

**HRDF CLAIMABLE\***  
\*SUBJECT TO HRDF APPROVAL

# PROFESSIONAL MASTER IN AEROSPACE & MANAGEMENT

MODULE 1: LEADERSHIP COMMUNICATION, FLEXIBLE MANUFACTURING SYSTEM,  
TOTAL PRODUCTIVE MAINTENANCE

ORGANIZED BY:  
SCHOOL OF AEROSPACE ENGINEERING

IN COLLABORATION WITH:  
GRADUATE SCHOOL OF BUSINESS  
USAINS HOLDING SDN BHD



(wholly-owned by Universiti Sains Malaysia)

(Co. No. 473883-H)

HRDF : 0159

## OBJECTIVES

Aerospace Manufacturing and Management Module is the first part of the Professional Master in Aerospace and Management Program conducted by School of Aerospace Engineering in collaboration with Graduate Business School, USM. The first module comprises of three sub-module: **Leadership Communication, Flexible Manufacturing and Total Productive Maintenance**. In recognition of your successful completion of this course, you will be presented with a Certificate of Attendance.



### DATE

13,14 & 15 Dec 2019



### TIME

0900 - 1700



### VENUE

Hotel Holiday Villa, Subang



### FEE

RM 4000.00 per participant



### DURATION

3 days



### SUITABLE FOR

Managers, Executives, Engineers in Aerospace and Manufacturing Industry.

# SYNOPSIS & OUTCOMES

## LEADERSHIP COMMUNICATION

Every aspect of leadership – strategic planning, tactical execution, crisis management, team development, on and on – requires communication to be fruitful. Thus “The Art of Communication Is The Language of Leadership” Why is it as leaders we need to have good communication skills? Often what and how leaders communicate have the greatest impact on followers. Some followers idolise their leaders so much to the extent that they try to emulate the leaders. Therefore, as leaders we must be able to motivate our followers so that they become productive. But we need to check ourselves and reflect ourselves first. Without effective communication, nothing can happen in an organization. Thus leadership communication is the controlled, purposeful transfer of meaning by which individuals influence a single person, a group, an organization, or a community. It requires the full range of communication abilities and resources to connect positively with audiences, overcome interferences, create and deliver messages that guide, direct, motivate, or inspire others to action.

Learning Outcomes:

At the end of this module, participants will be exposed to the art of leadership communication through mini lectures, case study and classroom activities.

At the end of the training session, participants will be:

- a) Able to differentiate between a leader and a manager.
- b) Able to identify own leadership skills.
- c) Able to know and understand the various leadership theories.
- d) Exposed to leadership values.
- e) Able to understand the basic communication process.
- f) Able to apply leadership communication.
- g) Aware of the different roles of the leader.
- h) Able to communicate effectively.

## FLEXIBLE MANUFACTURING SYSTEM

This course is meant to create first awareness for Senior Management, the technical team and down to the operator level about Total Productive Maintenance (TPM). It gives the overview and the importance of TPM in manufacturing industry and the detail of how TPM is implemented based on its pillars. In addition, the autonomous maintenance (AM) and the overall equipment efficiency (OEE) will be covered in detail. Some methods of fault analysis to help finding the problem root causes such as The 5 Why's, Fishbone Diagrams, Fault Tree Diagrams and Out-of-Control Action Plans (OCAPs) will be covered. In summary, this one-day course provides the participants the TPM concept an understand how to implement and the impact of the implementation of TPM in their workplace.

Learning Outcomes:

Upon completion of this course, participants will be able to:

- a) Understand the TPM concepts
- b) Able to practice the AM and determine the OEE for the production equipment.
- c) Able to use fault analysis methods and OCAPs in solving the issue in the production line.

