



FMM INSTITUTE TRAINING PROGRAMMES September & October 2016

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

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

| PROGRAMMES | PSMB Scheme | Dates |
|--|-------------|-------------|
| <u>Senior Management</u> | | |
| ▪ Financial Intelligence and Literacy for Leaders [NEW] | SBL | Sep 5 - 6 |
| <u>Management & Personal Development</u> | | |
| ▪ Leverage on The Power of Positive Mindset and Attitude [NEW] | SBL | Sep 26 - 27 |
| ▪ Seven Habits of An Effective Leader [NEW] | SBL | Oct 10 - 11 |
| ▪ Delivering Powerful Presentation for Managers and Executives [NEW] | SBL | Oct 24 - 25 |
| <u>Marketing and Customer Service</u> | | |
| ▪ The Art of Marketing: Promote Your Products to Reach the Target Customers Effectively [NEW] | SBL | Sep 20 - 21 |
| <u>Human Resources & Industrial Relations</u> | | |
| ▪ Misconduct, Effective Investigation and Prosecution for Domestic Inquiry | SBL | Sep 21 - 22 |
| ▪ Taxation Responsibilities – Get Your Income Tax Obligations Right [NEW] | SBL | Sep 19 |
| ▪ Managing Employees Performance: Realising Their Performance Potential [NEW] | SBL | Oct 19 |
| <u>Production, Operations & Logistics</u> | | |
| ▪ Operasi Stor dan Gudang | SBL | Sep 21 – 22 |
| ▪ Cost Reduction Strategies for the Manufacturing Industry | SBL | Sep 26 – 27 |
| ▪ Effective Purchasing and Negotiation Skills [NEW] | SBL | Oct 5-6 |
| ▪ Supply Chain Management: Analysing the Tactics [NEW] | SBL | Oct 12- 13 |

| PROGRAMMES | PSMB Scheme | Dates |
|---|-------------|-------------|
| <u>Quality Systems & Productivity Improvement</u> | | |
| ▪ Improving Lean Leadership Effectiveness and Creating Value Through Lean Thinking [NEW] | SBL | Sep 7 - 8 |
| ▪ ISO 9001 : 2015 Quality Management System Internal Auditor Training [NEW] | SBL | Sep 21 – 22 |
| ▪ Quality Improvement Workshop: Measurement and Calibration System [NEW] | SBL | Oct 19 -20 |
| ▪ Value Stream Mapping and Analysis [NEW] | SBL | Oct 24 - 25 |
| <u>Industrial Safety</u> | | |
| ▪ Hazard Identification, Risk Assessment and Risk Control (HIRARC) [NEW] | SBL | Sep 20 |
| ▪ Developing an Effective Emergency Response Team: Mitigating Potential Losses [NEW] | SBL | Oct 17 – 18 |
| ▪ Behaviour-Based Safety and Safety Performance Measurements | SBL | Oct 24 - 25 |
| <u>Communication</u> | | |
| ▪ Communication Skills and Personality Grooming [NEW] | SBL | Oct 25 -26 |
| <u>Maintenance and Technical</u> | | |
| ▪ Facilities Management: Practices for Greater Operational Efficiency [NEW] | SBL | Sep 7 - 8 |
| ▪ Electrical Safety and Earthing System [NEW] | SBL | Oct 10 - 11 |
| <u>Supervisory Skills</u> | | |
| ▪ Kemahiran Penyeliaan Yang Berkesan | SBL | Sep 5 - 6 |

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