



FMM INSTITUTE TRAINING PROGRAMMES March 2018

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

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

PROGRAMMES	PSMB Scheme	Dates
<u>Management & Personal Development</u>		
▪ The Dynamics of Personal Power and Presence [NEW]	SBL	Mar 12 – 13
▪ Developing Competencies to Deal with Difficult People and Situations	SBL	Mar 19 – 20
▪ Professional Development Programme for PA & Secretaries [NEW]	SBL	Mar 19 – 20
<u>Customer Service, Sales and Marketing</u>		
▪ Leading a Sales Team: Techniques for Breakthrough Results	SBL	Mar 5 – 6
▪ Customer Services Excellence : Win and Keep Customers	SBL	Mar 7 – 8
▪ Professional Selling Skills: Practical Guide for Success	SBL	Mar 12 – 13
<u>Human Resource & Industrial Relations</u>		
▪ Practical Approach to Create Impact and Inspire Performance at Workplace	SBL	Mar 5 – 6
▪ The Malaysian Labour Laws Workshop [NEW]	SBL	Mar 19
<u>Financial Management</u>		
▪ Costing Made Simple for Planning and Control (for a Manufacturing Environment)	SBL	Mar 14 – 15
<u>Export Management</u>		
▪ Bills of Lading	SBL	Mar 14 – 15

PROGRAMMES	PSMB Scheme	Dates
<u>Industrial Safety</u>		
▪ CLASS Regulations 2013: Implementation and Compliance Workshop	SBL	Mar 5
▪ Fire Prevention and Fire Fighting – Train the Trainer Course [NEW]	SBL	Mar 7 – 8
▪ Occupational Emergency First Aid and Cardiopulmonary Resuscitation (CPR) Programme	SBL	Mar 12 – 13
▪ Total Chemical Safety Management		Mar 12 – 13
<u>Production, Operations and Logistics</u>		
▪ Effective Negotiation Skills for Purchaser [NEW]	SBL	Mar 5 – 6
▪ Cost Reduction Strategies for the Manufacturing Industry: Putting Strategy into Execution	SBL	Mar 14 – 15
▪ Warehouse / Inventory Operational Audit [NEW]	SBL	Mar 26 – 27
▪ Warehouse Management in the 21 st Century: Improving Efficiency of the Supply Chain Management	SBL	Mar 26 – 27
<u>Quality System and Productivity Management</u>		
▪ Understanding ISO 14001:2015 EMS Requirements	SBL	Mar 7 – 8
▪ 7 Alat QC dan Pelaksanaan QCC	SBL	Mar 12 – 13
▪ Value Stream Mapping and Analysis	SBL	Mar 19 – 20
<u>Supervisory Skills</u>		
▪ Kemahiran Penyeliaan yang Berkesan	SBL	Mar 5 – 6
▪ Sikap Kerja Positif ke Arah Kecermelangan Organisasi	SBL	Mar 12 – 13
<u>Communication</u>		
▪ The Art of Effective Communication	SBL	Mar 13

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	Mar 3 – May 6

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FMM Advocates Transparency, Integrity and No Corruption

Below is the programme to be held at **Bandar Utama, Centre Point**:

PROGRAMMES	PSMB Scheme	Dates
<u>Industry 4.0</u>		
▪ Certified Internet of Things Technologist – <i>with professional certification</i> [NEW]	SBL	Mar 19 – 23

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