

Cost Cutting Strategies

FACILITATOR - Dr. Tan Kok Tee

25-26 March 2010, Kuching



**HRDF
CLAIMABLE**

INTRODUCTION

Growth and cost strategies are inseparable. They need each other and are joined together at the hip like our legs joined to the body. Cost saving is continuously appealing. Most of the time they are not done strategically and always imbalance between investment and cost cutting. Worst of all, companies tend to launch full scale "cost down" during crisis situations. Are these good? Why only practice during crisis? How about growth areas during a crisis? Should we spend or not?

PURPOSE

To equip participants on how to:

- Manage a cost down program period after period
- Balance between spending on growth and cost down strategically
- Do proactive instead of reactive cost downs

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Workshop Content - The System Thinking Approach®

1. Introduction

- Good cost management – The unsung hero
- Intelligent cost down management
- Challenges for a cost leader

2. Cost Principles

- Cost Dynamics
- The nature of cost trend
- Cash cost Vs. profit and loss cost

3. Business Process & Systems Thinking

- Systems Thinking Overview
- Speaking of Finance
- Process Management – key & sub processes
- Simplicity, macro view and new ideas
- Bureaucracy identification and removals
- Waste identification & Removal
- Probing Questions
- Change and Creativity

4. Functional Operation

- Best practice and level of playing fields
- Competitor's cost

- People cost
 - Problems and method of valuations
 - Key areas to consider before hiring & firing
 - Managing average performance
- Supplier
 - Balance of power, Total cost ownership
 - Service Cost
- Wire & Global
 - Help with internet and globalization

5. Cost Management as Strategy

- Impact by Business Information
 - How does information impact cost?
 - What information to have for different user groups
- Impact by Operation & support Processes
 - Business Process
 - Operating Functions
 - Business Assets
- Management Control as Heroes
 - How and When
 - Tools
 - Manage as a project

METHODOLOGY

Participant will attend two days of lectures, group discussions and group assignments.

WHO SHOULD ATTEND:

Managers, First Line Managers And Staff in project Management Roles.

INVESTMENT : (Cost Cutting Strategies)

Early Bird rate :RM 1,100 per person (Paid on or before 3rd February 2010)

Normal Rate : RM 1,200 per person

(FEES : CLAIMABLE UNDER HRD SBL SCHEME)

10% discount of the total fees for 3 people from the same corporation/group.

10% discount of the total fees if you register online at <http://www.tndp.com.my>.

All cheques should be crossed and made payable to **Puncak Mahajaya Sdn Bhd.**

Cancellation

- Cancellation must be made in writing
- A prompt refund minus 15 % administrative charge for cancellation received at least 3 weeks before the training
- No refund can be made for cancellation made less than 2 weeks. However, places are transferable.



Dr. Tan Kok Tee

DBA, MBA in finance

Dr Tan Kok Tee has a total of more than 35 years of working experience in the commercial sector, out of which 25 years were at senior management level. He has been extensively involved in training for the past 5 years and has facilitated and trained countless executives /managers

including CEOs and Directors. Dr Tan, an approved HRDF Trainer, is also a fellow member of the Association of International Accountant, UK, member of the Malaysian Association of Company Secretaries, Malaysian Association of Professional Speakers, Malaysian Institute of Directors and a part-time MBA lecturer.

REGISTRATION FORM

Total number of participants attending :

Name: Position:

Name: Position:

Company: PSMB Scheme : SBL SBL-KHAS Non-Contributor

Address:

Nominating person: Position:

Phone: Fax: E mail:

Cheque for (\$) enclosed.

To register, fax this form to (82) 411368



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