



FMM INSTITUTE TRAINING PROGRAMMES July & August 2016

FMM Institute is pleased to forward you a list of our training programmes scheduled for July and August 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	Aug 15 - 16
<u>Management & Personal Development</u>		
▪ Essential Skills for Managers	SBL	Jul 25 - 26
▪ The Many Hats of the Production Manager [NEW]	SBL	Aug 8 - 9
▪ Emotional Intelligence at Work: Fostering Human Relations for Success [NEW]	SBL	Aug 24 - 25
<u>Marketing and Customer Service</u>		
▪ Customer Service Excellence: Leveraging for Business Growth [NEW]	SBL	Jul 27 - 28
<u>Financial Management</u>		
▪ Costing Made Simple for Planning and Control (for a Manufacturing Environment)	SBL	Aug 17 - 18
<u>Human Resources & Industrial Relations</u>		
▪ Understanding and Handling Employment Misconduct	SBL	Jul 20
<u>Export Management</u>		
▪ Understanding INCOTERMS 2010 to Reduce Your Risk and Save Cost [NEW]	SBL	Aug 24

PROGRAMMES	PSMB Scheme	Dates
<u>Production, Operations & Logistics</u>		
▪ Effective Inventory Control: Balancing Cost and Operation Efficiency [NEW]	SBL	Jul 25 - 26
<u>Quality Systems & Productivity Improvement</u>		
▪ Zero Defect and Quality Control Through Poka Yoke Method [NEW]	SBL	Jul 27 - 28
▪ Understanding ISO 9001:2015 Quality Management System Requirements	SBL	Aug 17 - 18
<u>Industrial Safety</u>		
▪ Enhancing Safety Programmes at Workplace Through an Effective Safety Committee [NEW]	SBL	Jul 25 - 26
▪ Workshop on CLASS Regulations 2013 [REVISED]	SBL	Aug 16
▪ Safe Forklift Driving Skills	SBL	Aug 18
<u>Maintenance and Technical</u>		
▪ Eliminating Losses Through Overall Equipment Effectiveness (OEE) [NEW]	SBL	Jul 20 - 21
▪ Inspect, Maintain and Restore Through Autonomous Maintenance [NEW]	SBL	Aug 22 - 23
<u>Supervisory Skills</u>		
▪ Membina Penyelia yang Berkesan dan Berprestasi [NEW]	SBL	Jul 27 - 28
▪ Meningkatkan Keberkesanan Diri	SBL	Aug 10 - 11

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	Jul 30 - Aug 28

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