



Public Training/Workshop#

KURSUS ASAS PENGURUSAN STOR & INVENTORI BERKESAN

“The Art Of Adventure For Lifelong Learning”

OBJEKTIF :

Selepas memnghadiri kursus ini anda akan:

- memahami bagaimana pengawalan stor di buat dengan baik.
- mendapat gambaran yang tepat supaya perancangan yang lebih teratur dapat diuruskan.
- menurunkan penggunaan inventori dan menambahkan kualiti pengurusan pelanggan
- dapat menilai tahap inventori dengan tepat.
- membina system supaya masa mencari barangan di stor dapat dikurangkan.

METODOLOGY

- Interactive Lectures
- Discussion, Group Dynamics & Workshops
- Case Studies
- Simulation and games
- Learning Debriefing
- Video
- Individual/Group Presentation
- Templates

DATE:

22-23 Mar 2017

16-17 May 2017

13-14 Nov 2017

DURATION :

2 HARI (09:00am - 05:00pm)

MEDIUM :

English & Bahasa Malaysia

VENUE:

Selangor / Kuala Lumpur

TRAINER : -



KANDUNGAN KURSUS

Hari Pertama

- 9.00am** : Pengurusan Inventori Stor
- Pengenalan dan Penilaian
 - Fungsi, Jenis dan Cara Pengurusan Inventori Stor dan Kawalan yang berkesan
- 10.30am** : Rehat Minum Pagi
- 10.45am** : Pengurusan Inventori Stor(Sambungan)
- Stor berdasarkan pengkelasan ABC
 - Model Inventori
- 11.45am** : Kaedah Pengangkutan Stor
- Memahami Rangkaian Penghantaran
 - Langkah-langkah Peraturan Penghantaran Terbaik
- 1.00pm** : Makan Tengah hari
- 2.00pm** : Strategi Susunatur
- Jenis-jenis Susunatur
 - Susunatur Gudang dan Stor
- 3.00pm** : Pemilihan Pembeli
- Kepentingan Pemilihan Sumber
- 3.30pm** : Rehat Minum Petang
- 3.45pm** : Pemilihan Pembeli (Sambungan)
- Kitaran Pembelian
 - Sumber Maklumat Pembekal
 - Jaminan Kualiti oleh Pembekal
- 5.00pm** : Tamat Hari Pertama

Hari Kedua

- 9.00am** : Kajian Kerja untuk Pembaharuan dari Aspek Stor
- Dua Komponen Terpenting
 - Kepentingan Kajian Kerja Stor
 - Kaedah Kajian Kerja & Simbol
 - Langkah – langkah Asas Kaedah Kajian Kerja
- 10.30am** : Rehat Minum Pagi
- 10.45am** : Kajian Kerja untuk Pembaharuan dari Aspek Stor (Sambungan)
- Penilaian Kerja dan Kajian Masa untuk Kerja-Kerja Penedugan
- 11.15pm** : Penyelenggaraan Stor
- Definisi, Objektif dan Tanggungjawab Penyelenggaraan
 - Tugas Penyelenggaraan
 - Jenis –jenis Penyelenggaraan dan bilakah Penyelenggaraan diperlukan?
- 1.00pm** : Makan Tengah hari
- 2.00pm** : Prosedur Implementasi Program Penyelenggaraan Stor
- Halangan dalam penggunaan sistem
 - Mencari penyelesaian kepada halangan
- 3.30pm** : Rehat Minum Petang
- 3.45pm** : Teknik-teknik penjadualan penyelenggaraan stor yang berkesan
- Perbincangan mengenai teknik-teknik penjadualan penyelenggaraan pendedugan.
 - Masalah yang di alami
 - Sampel Penjadualan yang berjaya
- 5.00pm** : Tamat Hari Kedua

Siapa yang perlu hadir :-

- Pengurusan yang terlibat dalam pembuatan dan perancangan, Penyelia dan Penyelai Stor, Storkeeper, Pekerja dalam bahagian Kewangan, Kawalan Kualiti, Inventori dan Pembelian.