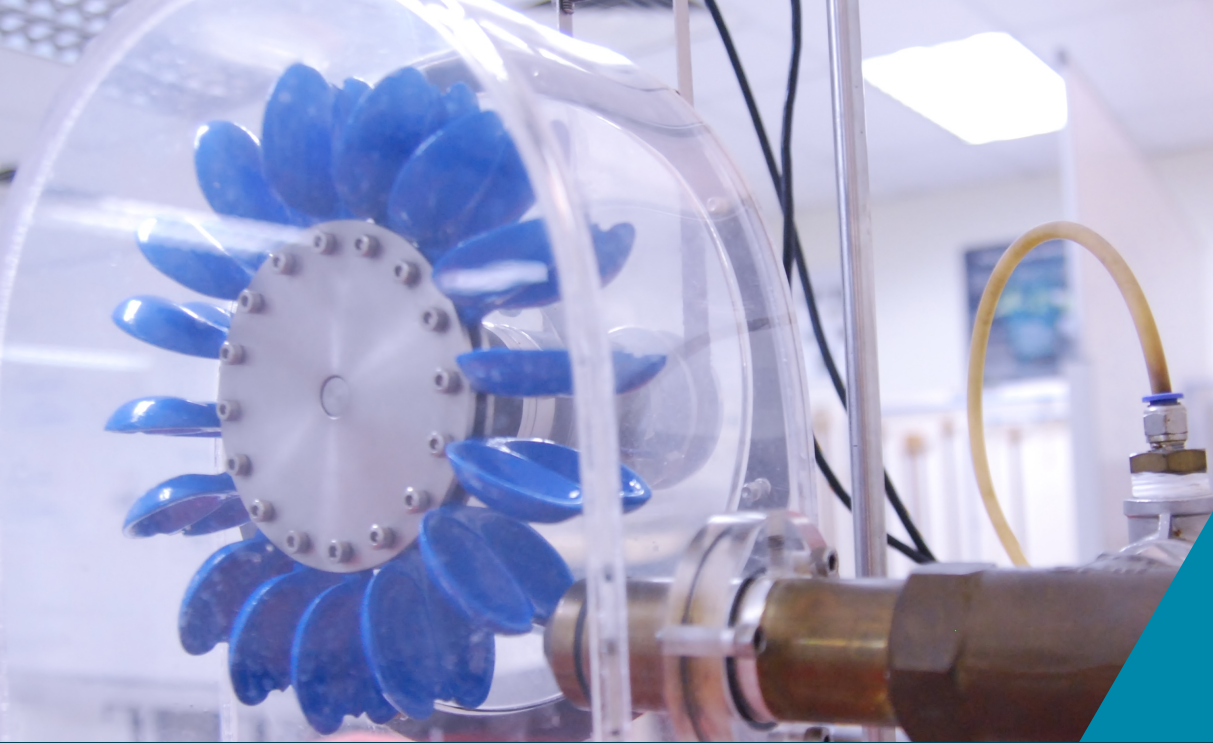
## TOTAL PRODUCTIVE MAINTENANCE

This course gives an overview of Flexible Manufacturing System (FMS) in the manufacturing industry that covers from the principle, objective, type of FMS Layouts and various equipment and functions within the FMS systems. The advantages and disadvantages of FMS implementation will also be discussed. In addition, the concept of LEAN Manufacturing, JIT (Just in Time) and KANBAN System are covered in detail. It also covers the aspect of tool management and automated material movement and storage system. Finally, a few FMS case studies will be discussed such as TOYOTA, GM, The REOVER and The HNH (Hattersley Mewman Hender). In summary, this one-day course provides participants good understanding about the concept of FMS and the impact of the implementation of FMS in their workplace.

Learning Outcomes:

Upon completion of this course, participants will be able to:

- a) Understand the flexible manufacturing framework
- b) State the advantages and limitations of the approaches
- c) Able to practice the JIT and KANBAN system as well as tool management system.



## DAY 1

### LEADERSHIP COMMUNICATION

- Who is the Leader, Leadership theories, Style of Leadership
- Communication - basic communication, Verbal and Non Verbal active listening
- Leadership communication - Communicating effectively
- Case study

# COURSE CONTENT : MANUFACTURING AND MANAGEMENT

## DAY 2

### TOTAL PRODUCTIVE MAINTENANCE

- TPM—Basic, Use, and Ideal Conditions
- Jishu-Hozen—Autonomous Maintenance (AM)
- Analyzing and Categorizing the Failure Data
- Creating Standards and Preparation for Autonomous Maintenance
- Fault Analysis: A Few Ways to Help Find Root Causes

## DAY 3

### FLEXIBLE MANUFACTURING SYSTEM

- FMS Introduction and Description
- JIT (Just in Time)
- KANBAN/ CARD System (visible record)
- Cutting Tools and Tool Management
- Automated Material Movement and Storage System



