

TRAINING CALENDAR

2026



**FMM INSTITUTE
PERAK**



Corporate Profile

FMM Institute was incorporated as a separate company of the Federal of Malaysian Manufacturing (FMM) on January 12, 1999. This effort was specifically to expand and focus on its training functions, in line with the objectives of FMM to develop the potentials and enhance the skills of personnel at every level in the industry. This will create a pool of manpower trained in all aspects of industrial skills and management capabilities to face the challenges as the country moves into the status of an industrial nation.

A wide range of training courses are also offered on an in-house bases. These include all the public courses as well as those that need to be specially customised to meet the training needs of specific industries. Course outlines and objectives are discussed with the companies and trainers will be selected to develop the courses accordingly. All in-house courses are packaged to be cost effective for companies with no compromise on the quality of the course and the desired result. FMM Institute is a registered training provider with Pembangunan Sumber Manusia Berhad (PSMB).

FMM Institute, Perak is housed at Ipoh, Perak. It has 4 modern training rooms with a total seating capacity of 120 participants and one FMM Hall that can accommodate a total of 80 participants.

OBJECTIVES

- To meet the training needs of Malaysian Manufacturing companies by equipping their employees with the necessary skills and knowledge.
- Organise events for dissemination of information.
- To promote maximum and effective utilization of the Human Resource Development Corporation (HRDC) fund in line with the evolution of technology and processes.
- To advocate and promote the importance of training in the manufacturing environment as Malaysia moves into high value-added and technology-intensive industries.

VISION

To be the leading organisation in providing a comprehensive range of training programme and advanced learning opportunities with educational excellence in manufacturing practices and technology in tandem with the nation's surge towards developed nation status.

01. JANUARY 2026

Understanding & Implementing ISO9001:2015 QMS
Social Media & Sales Boost Program
Effective Inventory/Stock Control System
Lean Six SIGMA Methodology - ZOOM
Employment Act 1955: Overview And Latest Update ~ With Employment (Amendment) Act 2022- ZOOM
12 Steps Schedule Planned Maintenance
Tender, Bids, and Proposals in Procurements
Accounting Skills for Accounts Payable, Accounts Receivable and General ledger
Excellent Factory Management
3s Simplified Version of 5S
AI Application for HR
English For Customer Service
Strategic Leadership In CSR, ESG & RBA: Global Trends And Business Implications
Presentation & Pitch Design Mastery
Machine Guarding, Machine Safety, Emergency Stop and Lock Out
Succeeding Through Change
Optimising Performance Management Systems - Setting Corporate Goals and KPIs (MANDARIN) - ZOOM

02. FEBRUARY 2026

Canva Mastery For Creative Pros
Occupational Emergency First Aid And CPR (AED)
Kepimpinan dan Cabaran Mengurus Pekerja Untuk Ketua Operator
Excellent Performance Through Autonomous Maintenance
Incoterms In International Trade And Shipping Documentations
Process Capability Study - ZOOM
Competency Based Forklift Driving Skills
Why-Why Problem Analysis
An Introduction to Environmental, Social and Governance
Using ChatGPT to Assist MS Office in the Workplace
HR for Non-HR Personnel
Coach Your Storekeeper To Be A High Performer
Mastering HIRARC Assessment with New Format & ISO45001:2018 Requirement
Strategic Marketing For Enterprise (MANDARIN) - ZOOM

All the above listed programmes can be customised for in-House. Feel free to contact us at 05-5488660 for more details.



03. MARCH 2026

Understanding The IATF 16949:2016 Requirements For Internal Auditors
Eliminating The 8 Wastes In Manufacturing To Boost Profitability
HIRARC For OSH Committee Training
Trade Finance and Contractual Performance Security Instruments Letter Of Credit; Warranty Bond, Retention Guarantee
Carbon Border Adjustment Mechanism (CBAM) Awareness- ZOOM
Strategic Procurement and Negotiation Management
Workplace Automation With AI & Tools
Strategic Managerial Leadership Development
Improving Marketing Skills
Performance Appraisal - ZOOM
Diagnosing And Overcoming Underperformance At Workplace
Value Stream Mapping(VSM)
From The Heart - Marketing Service Skills (MANDARIN) - ZOOM

