



FMM INSTITUTE TRAINING PROGRAMMES November & December 2016

FMM Institute is pleased to forward you a list of our training programmes scheduled for November and December 2016.

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

PROGRAMMES	PSMB Scheme	Dates
<u>Management & Personal Development</u>		
▪ The Power of Working Together [NEW]	SBL	Nov 7 – 8
▪ New Era Leadership: Leading in Today's Organisation and Environment [NEW]	SBL	Nov 21 – 22
<u>Marketing and Customer Service</u>		
▪ Customer Service Excellence: Leveraging for Business Growth [NEW]	SBL	Dec 5 – 6
<u>Human Resources & Industrial Relations</u>		
▪ Absenteeism at Workplace: How to Handle and Manage Frequently Absent Employees	SBL	Nov 16
<u>Export Management</u>		
▪ Understanding INCOTERMS 2010 to Reduce Your Risk and Save Cost	SBL	Dec 7
<u>Production, Operations & Logistics</u>		
▪ Supply Chain Management: Leveraging the SCOR Model [NEW]	SBL	Nov 14 – 15

PROGRAMMES	PSMB Scheme	Dates
<u>Industrial Safety</u>		
▪ PPE at Workplace: Promoting Good Safety Practice and Compliance [REVISED]	SBL	Nov 16
▪ Enhancing Safety Programmes at Workplace Through an Effective Safety Committee [NEW]	SBL	Nov 21 – 22
▪ Safe Forklift Driving Skills	SBL	Dec 1
▪ Occupational First Aid and CPR	SBL	Dec 7 – 8
<u>Communication</u>		
▪ Professional Technical Report Writing Skills [NEW]	SBL	Nov 23 – 24
<u>Maintenance and Technical</u>		
▪ Electrical Transformer Testing and Maintenance [NEW]	SBL	Nov 9 - 10
<u>Supervisory Skills</u>		
▪ Membina Penyelia Yang Berkesan dan Berprestasi	SBL	Dec 5 - 6

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	Nov 5 – Dec 4

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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