# INSTRUCTORS PROFILE

## ASSOCIATE PROFESSOR DR. JUNAIMAH JAUHAR

Dr. Junaimah is the Manager for Executive Development Programs at the Graduate School of Business, USM. She teaches Human Resource Management, Managing People and Organizations and Human Capital Transformation. Prior to her teaching stint at USM, Dr. Junaimah was actively involved in the stock market managing funds for organizations such as Tabung Haji, PNB, KWSP, and other government run agencies. Her last attachment prior to USM was as Senior Manager, heading the Institutional Department at Amsteel Securities and reporting directly to the Managing Director. Besides being a full time lecturer, she also does training for employees of factories, government agencies and other organizations under the Executive Development Program and her niche areas are Social Skills and Presentation Skills while her research interests are in the areas of International Business (culture and human capital), Employee Organizational Commitment, Job Satisfaction and Talent Management. She has published books and articles on Brain Drain and Organizational Behavior. Her latest involvement is in the area of Diversity Management. A regular trainer, among so many organizations she has trained: International Science, Technology and Innovation Centre for South-South Cooperation under the Auspices of UNESCO, Malaysian Institute of Accountants, Ministry of Defense, State Secretariat of Penang, TUDM, Institute Tadbiran Awam Negara, Syarikat Tanaka Electronics Sdn Bhd, Malaysia Airport Bhd, DELL, Evergreen Bhd, Agilent, First Solar, PBA, USAINS and Flex.



## IR. DR. AHMAD FAIZUL HAWARY

Ir. Dr. Ahmad Faizul Hawary is currently working as a Senior Lecturer at the School of Aerospace Engineering USM. His interests are in flight control, product optimization, manufacturing and automation including machine design. He has gained rich experience in manufacturing through his 7 years' experience as a maintenance and equipment engineer in tools and semiconductor manufacturing (UNISEM GROUP (M) Sdn. Bhd) that exposed him to the day in, day out practices and methods to optimize the production yield, reduce the reject rates and reduce unnecessary downtime. He has been involved in several projects related to product design solution with industries under public-private network grant (PPRN). On top of that, he has over 6 years of teaching experience not only for higher education but also teach the industrial worker for professional diploma in manufacturing and automation fields. This kind of first-hand sharing experiences would benefit the participants to have better real world problem.



## CONTACTS

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**REGISTRATION FORM**

## PROFESSIONAL MASTER IN AEROSPACE & MANAGEMENT

Send registration form to : Khairol Anuar, Usains Holding Sdn. Bhd., Level 2, Block C, Sains@USM,  
 No. 10, Persiaran Bukit Jambul, 11900 Bayan Lepas, Penang.  
 Fax : +604 – 643 0490 / Email : khairol@usainsgroup.com, khairol\_usains@yahoo.com

NO.	PARTICIPANT NAME	POSITION & EMAIL
1.		
2.		
3.		
4.		
5.		

**Organisation**

**Address:**

**Company Registration No:**

**Postcode:**

**Contact Person:**

**Tel:**

**Fax:**

**E-mail:**

**Mobile:**

MODE OF PAYMENT	NUMBER	BANK	NO. OF PARTICIPANTS:	RM
I enclosed	Cheque		Normal	
	Bank Draft		Group	
	Money Order			
	LO / PO		<b>TOTAL</b>	

**Cheque / Bank Draft / Money Order / LO / PO must be made payable to 'USAINS HOLDING SDN. BHD.'**

**1. Bank Transfer [Please fax your Bank-in Slip (Print your name & details on the slip)].**

Payee Name : Usains Holding Sdn. Bhd.  
 Details : Professional Master in Aerospace & Management  
 Name of Bank : AmBank (M) Berhad, Level 21, Menara Dion, Jalan Sultan Ismail, 50250 Kuala Lumpur.  
 Account Number : 888 – 100 – 985 – 0380  
 Swift Code : ARBKMYYKL

**2. A Local Order (LO) or Purchase Order (PO) must be presented before the event.**

The Organizer reserves the right to refrain a registered participant from taking part in the event if no proof of payment can be presented. This only applies to registered participants who have **NOT** paid the registration fee **PRIOR** to the event date.

**3. Cancellation / Substitution**

A full refund **less administration cost of 20% from paid fee** will be given for cancellation received not later than **10 working days** before the event. No refund will be made after this period. However, substitute participants are welcomed at no extra charge provided written notice of at least **5 working days** before the event is given to the Organizer.

"I hereby agree that the personal data that I have provided to USAINS, whether now or in future, may be used, recorded, stored, disclosed, or otherwise processed by or on behalf of USAINS in accordance with the Personal Data Protection Act 2010 and USAINS' data protection policy (available at USAINS' website - www.usainsgroup.com), for the purpose of facilitation and organisation of this event, research and audit, and maintenance of a participant database for the promotion of this event, and such ancillary services as may be relevant."