04. APRIL 2026

Be A Fearless Sales Leader
Mengendali Bahan Kimia Dengan Selamat
Warehouse Management and Inventory Control
Complete Guide To Preventive Maintenance
Understanding and Implementation of Code of Conduct - Responsible Business Alliance (RBA) - ZOOM
GEMBA Kaizen Philosophy of Continuous Improvement
Microsoft Excel - Intermediate Level
Supply Chain Management "SCM" - The Evolution In LOGISTIC Operations
Effective Recruitment, Selection & Interviewing Skills
Kemahiran Penyeliaan Lanjutan
7QC Tools - ZOOM
Word to Word : Professional Does Made Easy
Preventing OSH Risk & Implementing OSH Program
How To Prepare And Maintain Full Set Of Accounts
Building Generations Gap And Embracing Diversity
AIAG & VDA Failure Mode & Effects Analysis
Managing Stress
Maintenance Cost Reduction
Sharpening Your Purchasing Management Skills
Positive Mindset, Communication and Teamwork

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05.

MAY 2026

Production Planning And Control
Emotional Intelligence & Advanced Communication Skill
Understanding Noise Management And Occupational Safety And Health (Noise Exposure) Regulation 2019
Power BI + Power Query Essetials
Schedule Waste Management
Tools & Techniques For Performance Improvement - ZOOM
Supervisory Development Programme
Pengurusan Stor Dan Inventori Yang Berkesan
Teknik-Teknik Penyelengaraan Efektif Untuk Juruteknik
Mastering Communication
Establishing And Maintaining A Documented Information System According to ISO9001:2015 QMS Requirements
Occupational Emergency First Aid And CPR (AED) (Refresher)
Effective Safety and Health Committee
Effective Job Analysis, Job Description, and Job Design for Organizational Success
Sustainable Procurement Practices
Effective Sales Negotiations and Overcoming Sales Resistance
Mastering the Role of a Security Supervisor
Penyelia Sebagai Pegurus 'Production' Dan Kualiti
Workplace English Communication - Speak, Write & Present Confidently
Personal Transformation And Innovative Leadership (MANDARIN) - ZOOM
Finance For Non-Finance Manager / Executive (MANDARIN) - ZOOM

06.

JUNE 2026

The Essential Of Finance For Managers And Executives
Stay Ahead of Market Trends – Solutions for Brand Insights
Emergency Response Preparedness (ERP)
Shipping The Right Way - Procedures, Documentation And Practices
How To Conduct An Effective Domestic Inquiry
Poka Yoke-Zero Defects Strategy
ISO 9001:2015 QMS Internal Auditing
Enhancing Workplace Effectiveness Through Critical Thinking & Problem Solving
NLP Leadership Program
Operasi Stor Dan Gudang
Understanding Calibration Certificate
Housekeeping Management At The Workplace : 6S
Risk Management
Competency Based Forklift Driving Skills
Meningkatkan Kecemerlangan Kerjaya Menggunakan Kecerdasan Emosi (EQ) Dan Intelek (IQ) Di Tempat Kerja
Design FMEA
Discover Useful Function & Formula in Microsoft Excel

All the above listed programmes can be customised for in-House. Feel free to contact us at 05-5488660 for more details.

07. JULY 2026

Ergonomics & Manual Handling In The Workplace
Membina Pasukan Kerja Yang Dinamik Dan Proses Penyelesaian Masalah
Simplified Electrical Engineering For Technicians And Engineers
Coaching at Workplace
Process Control : Measurement And Calibration
Occupational Emergency First Aid And CPR (AED)
Conducting Training Needs Analysis (TNA) and Evaluating Training Effectiveness
Project Management & Agile Methodologies
Strategic Negotiation & Influencing Skills
Root Cause Failure Analysis For Maintenance
CAPA Corrective Action & Preventive Action
High Impact Communication Competencies For Leaders
Supervisory Skills Workshop: A Comprehensive Guide to Effective Leadership
Marketing Strategies For Fast Moving Consumer Goods
Intermediate and Advanced ESG
Production And Operations Management - Execution And Control
Microsoft Excel - Advanced Level
Mastering OSH Workplace Inspection For Safety Committee Training (TRAINING IN BM)
Accounting Skills For Account Assistant and Clerk
Pekerja Stor Dan Gudang Yang Cemerlang

