



FMM INSTITUTE TRAINING PROGRAMMES May 2018

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

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

PROGRAMMES	PSMB Scheme	Dates
<u>Management & Personal Development</u>		
▪ Millennials: Developing the Talent within for the Next Generation of Leaders [NEW]	SBL	May 7 – 8
▪ Personal Data Protection Act 2010: Implications to Your Organisation	SBL	May 9
▪ Project Management for Non-Project Managers	SBL	May 9 – 10
▪ Power of Positive Mindset and Attitude: Secret to Peak Performance	SBL	May 14 – 15
<u>Customer Service, Sales and Marketing</u>		
▪ Sales Negotiation: Skills to Close Deals	SBL	May 7 – 8
▪ Telephone Technique and Courtesies [NEW]	SBL	May 14 – 15
<u>Human Resource & Industrial Relations</u>		
▪ Developing Skills in HR Administration	SBL	May 14 – 15
▪ Employment Act 1955 and Dicipinary Procedures [NEW]	SBL	May 14 – 15
<u>Export Management</u>		
▪ Letters of Credit (LC) Operations and Trade Financing	SBL	May 9 – 10

PROGRAMMES	PSMB Scheme	Dates
<u>Industrial Safety</u>		
<ul style="list-style-type: none"> ▪ Chemical Safety and Noise Management at Workplace [NEW] 	SBL	May 23-24
<u>Production, Operations and Logistics</u>		
<ul style="list-style-type: none"> ▪ Pengiraan dan Penilaian Stok ▪ Material Planning and Control for Efficient Inventory Management ▪ Monitoring and Improving Factory Performance Using OEE (Overall Equipment Effectiveness) [NEW] ▪ Planning and Control for Production Efficiency ▪ Warehouse and Store Process Improvement (Bahasa Malaysia) ▪ Managing Suppliers for Competitive Advantage [NEW] 	SBL	May 2 – 3 May 7 – 8 May 9 – 10 May 14 – 15 May 23 – 24 May 30 – 31
<u>Quality System and Productivity Management</u>		
<ul style="list-style-type: none"> ▪ Fundamental of Geometric Dimensioning & Tolerancing (GD&T) [NEW] ▪ IATF 16949:2016 Core Tools [NEW] 	SBL	May 9 – 10 May 23 – 24
<u>Maintenance and Technical</u>		
<ul style="list-style-type: none"> ▪ Cost Reduction Techniques for Maintenance ▪ Effective Implementation of Total Productive Maintenance (TPM) 	SBL	May 7 – 8 May 14 – 15
<u>Supervisory Skills</u>		
<ul style="list-style-type: none"> ▪ Membina Penyelia yang Berkesan dan Berprestasi 	SBL	May 9 – 10
<u>Communication</u>		
<ul style="list-style-type: none"> ▪ Komunikasi Bahasa Melayu yang Efektif untuk Pekerja Asing [NEW] 	SBL	May 23 – 24

Below are the programmes to be held at **Bandar Utama, Centre Point**:

PROGRAMMES	PSMB Scheme	Dates
<u>Industry 4.0</u>		
▪ Open Stack Administration I	SBL	May 7 – 10
▪ (CND) Cyber Security Analyst Defender – <i>with professional certification</i>	SBL	May 21 – 25
▪ Advanced Methods in Data Science and Big Data Analytics	SBL	May 21 – 25
▪ Cyber Security Essential for Computer User	SBL	May 23 – 24

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