



## PRODUCTION AND OPERATIONS MANAGEMENT FUNDAMENTALS

### OVERVIEW

Systems for the production and delivery of goods and services have always been part of the modern society. The survival of any individual organization depends on how efficiently it produces goods and/or services. The quality and cost of a product or service are determined largely by the effectiveness and efficiency of the operations system.

### OBJECTIVES

At the end of the seminar-workshop, the participants would be able to:

1. have a deeper understanding why production/ operations management is important to the organization and the individual.
2. learn the major features of an operations system and the decision areas that go into the design of an operations system.
3. gain knowledge of key objectives of operations planning and implement balance among them.
4. understand productivity and its impact in the organization.
5. actively participate in improving productivity in operation.

### COURSE OUTLINE:

#### I. INTRODUCTION

- Changing Views of Production and Operations

#### II. THE OPERATIONS SYSTEM : A MODEL

- Operations Management and Strategic Planning
- Continuous and Assembly-Line Production
- Job-Shop Production

### III. DESIGNING PRODUCTION/OPERATIONS SYSTEMS

- Product/Service Planning and Design
- Capacity Planning
- Process Selection
- Facility Location Planning
- Layout Planning
- Job Design

### IV. PLANNING AND CONTROL DECISIONS

- Operations Planning and Control
  - Production Plans
  - Detailed Scheduling
  - Materials Requirements Planning
- Inventory Planning and Control System
  - Inventory Levels
- Quality Control and Assurance

### V. PRODUCTIVITY

- Factors Influencing Productivity
- Productivity Management

**SEMINAR FEE:** Pay in full 5 days before the seminar and avail our early bird rate of **Php 2,700 per head (Regular rate: Php 3,000 per head)** which will comprise meals during the training, handouts and all necessary materials. We are also offering in-house training and seminars depending on the need of the companies.

#### **TERMS ON PAYMENT:**

- Pay in full 5 days before the seminar and avail our early bird rate of Php 2,700.00 only.
- Payments on the day of the seminar must be on cash basis only.
- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

#### **CANCELLATIONS**

- Cancellation 5 days before the scheduled seminar: FULL AMOUNT
- Cancellation 3 days before the scheduled seminar: 70% REFUND
- Cancellation at the scheduled seminar: ALL PAYMENTS SHALL BE FORFEITED

For further information, you may visit our website at [www.ilearnph.com](http://www.ilearnph.com). You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through [admin@ilearnph.com](mailto:admin@ilearnph.com)

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