



**FMM INSTITUTE TRAINING PROGRAMMES
April 2018**

FMM Institute is pleased to forward you a list of our training programmes scheduled for April 2018.

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

PROGRAMMES	PSMB Scheme	Dates
<u>Management & Personal Development</u>		
▪ Managing your Time Monster [NEW]	SBL	Apr 2
▪ The Many Hats of the Production Managers	SBL	Apr 4 – 5
▪ Melahirkan Pengurus yang Cemerlang	SBL	Apr 11 – 12
▪ Managing Stress and Increase Productivity & Happiness [NEW]	SBL	Apr 16
▪ Escalating Leaders to Higher Levels: What it Takes to Lead	SBL	Apr 18 – 19
<u>Customer Service, Sales and Marketing</u>		
▪ Marketing Development Conversion Programme for Senior Sales Personnel [NEW]	SBL	Apr 18 – 19
<u>Human Resource & Industrial Relations</u>		
▪ The Legal and Practical Aspects on Drafting Employment Contracts, HR Documents & Letters	SBL	Apr 11 – 12
▪ Misconduct, Effective Investigation and Prosecution for Domestic Inquiry	SBL	Apr 16 – 17
<u>Financial Management</u>		
▪ How to Prepare and Maintain Full Set of Accounts	SBL	Apr 4 – 5
▪ Accounting Skills for Account Clerks & Assistants [NEW]	SBL	Apr 9 – 10

PROGRAMMES	PSMB Scheme	Dates
<u>Industrial Safety</u>		
▪ Safe Forklift Driving Skills	SBL	Apr 3
▪ Warehouse Safety and Manual Material Handling	SBL	Apr 4 – 5
▪ Hazard Identification, Risk Assessment and Risk Control (HIRARC)	SBL	Apr 9 – 10
▪ Scheduled Waste Management [NEW]	SBL	Apr 18 – 19
<u>Production, Operations and Logistics</u>		
▪ Logistics Planning and Control	SBL	Apr 2 – 3
▪ Transport System in Contemporary Logistics Training [NEW]	SBL	Apr 4 – 5
▪ Managing the Critical Roles of Warehouse Supervisor [NEW]	SBL	Apr 11 – 12
▪ Warehouse Productivity and Audit [NEW]	SBL	Apr 17 – 18
▪ Managing and Improving Warehouse Operations: Practices for Effective Performance	SBL	Apr 23 – 24
<u>Quality System and Productivity Management</u>		
▪ Kaizen: Create a Culture of Continuous Improvement [NEW]	SBL	Apr 9 – 10
▪ Green Technology and Energy Efficiency [NEW]	SBL	Apr 12
▪ Teknik Kawalan Kualiti untuk QC	SBL	Apr 18 – 19
<u>Maintenance and Technical</u>		
▪ Predictive Maintenance (PdM)	SBL	Mar 7 – 8
▪ Electrical and Air Conditioning Maintenance [NEW]	SBL	Mar 12 – 13
▪ Intensive Course on Soldering and Brazing [NEW]	SBL	Mar 19 – 20
▪ Basic Electricity for Non-Electrical Personnel [NEW]	SBL	Apr 2 – 3
▪ Penyelenggaraan Asas untuk Juruteknik	SBL	Apr 9 – 10
▪ Technical Troubleshooting and Decision Making for Maintenance	SBL	Apr 9 – 10
<u>Supervisory Skills</u>		
▪ Kepimpinan dan Kemahiran Motivasi untuk Ketua Operator	SBL	Apr 11 – 12
<u>Communication</u>		
▪ Effective Interpersonal Skills: Building Better Work Relationship [NEW]	SBL	Apr 2 – 3

Below is the programme to be held at **Concorde Hotel, Shah Alam**:

PROGRAMMES	PSMB Scheme	Dates
<u>Industry 4.0</u>		
▪ Understanding Industry 4.0 [NEW]	SBL	Apr 16

Below is the programme to be held at **Bandar Utama, Centre Point**:

PROGRAMMES	PSMB Scheme	Dates
<u>Industry 4.0</u>		
▪ Cyber Security Essential for Computer User [NEW]	SBL	Apr 11 – 12
▪ (CND) Cyber Security Analyst Defender – <i>with professional certification</i> [NEW]	SBL	Apr 23 – 27

For further information, please contact Pn Siti Nazihah or Pn Azrini at tel: 03-62867200 or e-mail us at siti_nazihah@fmm.org.my or azrini@fmm.org.my.

Visit us at www.fmm.edu.my