08. AUGUST 2026

Efficient Document Management in MSME (Micro, Small & Medium Enterprise)
Microsoft Excel : Tips, Tricks And Shortcuts
Ethics And Compliance In Procurement
Electricity And Troubleshooting Workshop For Technicians
Cost Control Made Easy & The Role Of Management Accounting Systems
Effective Communication Skills
Sales Enhancement & Marketing Fundamentals Program - ZOOM
Automotive Core Tools (APQP, PPAP, FMEA, Control Plan MSA & SPC
Total Productive Maintenance (TPM) And 8 Pillars
Practical Human Resources Management Skills
EQ in Leadership
Pengurusan Inventori Dan Penilaian Stok
Statistical Process Control (SPC)
Teknik-Teknik Meningkatkan Produktiviti
Accident And Incident Investigation, Recording And Reporting (NADOPOD)
AI Tools For Educators & Trainers
Pengurusan Makmal Secara Efektif
Security : Internal Investigations For Industries
Kepimpinan Berkesan - Menghindari 10 Kesalahan Sebagai Ketua Pasukan

All the above listed programmes can be customised for in-House. Feel free to contact us at 05-5488660 for more details.

09. SEPTEMBER 2026

- Root Cause Analysis For Problem Solving
- Cost Effective Logistics & Supply Chain Management
- Essential Spoken English Made Easy For Office And Operations Staff
- Penyeliaan Berkesan : Menghadapi 10 Cabaran Utama
- Google App Sheet For Non-Coders
- Maintenance Management, Performance And Improvement Tools
- Process & Product Validation
- Beyond Balancing the Books: How The Finance Department Adds Value to the Organisation
- Understanding ISO 13485:2016 Requirements For Internal Auditors
- Managing KPI In SMEs
- Digital Procurement Transformation
- Customer Relationship Management And Exceeding Expectations
- Kemahiran Pengawal Keselamatan Yang Berkesan
- Electrical Safety And Lock-Out Tag Out
- Job Instruction Development & Coaching

10. OCTOBER 2026

- Occupational Emergency First Aid And CPR (AED)
- Good Distribution Practice (GDP) For Medical Devices
- Pengurusan Rekod Dan Fail Yang Efektif
- Establishing OH&S Legal & Other Requirements For Industries
- Teknik Kawalan Kualiti
- Managing Performance Management In SMEs
- 21st Century Leadership and Management Skills
- Production Capacity Planning
- Penyelenggaraan Berasas Masa Dan Keadaan
- Negotiation And Contract Management In Procurement
- Competency Based Forklift Driving Skills
- Cash Flow Analysis, Budgeting, Forecasting And Management
- Chemical Spill & Splash Control
- Materials Management, Inventory Analysis & Control Systems

All the above listed programmes can be customised for in-House. Feel free to contact us at 05-5488660 for more details.

11. NOVEMBER 2026

Managing And Handling Chemicals at The Workplace
Advanced Negotiation And Supplier Relationship Management
Effective QA/QC
Workplace Interpersonal Communication Skills: Developing Effective Relationships
Menjana Pemikiran Positif Dalam Pembentukan Pekerja Cemerlang
Occupational Safety and Health Root Cause Analysis
Data Crunching With PiVOT Tables + Power Pivot

12. DECEMBER 2026

Measurement Systems Analysis (MSA)
Selling Made Simple: Tools to Jump Start Your Sales Success
Integrated Internal Auditor Training For ISO 9001:2015, ISO 14001:2015 & ISO45001:2018
Kemahiran Ketua Pasukan Dalam Menguruskan Bebanan Kerja Pelbagai (Multi Tasking)
Mastering Advanced Financial Accounting, Practices And Procedures
Digital Transformation In Warehouse Operations

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UNDERSTANDING & IMPLEMENTING ISO9001:2015 QMS

DATE : JANUARY 7 - 8, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This comprehensive introduction to the ISO9001:2015 standard, demystifying its core principles, structure and requirements to build a solid foundation for a Quality Management System (QMS)

SOCIAL MEDIA & SALES BOOST PROGRAM

DATE : JANUARY 7 - 8, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This program helps teams use social media the smart way; not just for posting, but for selling. I'll show them how to turn engagement into leads and leads into customers through simple, practical content and consistency that drives real results.

EFFECTIVE INVENTORY/STOCK CONTROL SYSTEM

DATE : JANUARY 7 - 8, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The objective of an inventory/stock control system is to make inventory/stock decisions that minimize the total cost of inventory/stock, which is distinctly different from minimizing inventory/stock. It is often more expensive to run out of an item and thus be forced to obtain it through more expensive channels than simply to keep more units in stock. Good control system, if in place, will minimize the total cost of inventory/stock through the use of an economic order quantity, which attempts to balance the carrying costs of inventory/stock with the cost of running out of an item.

