



**FMM INSTITUTE TRAINING PROGRAMMES
March & April 2016**

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

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

PROGRAMMES	PSMB Scheme	Dates
<u>Senior Management</u>		
▪ Design Thinking for Corporate Strategy [NEW]	SBL	Mar 21 - 22
▪ Financial Intelligence and Literacy for Leaders [NEW]	SBL	Apr 11 - 12
<u>Management & Personal Development</u>		
▪ Essential Skills for Managers	SBL	Mar 9 - 10
▪ Leverage on the Power of Postitive Mindset and Attitude [NEW]	SBL	Mar 16 - 17
▪ Delivering Powerful Presentation for Managers and Executives [NEW]	SBL	Apr 20 - 21
<u>Marketing and Customer Service</u>		
▪ Customer Service Excellence: Leveraging for Business Growth [NEW]	SBL	Mar 23 - 24
<u>Financial Management</u>		
▪ Costing Made Simple for Planning and Control (for a Manufacturing Environment)	SBL	Mar 16 - 17
<u>Export Management</u>		
▪ Understanding INCOTERMS 2010 to Reduce Your Risk and Save Cost [NEW]	SBL	Apr 13
<u>Human Resources & Industrial Relations</u>		
▪ Misconduct, Effective Investigation and Prosecution for Domestic Inquiry	SBL	Mar 14 - 15
▪ Understanding and Handling Employment Misconduct [NEW]	SBL	Apr 12
▪ Managing Employees Performance: Realising Their Performance Potential [NEW]	SBL	Apr 19

PROGRAMMES	PSMB Scheme	Dates
<u>Production, Operations & Logistics</u>		
▪ Effective Purchasing and Negotiation Skills [NEW]	SBL	Mar 9 - 10
▪ Supply Chain Management: Analysing the Tactics [NEW]	SBL	Mar 23 - 24
▪ Cost Reduction Strategies for the Manufacturing Industry	SBL	Apr 4 - 5
▪ Operasi Stor dan Gudang	SBL	Apr 20 - 21
<u>Quality Systems & Productivity Improvement</u>		
▪ ISO 9001:2015 Quality Management System Internal Auditor Training [NEW]	SBL	Mar 2 - 3
▪ Zero Defect and Quality Control Through Poka Yoke Method [NEW]	SBL	Mar 28 - 29
▪ Quality Improvement Workshop: Measurement and Calibration System [NEW]	SBL	Apr 11 - 12
▪ Improving Lean Leadership Effectiveness and Creating Value Through Lean Thinking [NEW]	SBL	Apr 25 - 26
<u>Industrial Safety</u>		
▪ Developing an Effective Emergency Response Team: Mitigating Potential Losses [NEW]	SBL	Mar 2 - 3
▪ Hazard Identification, Risk Assessment and Risk Control (HIRARC) [NEW]	SBL	Mar 22
▪ Safe Forklift Driving Skills	SBL	Apr 14
▪ Behaviour-Based Safety and Safety Performance Measurements	SBL	Apr 18 - 19
<u>Maintenance and Technical</u>		
▪ Inspect, Maintain and Restore Through Autonomous Maintenance (TPM) [NEW]	SBL	Mar 7 - 8
▪ Facilities Management: Practices for Greater Operational Efficiency [NEW]	SBL	Mar 28 - 29
▪ Electrical Safety and Earthing System [NEW]	SBL	Apr 6 - 7
<u>Supervisory Skills</u>		
▪ Meningkatkan Keberkesanan Diri	SBL	Apr 13 - 14
<u>Communication</u>		
▪ Communication Skills and Personality Grooming [NEW]	SBL	Apr 5 - 6

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

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