



FMM INSTITUTE TRAINING PROGRAMMES January & February 2016

FMM Institute is pleased to forward you a list of our training programmes scheduled for January and February 2016.

Below are the programmes to be held at **Wisma FMM, Bandar Sri Damansara**:

PROGRAMMES	PSMB Scheme	Dates
<u>Management & Personal Development</u>		
▪ Creative Thinking and Decision-Making: Making the Right Choices and Overcoming Obstacles with Creativity [NEW]	SBL	Jan 13 - 14
▪ Project Management for Non-Project Managers [NEW]	SBL	Jan 18 - 19
▪ Emotional Intelligence at Work: Fostering Human Relations for Success [REVISED]	SBL	Feb 24 - 25
▪ The Many Hats of the Production Manager [NEW]	SBL	Feb 29 - Mar 1
<u>Human Resources & Industrial Relations</u>		
▪ Understanding and Handling Employment Misconduct [NEW]	SBL	Jan 28
<u>Financial Management</u>		
▪ Prepare and Maintain Accounting Records with GST Accounting Software [NEW]	SBL	Jan 20 - 21
<u>Communication</u>		
▪ FMM Certificate in English Language for Business Communication (40 Hours)	SBL	Feb 27 - Mar 27

Below are the programmes to be held at **Shah Alam Convention Centre**:

PROGRAMMES	PSMB Scheme	Dates
<u>Production, Operations & Logistics</u>		
▪ Managing and Improving Warehouse Operations [NEW]	SBL	Jan 13 - 14
▪ Planning and Control for Production Efficiency	SBL	Jan 13 - 14
▪ Effective Inventory Control: Balancing Cost and Operation Efficiency [NEW]	SBL	Feb 24 - 25
<u>Quality Systems & Productivity Improvement</u>		
▪ Eliminate Quality Problems Using 8D Approach [NEW]	SBL	Jan 20 - 21
▪ Understanding ISO 9001:2015 Quality Management System Requirements [NEW]	SBL	Feb 24
<u>Industrial Safety</u>		
▪ Effective Environmental, Occupational Safety and Health Management	SBL	Jan 18 - 19
▪ Occupational First Aid Skills and CPR	SBL	Jan 20 - 21
▪ Workshop on CLASS Regulations 2013 [REVISED]	SBL	Feb 25
<u>Maintenance</u>		
▪ Effective Implementation of Total Productive Maintenance (TPM) [NEW]	SBL	Jan 18 - 19
▪ Eliminating Losses Through Overall Equipment Effectiveness (OEE) [NEW]	SBL	Feb 22 - 23
<u>Supervisory Skills</u>		
▪ Membina Penyelia Yang Berkesan dan Berprestasi [NEW]	SBL	Feb 22 - 23

Below are the programmes offered under the **SME Skills Upgrading Programmes** *:

SME Skills Upgrading Programmes	PSMB Scheme	Dates
▪ Production Planning and Control	SBL	Jan 13 - 14
▪ Occupational First Aid Skills and CPR	SBL	Jan 20 - 21

*** Only applicable for companies categorised as SMEs (70% grant, SMEs are to pay 30% of course fee)**

For further information, please contact Pn Siti Nazihah or Pn Nor Shimah or Pn Saratah at tel: 03-62867200 or e-mail us at siti_nazihah@fmm.org.my or shimah@fmm.org.my or saratah@fmm.org.my.

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