



FMM INSTITUTE TRAINING PROGRAMMES March & April 2017

FMM Institute is pleased to forward you a list of our training programmes scheduled for March and April 2017.

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

| PROGRAMMES | PSMB Scheme | Dates |
|--|-------------|-------------|
| <u>Management & Personal Development</u> | | |
| ▪ Project Management for Non-Project Managers | [NEW] SBL | Mar 8 – 9 |
| ▪ Essential Skills for Managers | SBL | Mar 13 – 14 |
| ▪ Escalating Leaders to Higher Levels | [NEW] SBL | Mar 20 – 21 |
| ▪ EQ Management Skills with Neuro-Linguistic Programming (NLP) Psychotherapy Workshop (Mandarin) | [NEW] SBL | Mar 27 – 28 |
| ▪ Melahirkan Pengurus yang Cemerlang | [NEW] SBL | Apr 3 – 4 |
| ▪ Sharpen your Negotiation and Influencing Skills for Business Success | [NEW] SBL | Apr 10 – 11 |
| <u>Customer Service, Sales and Marketing</u> | | |
| ▪ The Art of Marketing: Promote Your Products to Reach the Target Customers Effectively | SBL | Mar 15 – 16 |
| ▪ Sales Negotiation: Skills to Close Deals | SBL | Mar 22 – 23 |
| ▪ Professional Selling Skills | [NEW] SBL | Apr 5 – 6 |
| <u>Human Resources & Industrial Relations</u> | | |
| ▪ Conducting Training Needs Analysis (TNA) and Evaluating Training Effectiveness | SBL | Mar 8 – 9 |
| ▪ Misconduct, Effective Investigation and Prosecution for Domestic Inquiry | SBL | Apr 12 – 13 |
| <u>Financial Management</u> | | |
| ▪ Finance for Non-Financial Managers and Executives | SBL | Mar 1 – 2 |
| ▪ Costing Made Simple for Planning and Control (for a Manufacturing Environment) | SBL | Mar 13 – 14 |
| ▪ How to Prepare and Maintain Full Set of Accounts | SBL | Apr 12 – 13 |
| ▪ Collecting Difficult Accounts | SBL | Apr 19 – 20 |

| PROGRAMMES | PSMB Scheme | Dates |
|--|--------------|-------------|
| <u>Export Management</u> | | |
| ▪ Understanding INCOTERMS 2010 to Reduce Your Risk and Save Cost | SBL | Mar 15 |
| <u>Industrial Safety</u> | | |
| ▪ CLASS Regulations 2013: Implementation and Compliance Workshop [REVISED] | SBL | Mar 9 |
| ▪ Enhancing Safety Programmes at Workplace Through an Effective Safety Committee | SBL | Mar 20 – 21 |
| ▪ Emergency Response Planning and Preparedness [NEW] | SBL | Apr 3 – 4 |
| ▪ Safe Forklift Driving Skills | SBL | Apr 10 |
| ▪ Warehouse Safety and Manual Material Handling [NEW] | SBL | Apr 11 – 12 |
| ▪ Behaviour-Based Safety and Safety Performance Measurements | SBL | Apr 17 – 18 |
| ▪ Occupational First Aid and Cardiopulmonary Resuscitation (CPR) Programme | SBL/SBL-KHAS | Apr 26 – 27 |
| <u>Production, Operations and Logistics</u> | | |
| ▪ Pengiraan dan Penilaian Stok [NEW] | SBL | Mar 8 – 9 |
| ▪ Effective Inventory Control: Balancing Cost and Operation Efficiency [NEW] | SBL | Apr 5 – 6 |
| ▪ Planning and Control for Production Efficiency | SBL | Apr 17 – 18 |
| ▪ Warehouse and Store Process Improvement (BM) [NEW] | SBL | Apr 17 – 18 |
| ▪ Cost Reduction Strategies for the Manufacturing Industry | SBL | Apr 19 – 20 |
| ▪ Hone Your Negotiation Skills for Business Success [NEW] | SBL | Apr 24 – 25 |
| ▪ Supply Chain Management: Best Practices [NEW] | SBL | Apr 26 – 27 |
| <u>Quality System and Productivity Management</u> | | |
| ▪ Shop Floor Control and Management [NEW] | SBL | Mar 15 – 16 |
| ▪ Understanding ISO 14100:2015 EMS Requirement [NEW] | SBL | Apr 5 – 6 |
| <u>Maintenance and Technical</u> | | |
| ▪ Predictive Maintenance [NEW] | SBL | Mar 1 – 2 |
| ▪ Cost Reduction Techniques for Maintenance [NEW] | SBL | Mar 6 – 7 |
| ▪ Basic Principles of Electricity [NEW] | SBL | Mar 27 – 28 |
| ▪ Technical Troubleshooting and Decision Making for Maintenance [NEW] | SBL | Apr 24 – 25 |
| <u>Supervisory Skills</u> | | |
| ▪ Kemahiran Penyeliaan Yang Berkesan | SBL | Mar 15 – 16 |
| ▪ Kepimpinan dan Kemahiran Motivasi Untuk Ketua Kumpulan | SBL | Apr 12 – 13 |

Communication

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|---|-------|-----|-------------|
| ▪ Enhance your Personal Performance with Effective Interpersonal Skills | [NEW] | SBL | Apr 18 – 19 |
| ▪ Kemahiran Berkomunikasi dan Pembentukan Kumpulan Kerja | | SBL | Apr 26 – 27 |

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