LEAN SIX SIGMA METHODOLOGY

DATE : JANUARY 7 - 8, 2026

FEE : MEMBER - RM1, 080.00 NON MEMBER - RM1, 188.00

Lean Six Sigma is combining two methodologies, Lean and Six Sigma. Lean methodology was pushed by Toyota. It attacks waste in overall business operation. Its main concept is to remove waste from operation, then customer value becomes more obvious and appreciated. Six Sigma on the other hand attacks variation in process. When process has little variation, it becomes more stable and produces little defects or defectives. In this workshop participants will learn both initiatives and the techniques to eliminate or reduce waste and variation in business operations.

EMPLOYMENT ACT 1955: OVERVIEW AND LATEST UPDATE ~ WITH EMPLOYMENT (AMENDMENT)**ACT 2022**

DATE : JANUARY 7 - 8, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The Employment Act 1955 (EA1955) is applicable throughout West Malaysia and Federal Territory of Labuan. In East Malaysia, the Labour Ordinance of Sabah and Labour Ordinance of Sarawak prevail. Globalisation, borderless trade and global competitiveness contributed to the Human Resource Ministry embarking on a review of the Employment Act 1955. The Employment (Amendment) Act 2022 came into operation in March 2022 with amendments and new provisions to the principal Act. It is important and of the benefit of employers to comprehend fully the requirements as well as the implication of the new employment laws on the cost of wages, productivity, competitiveness and other related subjects.

12 STEPS SCHEDULE PLANNED MAINTENANCE

DATE : JANUARY 12 - 13, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Schedule preventive maintenance has been in practice for the last 50 years. Preventive maintenance has long been considered as an activity for cleaning, calibration and checking. In an era of equipment dependence, it is crucial that equipment is operated to its maximum efficiency. Equipment and health management thus become critical to our profit sector. This course enables participants to develop a proper schedule planned maintenance procedure

TENDER, BIDS, AND PROPOSALS IN PROCUREMENTS

DATE : JANUARY 12 - 13, 2026

FEE : MEMBER - RM1, 080.00 NON MEMBER - RM1, 188.00

This course provides participants with a thorough understanding of the processes involved in tendering, bidding, and proposal development in procurement. It covers best practices, regulatory requirements, and effective strategies for preparing and evaluating tenders and proposals, ensuring participants are well-equipped to manage procurement effectively.

ACCOUNTING SKILLS FOR ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, AND GENERAL LEDGER

DATE : JANUARY 12 - 13, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

A well-designed general ledger training program is essential for employees to record financial transactions accurately, maintain compliance, and generate meaningful reports. It covers aspects like chart of accounts setup, journal entry creation, account reconciliations, financial statement preparation, and internal control procedures. It also emphasizes the importance of timely and accurate financial reporting and compliance with internal audit procedures.

3S SIMPLIFIED VERSION OF 5S

DATE : JANUARY 14 - 15, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The 3S (Sort, Sweep, Standardize) offers a simplified and practical approach to implementing the foundational principles of the renowned 5S methodology – making it easier for organizations to start their continuous improvement journey.

EXCELLENT FACTORY MANAGEMENT

DATE : JANUARY 14 - 15, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1,296.00

Current trends in terms of technological innovations and globalization in the manufacturing industry have completely changed the game plan of managing an operation. Key areas such as plant leadership, strategy planning and cascading, budgeting and cost management, work force engagement and driving the day-to- day execution plan are considered some of the critical skills needed to continuously align the dynamic business environment. In order to achieve this, the business unit leaders are required to constantly upgrade their skills to better manage the available resources and stay competitive in the marketplace to assure organizational growth and prosperity.

AI APPLICATION FOR HR

DATE : JANUARY 14, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

In today's fast-changing business landscape, Artificial Intelligence (AI) is transforming the way Human Resource (HR) functions operate. This one-day course provides HR professionals with practical knowledge and skills to harness the power of AI tools in key HR areas such as recruitment, performance management, learning and development, and employee engagement. Participants will explore how AI enhances HR efficiency, enables data-driven decisions, and supports strategic workforce planning. Through interactive discussions, demonstrations, and case studies, the programme equips HR practitioners to integrate AI responsibly and effectively in their daily operations aligning technology with human-centred HR values.

