



FMM INSTITUTE TRAINING PROGRAMMES July 2018

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

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

PROGRAMMES	PSMB Scheme	Dates
<u>Management & Personal Development</u>		
▪ Creative Thinking and Decision Making: Making the Right Choices and Overcoming Obstacles with Creativity	SBL	Jul 9 – 10
▪ Personal Data Protection Act 2010: Implications to your Organisation	SBL	Jul 12
<u>Customer Service, Sales and Marketing</u>		
▪ Leading a Sales Team: Techniques for Breakthrough Results	SBL	Jul 9 – 10
<u>Financial Management</u>		
• Managing Fraud and Credit Operations [NEW]	SBL	Jul 4 – 5
<u>Production, Operations and Logistics</u>		
▪ Operasi Stor dan Gudang	SBL	Jul 2 – 3
▪ Decision-Making in Warehousing	SBL	Jul 4 – 5
▪ Supply Chain Management: Best Practices	SBL	Jul 11 – 12
▪ Shop Floor Control and Management	SBL	Jul 18 – 19
<u>Industrial Safety</u>		
▪ How to Develop an Effective Safety and Health Committee	SBL	Jul 4 – 5
▪ Emergency Response Plan, Response Team, Evacuation Drill and Chemical Spills Clean-Up [NEW]	SBL	Jul 9 – 10
▪ Occupational Health and Safety Leadership – A Paradigm	SBL	Jul 11 – 12

PROGRAMMES	PSMB Scheme	Dates
<u>Maintenance and Technical</u>		
▪ Solar Photovoltaic System and Application [NEW]	SBL	Jul 3 – 5
▪ Maintenance Cost Control & Reduction and Energy Saving [NEW]	SBL	Jul 11 – 12
▪ Maintenance Planning, Scheduling and Follow-Up [NEW]	SBL	Jul 30 – 31
<u>Supervisory Skills</u>		
▪ Kursus Pengurusan Stress dan Amalan Gaya Hidup Sihat [NEW]	SBL	Jul 16 – 17
<u>Communication</u>		
▪ Technical Communication in Emails, Report & Minutes Writing [NEW]	SBL	Jul 2 – 3

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.

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