Program Schedule :

Registration :	8.30am
Morning session :	9.00am - 10.30am
Morning Tea :	10.30am - 10.45am
Lunch :	1.00pm - 2.00pm
Afternoon session :	2.00pm - 3.30pm
Afternoon Tea :	3.30pm - 3.45pm
End :	5.00pm



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Registration Form
PENGURUSAN STOR DAN INVENTORI YANG BERKESAN

Date : 22-23 Mar, 16-17 May, 13-14 Dec 2017 | Venue: Vistana Hotel, KL

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5545 1978 ; TEL : +603-5542 0023 (Hunting Line)

PARTICIPATION FOR TWO DAYS WORKSHOP FEE :

RM 1580 Per Pax (Normal Price)

GROUP REG: RM 1,185 PER PAX!!

(UPON MINIMUM 4 PAX's REGISTRATION— T&C APPLY)

Or Single Reg: RM 1,264 PER PAX

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- 2. You will get a chance to WIN a MYSTERY GIFT during the program!!**
- 3. You will get an EXCLUSIVE access to our PRIVATE E-LEARNING portal worth Rm300, life-long!!**

ALL in this ONE registration! *T&C Apply*

PARTICIPANT'S NAME :

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Company Name: _____

Address _____

City: _____ Postcode: _____

Tel : _____ Fax: _____

(Authorization (Signatory must be authorized on behalf of the company)

Person In Charge:

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____ Date: _____

This booking is **invalid** without a signature & company stamp.

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking (LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in. All bookings carry a **50% cancellation** liability should the notice given is less than two(2) weeks and **100% cancellation** liability 7-days prior to the event

Non-payment or non- attendance does not constitute cancellation. (However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

ASL Training & Consultancy Sdn. Bhd.

COMPANY STAMP



PUBLIC TRAINING CALENDAR JAN - DEC 2017

PROGRAM / COURSE	DURATION (DAY)	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Effective Budgeting & Cost Control Training	2		15 - 16					18 - 19					5 - 6.
Finance Management Course for Non-Finance Professionals	2		22 - 23						16 - 17				5 - 6.
Quality Performance Indicator For Accounting Personnel	2		22 - 23								10 - 11.		
Human Resource Management Training	2	11 - 12.								19 - 20			
Training Needs Analysis	2				18 - 19							1 - 2.	
5 Star Customer Services	2			29 - 30							24 - 25		
Managing Customer & Complaints	2		15 - 16							26 - 27			
Leaders of 21st Century	2	18 - 19										21 - 22	
Management, Leadership and People Skills for New Leader & Executive	2				18 - 19					12 - 13.			
Higher Productivity & Effective Supervisory Skills	2							11 - 12.					12 - 13.
Kepimpinan & Penyeliaan Yang Berkesan	2	25 - 26											
People Skill For Making Result	2	18 - 19										21 - 22	
Sefiasaha Cemerlang 2017	2				19 - 20				9 - 10.				
Positive Attitude At Work	2					18 - 19		25 - 26					6 - 7.
Bengkel Sikap Kerja Positif	2					18 - 19							
EQ & Stress Management	2				25 - 26								11 - 12.
Pengurusan Rekod Dan Fail Yang Efektif	2			22 - 23		16 - 17						13 - 14	
Pengurusan Stor Dan Inventori Berkesan	2			22 - 23		16 - 17						13 - 14	
Pengurusan Masa, Multitasking & Tekanan Secara Efektif	2								22 - 23		23 - 24		
Behavioral Interview Technique	2					22 - 23					10 - 11.		
Recruitment & Selection Training	2					22 - 23					10 - 11.		
Professional Sale Excellence	2	25 - 26											
Closing Sale With The Power of Profiling	2				18 - 19								13-14.
Jom Jadi Kreatif!	2			22 - 23						26 - 27			
Excellent Business Communication Skills (Using NLP)	2					23 - 24							
Kemahiran Interpersonal (NLP)	2												
Writing Good Business Documents & Reports	2	11 - 12.											
Professional Grooming	2		22 - 23										
Microsoft Excel Training (Intermediate)	2				11 - 12.								
Microsoft Excel Training (Advance)	2				11 - 12.								
Communicating In English - Speak Well, Present Yourself Well	2					3 - 4.							
Awareness On Rigging & Slinging Training	2			8 - 9.									
14 Quality Tools For Decision Making & Process Improvement	2			14 - 15									
Poka Yoke - Achieving Zero Defects in Production Operation	2												
Expanding Future Success Through Lean Manufacturing Program	2					8 - 9.							

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