identifying the 7 waste in manufacturing
 - Over-production
 - Waiting yime
 - Transportation
 - Processing
 - Inventory
 - Motion
 - Scrap
- Measurement and Improvement.
 - The 5 Pillars of LEAN strategies
- Gives value to customers

Module 8 : The KAIZEN Concepts in Business Operations

- The 4 Main Points in Kaizen practices.
- Maintaining current costs and make continuous improvements.

Benefits

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

- To achieve the right scope of manufacturing costs
- To train the participants to identify various costs factors
- To train the participants on various costs analysis and identify the Causes of costs variations. – COSTS VARIANCES calculations
- To train the participants to identify PROCESS COSTS WASTES.
- To train the participants on the STRATEGIES of turning COSTS WASTE into productivity
- To train the participants on the effectiveness on costs reduction/ saving strategies applied.
- To train the participants on continuous improvement on costs management and costs reduction/ saving.

Trainer

MR TEE TUAN CHUAR has 18 years of training and consultancy experiences. He is qualified as a HRDC approved trainer. Mr Tee been trained in ICOP Compliance And Road Safety – Latihan Keselamatan ICOP organized by Johor Tracking Association in collaboration with SPAD and PUSPAKOM and undertakes to train transport operations' compliances on ICOP which is subjected to audit by SPAD. He also undertake Grid and In Base certificate programmes such as LEAN Manufacturing and the module of Supply Chain Management In Production Planning Control. He soft skills training included trained in Forklift Safety handling, 6S Consultants for MNC, Warehouse, Inventory, INCOTERMS, Financial Management / Accounting / Costing And Procurement In Negotiations Skills.

Who Should Attend

Factory Managers, Production Managers, Executives, Purchasing Managers, Warehouse Managers, Executives

Administrative Details

Date : May 6 - 7, 2026 (Wed-Thurs)

Time : 9.00am - 5.00pm

Venue : FMM Institute Malacca

D3-4 Plaza Jayamuda
Jalan Pelanduk Putih
75300 Melaka

Fees (Inclusive of SST) :

FMM members **RM864** per participant

Others **RM972** per participant

(Fees include course materials, lunch and refreshments)

Registration forms must be completed and returned to FMM Institute Malacca Branch by **April 29, 2026**. No refund for cancellation within 2 working days, 50% refund for cancellation between 3 - 6 working days and full refund for cancellation 7 working days prior to the programme. CANCELLATION MUST BE IN WRITING TO FMM INSTITUTE MALACCA BRANCH. Replacements will be accepted at no additional cost. FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. **However, if the company failed to obtain grant approval or in the event there is no disbursement from HRDCORP under any circumstances to us, then the company will have to make full payment to FMM Institute Malacca Branch.**

For enquiries, please contact:

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