ENGLISH FOR CUSTOMER SERVICE

DATE : JANUARY 19 - 20, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1,296.00

Customer service training is a strategy businesses use to improve the competency of their support team and teach agents about products or services, customer communication, support software, and more. Ultimately, customer service training seeks to improve the customer experience.

OPTIMIZING PERFORMANCE MANAGEMENT SYSTEMS - SETTING CORPORATE GOALS AND KPI'S (MANDARIN)

DATE : JANUARY 19 - 20, 2026

FEE : MEMBER - RM1,080.00 NON MEMBER - RM1,188.00

This workshop equips senior managers with practical tools to align corporate strategy with measurable goals and KPIs. By leveraging the Balanced Scorecard framework, participants will enhance strategic clarity, drive performance accountability, and foster a results-oriented culture that supports continuous improvement and organizational success.

STRATEGIC LEADERSHIP IN CSR, ESG & RBA: GLOBAL TRENDS AND BUSINESS IMPLICATIONS

DATE : JANUARY 19, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

In today's rapidly evolving global business landscape, CSR, ESG and the RBA Code of Conduct have become strategic imperatives that shape corporate reputation, investment attractiveness, and customer trust. Global buyers and stakeholders now demand greater transparency, ethical sourcing, and sustainable practices throughout the supply chain. This program is designed to equip top management and executives with the strategic insight and leadership mindset required to navigate these emerging expectations.

PRESENTATION & PITCH DESIGN MASTERY

DATE : JANUARY 21 - 22, 2026

FEE : MEMBER - RM1,242.00 NON MEMBER - RM1,404.00

Enhance your presentation and pitching skills to deliver impactful business messages that engage and persuade audiences. Learn to craft compelling stories, design professional pitch decks, and master delivery techniques that boost confidence and clarity.

MACHINE GUARDING, MACHINE SAFETY, EMERGENCY STOP AND LOCK-OUT TAG-OUT

DATE : JANUARY 21, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

Machines are apparatus made up of several parts working together to perform a particular task using an energy source to operate the machine. Machines are an important tool in most Manufacturing Industries, and those machines are powered by various type of Energy. Machineries create many types of safety risks. This program provides the participants with the awareness of the safety risks and their control measure and the functionalities of this control measures.

SUCCEEDING THROUGH CHANGE

DATE : JANUARY 21, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

In today's fast-changing business landscape, Artificial Intelligence (AI) is transforming the way Human Resource (HR) functions operate. This one-day course provides HR professionals with practical knowledge and skills to harness the power of AI tools in key HR areas such as recruitment, performance management, learning and development, and employee engagement. Participants will explore how AI enhances HR efficiency, enables data-driven decisions, and supports strategic workforce planning. Through interactive discussions, demonstrations, and case studies, the programme equips HR practitioners to integrate AI responsibly and effectively in their daily operations aligning technology with human-centred HR values.

Strategic marketing for enterprise training focuses on developing a long-term, data-driven plan to achieve business objectives by connecting market research, segmentation, targeting, and positioning. The training equips professionals with skills to analyse markets, understand consumer behaviour, and create comprehensive strategies that align with an organization's overall mission for sustainable growth and competitive advantage. Key topics include using strategic frameworks, allocating resources, and measuring success through both digital and traditional channels.

CANVA MASTERY FOR CREATIVE PROS

DATE : FEBRUARY 4 - 5, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

Unlock Canva's full potential to design professional marketing materials, social media content, and multimedia presentations with ease. This course covers advanced design techniques and collaboration tools to streamline creative workflows.

OCCUPATIONAL EMERGENCY FIRST AID AND CPR (AED)

DATE : FEBRUARY 4 - 5, 2026

FEE : MEMBER - RM1, 026.00 NON MEMBER - RM1, 188.00

This is a two-day program which will impart to participants the basic knowledge as well as skills of rendering First Aid and CPR to enable them to deal with common injuries at the workplace and life-saving skills of CPR.

KEPIMPINAN DAN CABARAN MENGURUS PEKERJA UNTUK KETUA OPERATOR

DATE : FEBRUARY 4 - 5, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Enables line leaders to enhance their supervisory skills / techniques, improve productivity and create a good employee-management relationship towards a conducive and positive working environment.

