



FMM INSTITUTE TRAINING PROGRAMMES May & June 2016

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

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

PROGRAMMES	PSMB Scheme	Dates
<u>Management & Personal Development</u>		
▪ Seven Habits of An Effective Leader [NEW]	SBL	May 16 - 17
▪ The Power of Working Together [NEW]	SBL	May 25 - 26
▪ Creative Thinking and Decision-Making: Making the Right Choices and Overcoming Obstacles with Creativity [NEW]	SBL	Jun 27 - 28
▪ New Era Leadership: Leading in Today's Organisation and Environment [NEW]	SBL	Jun 7 - 8
▪ Project Management for Non-Project Managers [NEW]	SBL	Jun 13 - 14
<u>Marketing and Customer Service</u>		
▪ The Art of Marketing: Promote Your Products to Reach the Target Customers Effectively [NEW]	SBL	May 10 - 11
<u>Financial Management</u>		
▪ Finance for Non-Financial Managers	SBL	Jun 1 - 2
▪ Prepare and Maintain Accounting Records with GST Accounting Software [NEW]	SBL	Jun 15 - 16
<u>Human Resources & Industrial Relations</u>		
▪ Understanding Labour Laws	SBL	May 11 - 12
▪ Absenteeism at Workplace: How to Handle and Manage Frequently Absent Employees	SBL	May 24
▪ Conducting Training Needs Analysis (TNA) and Evaluating Training Effectiveness	SBL	May 23 - 24

PROGRAMMES	PSMB Scheme	Dates
<u>Production, Operations & Logistics</u>		
▪ Supply Chain Management: Leveraging the SCOR Model [NEW]	SBL	May 18 - 19
▪ Planning and Control for Production Efficiency	SBL	Jun 1 - 2
▪ Managing and Improving Warehouse Operations [NEW]	SBL	Jun 15 - 16
<u>Quality Systems & Productivity Improvement</u>		
▪ Value Stream Mapping and Analysis [NEW]	SBL	May 25 - 26
▪ Migrating to ISO 9001:2015 Made Easy [NEW]	SBL	May 31
▪ Eliminate Quality Problems Using 8D Approach [NEW]	SBL	Jun 27 - 28
<u>Industrial Safety</u>		
▪ PPE at Workplace: Promoting Good Safety Practice and Compliance [REVISED]	SBL	May 18
▪ Occupational First Aid Skills and CPR	SBL	Jun 8 - 9
▪ Effective Environmental, Occupational Safety and Health Management	SBL	Jun 13 - 14
<u>Maintenance and Technical</u>		
▪ Electrical Transformer Testing and Maintenance [NEW]	SBL	May 11 - 12
▪ Effective Implementation of Total Productive Maintenance (TPM) [NEW]	SBL	Jun 13 - 14
<u>Supervisory Skills</u>		
▪ Kemahiran Penyeliaan Yang Berkesan	SBL	May 9 - 10
<u>Communication</u>		
▪ Professional Technical Report Writing Skills [NEW]	SBL	May 23 - 24

Below is the programme to be held at **Wisma FMM, Bandar Sri Damansara**:

PROGRAMMES	PSMB Scheme	Dates
<u>Communication</u>		
▪ FMM Certificate in English Language for Business Communication (40 Hours)	SBL	May 7 - Jun 12

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