EXCELLENT PERFORMANCE THROUGH AUTONOMOUS MAINTENANCE

DATE : FEBRUARY 4 - 5, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Autonomous Maintenance (AM) is a series of activities that contribute substantially to achieving the company's equipment management goal of Zero Equipment Unplanned Breakdown and minimizing planned maintenance activities. It is in fact one of the most important pillars of the Total Productive Maintenance (TPM) methodology. AM, if nurtured properly will unleash the operator and technicians' ability. This course aims to educate the participants in the concepts and philosophy of Autonomous Maintenance and to give them opportunity to develop and enhance their skills and confidence by practicing the techniques of Autonomous Maintenance.

INCOTERMS IN INTERNATIONAL TRADE AND SHIPPING DOCUMENTATIONS

DATE : FEBRUARY 9 - 10, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Enables those involved with shipping matters to learn critical skills to perform their present duties. The course will cover important aspects of shipping such as the procedures in trade transactions and functions and type of documents involved to avoid unnecessary delays of goods.

PROCESS CAPABILITY STUDY

DATE : FEBRUARY 9 - 10, 2026

FEE : MEMBER - RM1, 080.00 NON MEMBER - RM1, 188.00

Machine capability and process capability are the two main topics in this training. There are many similarities and little differences between the two that one must understand clearly to avoid mistakes in the calculation and interpretation of the result. Machine capability is used to measure the machine's capability in relation to the tolerance limits. Process capability on the other hand is defined as a statistical measure of the inherent process variability of a given characteristic. Process capability study can be used to assess the ability of a process to meet the set specification

WHY-WHY PROBLEM ANALYSIS

DATE : FEBRUARY 9 - 10, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The Why-Why Analysis is one problem-solving technique used to find root cause(s) of a problem. Solving problems from an immediate cause is easy, but it does not last long as the cause of the immediate cause is not analysed to its earlier roots and tackled. This training teaches a systematic way of understanding the problem and then zooms in towards its most likely real cause(s). In doing the Why-Why Analysis, it is important to learn the technique of asking to surface the next level of cause of problem. Asking wrongly will result in going in the wrong direction of problem causes and there will be wrong or no solution.

COMPETENCY BASED FORKLIFT DRIVING SKILLS

DATE : FEBRUARY 9 - 10, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

This course emphasises both theory and practical aspects of safe forklift driving. This aims to sharpen the skills of forklift drivers and enable them to become better and safer drivers. A practical examination will be conducted at the end of the course to gauge their driving skills.

AN INTRODUCTION TO ENVIRONMENTAL, SOCIAL AND GOVERNANCE

DATE : FEBRUARY 11, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

ESG has gained increasing attention over the past few years, with many institutional investors investing only in those companies that provide ESG performance reporting. In fact, ESG has considerations relevant to analysts and investors, consumers and employees, and has become a key topic of discussion at the Board table. The course also discusses how to look at corporate pressures & stakeholder expectations and their impact on risk identification and business success. Lastly, we look at key considerations from both the company and investor perspectives, before applying theory to practice in a final case study.

USING CHATGPT TO ASSIST MS OFFICE IN THE WORKPLACE

DATE : FEBRUARY 12, 2026

FEE : MEMBER - RM864.00 NON MEMBER - RM1, 026.00

In today's fast-paced office environment, ChatGPT, a powerful AI assistant, can significantly improve efficiency, accuracy, and creativity when used alongside Microsoft Office tools. This course is designed to help working professionals leverage ChatGPT as a personal digital assistant to support tasks in Microsoft Word, Excel, PowerPoint, Outlook, and Teams. Participants will walk away with the skills to save time, reduce errors, and enhance the quality of their day-to-day work using AI.

HR FOR NON-HR PERSONNEL

DATE : FEBRUARY 11 - 12, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

In today's competitive and people-focused organisations, effective management of human resources is no longer limited to the HR department. Managers and supervisors from all functions play a vital role in managing, developing, and motivating their teams. This two-day course provides non-HR personnel with the essential knowledge and practical tools to handle HR-related matters confidently and in compliance with Malaysian employment laws. Participants will gain insights into recruitment, performance management, discipline, and employee engagement enabling them to contribute to organisational success through sound HR practices and stronger collaboration with HR professionals.

COACH YOUR STOREKEEPER TO BE A HIGH PERFORMER

DATE : FEBRUARY 11 - 12, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This course trains supervisors to effectively coach storekeepers for higher performance. Participants will learn practical techniques to improve staff accuracy, speed, discipline, and responsibility in daily warehouse operations. The programme focuses on strengthening leadership, communication, and problem-solving skills so supervisors can guide, correct, motivate, and develop their storekeeping team. Ultimately, it helps create a more efficient, well-managed, and productive warehouse.

MASTERING HIRARC ASSESSMENT WITH NEW FORMAT & ISO45001:2018 REQUIREMENT

DATE : FEBRUARY 11 - 12, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This program which is a holistic program which covers from Behaviour, Holistic Safety and Pro-active accident and incident prevention with Improved HIRARC Form per JKKP requirement, Section 18B OSHA Amendment 2022.



UNDERSTANDING THE IATF 16949:2016 REQUIREMENTS FOR INTERNAL AUDITORS

DATE : MARCH 9 - 10, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This 2-day training program is designed to equip participants with a comprehensive understanding of the IATF 16949:2016 standard, focusing on its requirements and their application from an internal auditor's perspective. Participants will learn how to interpret, assess, and audit processes effectively to ensure compliance with IATF 16949 and continuous improvement in the automotive quality management system.

ELIMINATING THE 8 WASTES IN MANUFACTURING TO BOOST PROFITABILITY

DATE : MARCH 9 - 10, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

How do we differentiate value adding and non-value adding activities? How do we increase value in our operations? Gemba is the place where value is created, revenue is generated and where a process and product transformation occurs. Kaizen simply means continuous improvement by eliminating waste which is 'muda' in 'gemba'. Seeing the real place yourself is crucial to identify improvements and to be profitable. By not seeing the real thing and experiencing it, we tend to implement the wrong solutions which are not suitable and waste valuable resources with less can be made a reality if one is properly trained.

HIRARC FOR OSH COMMITTEE TRAINING

DATE : MARCH 9, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

HIRARC knowledge is crucial for Occupational Safety and Health Committee to perform their routine duties in understanding the Hazards in the Organisation's activities. This training focuses on providing the participants with the HIRARC knowledge.

TRADE FINANCE AND CONTRACTUAL PERFORMANCE SECURITY INSTRUMENTS LETTER OF CREDIT; WARRANTY BOND, RETENTION GUARANTEE

DATE : MARCH 9 - 10, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Trade finance is used to finance trade transactions especially international trade. The use of trade finance helps to mitigate or reduce trade risks between sellers and buyers, whereas contractual performance security instruments, are used to provide financial assurance to the beneficiary (often the employer) that the other party (the contractor) will complete the work as agreed. If the contractor defaults, the security can be enforced / activated and used to cover losses or complete the project.

CARBON BORDER ADJUSTMENT MECHANISM (CBAM) AWARENESS



DATE : MARCH 9, 2026

FEE : MEMBER - RM702.00 NON MEMBER - RM810.00

The Carbon Border Adjustment Mechanism (CBAM) is an EU policy developed as part of the broader EU Green Deal, which aims for climate neutrality by 2050. CBAM seeks to align imported goods with the EU's stringent climate objectives by imposing carbon costs comparable to those faced by EU producers, thereby preventing carbon leakage, and encouraging sustainable practices worldwide. This course will cover CBAM's scope, including key sectors such as cement, steel, and aluminium, while outlining the phased implementation plan, compliance requirements, and emissions reporting obligations. Understanding CBAM will help businesses prepare for its impact on international trade, enhance sustainability strategies, and mitigate risks of non-compliance, all while supporting the global effort to reduce carbon emissions in line with the 2050 climate neutrality goal.

STRATEGIC PROCUREMENT AND NEGOTIATION MANAGEMENT

DATE : MARCH 11 - 12, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Procurement is a process. Procurer should be exposed to the necessary specific steps taken at each stage to ensure the maximum benefit for their organization. This course will focus on the important challenge faced by those responsible for making purchases that is establishing and maintaining their reputation as a strong and experienced buyer. Buyers will also discover skillful ways to make suppliers appreciate their business and reduce the burden of administrative paperwork. This course will also help participants learn masterful negotiating and purchasing techniques used by the most sophisticated and effective buyers in the business. Finally, as a buyer you will sound like a professional no matter what you are buying.

WORKPLACE AUTOMATION WITH AI & TOOLS

DATE : MARCH 11 - 12, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

Leverage AI and no-code automation tools to optimize repetitive tasks, streamline workflows, and increase team productivity. Hands-on sessions include creating automated approvals, reminders, and document generation.

MARCH

STRATEGIC MANAGERIAL LEADERSHIP DEVELOPMENT

DATE : MARCH 11 - 12, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The future sustainability of an organization relies in the hands of their leaders. Leadership skills for future have to be developed from now on. This programme is about developing a set of specific attitudes, behaviours and skills which, when applied, allow you to perform on a much higher level as a leader. Commercial organizations are always looking forward to improving their business performance. Therefore, effective leadership performance is essential to ensure FUTURE leaders, managers or any key personnel are able to lead to increase business delivery efficiency and profitability. This leadership development program helps even experienced executives to be better leaders. Indeed, in an increasingly complex business environment, strategic leadership skills can make all the difference in how well you can lead your team and rise to meet evolving challenges

IMPROVING MARKETING SKILLS

DATE : MARCH 11 - 12, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

In today's competitive and dynamic business environment, marketing plays a crucial role in driving business growth, enhancing brand reputation, and achieving customer loyalty. This two-day intensive training programme is designed to strengthen participants' understanding of key marketing principles, strategic analysis, and hands-on techniques for improving marketing performance. Through case studies, interactive discussions, and group exercises, participants will explore how to identify market opportunities, analyse customer behaviour, create effective value propositions, and develop impactful marketing strategies. The programme also integrates digital marketing insights, communication strategies, and measurement tools to help participants plan, execute, and evaluate successful marketing campaigns.

PERFORMANCE APPRAISAL



DATE : MARCH 11 - 12, 2026

FEE : MEMBER - RM1, 080.00 NON MEMBER - RM1, 188.00

A performance appraisal (also known as a performance review, performance evaluation, or career development discussion) is a systematic, periodic process in which an organization assesses an employee's job performance and productivity against pre-established criteria and organizational objectives. Think of it as a formal check-up for an employee's work health. It's not just about pointing out what's wrong; it's about diagnosing the current state, celebrating what's working well, and creating a plan for future growth and improvement.

DIAGNOSING AND OVERCOMING UNDERPERFORMANCE AT WORKPLACE

DATE : MARCH 16 - 17, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

It is a leader's job to manage their subordinates well no matter how difficult they can be. If managed well, the outcome will be good. However, if underperformances are managed badly, the outcome could be bad. This 2-day program seeks to help participants to understand why their staffs underperform and come out with solutions together with the staffs to address the underperformance.

VALUE STREAM MAPPING(VSM)

DATE : MARCH 16 - 17, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

VSM sits under Lean methodology. VSM is referred as 'executing Lean in real'. It maps flow of value from entry point (when business is engaged) until exit point (delivery of ordered items). When mapping the value stream, it can see where the value slows down, stops, and other things. The main concern is to reduce the Lead Time of the product. VSM is a great tool as it maps the opportunities to remove delays like WIP, waiting, defects and all other waste categorized under Lean perspective.

FROM THE HEART - MARKETING SERVICE SKILLS (MANDARIN)



DATE : MARCH 16 - 17, 2026

FEE : MEMBER - RM1, 080.00 NON MEMBER - RM1, 188.00

Behind every sale is a person. "No matter what your job is – sales person, marketer, business man, leader, scientist, teacher, parent, manager or CEO – we are all sales people, working to convince others that what we have to offer them is something they want. Sales & marketing is an integral part of every business. It spells the difference between a successful, a mediocre or a failed enterprise. This 2-day workshop focuses on the fundamental concepts and practical sessions that will enable the front-liners, sales personnel and support staff to handle their everyday work situations, and situations face in their daily life.

M A R C H

BE A FEARLESS SALES LEADER

DATE : APRIL 8 - 9, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Sales teams perform best when their leaders think bold. This program focuses on building confidence, handling rejection, and leading with direction, so people can hit targets without losing motivation when things get tough.

MENGENDALI BAHAN KIMIA DENGAN SELAMAT

DATE : APRIL 8 - 9, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Many organizations are concerned about the environmental, health and safety issues arising from the handling, storage and transportation of hazardous chemicals. Many of the chemicals we work with can be harmful to our health if we are exposed to them. Some pose a risk of injury or incident if not handled properly. This is particularly relevant to ensure that all personnel who handle hazardous chemicals are adequately trained in both normal and emergency conditions.

WAREHOUSE MANAGEMENT AND INVENTORY CONTROL

DATE : APRIL 8 - 9, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Store Managers and Storekeepers are the backbone of warehouse operations. When they are trained, companies reduce losses, improve accuracy, prevent stock-outs, and speed up order fulfilment. A structured Warehouse & Inventory Management course ensures they use the right methods, follow best practices, and work more efficiently—leading directly to cost savings and better customer satisfaction.

COMPLETE GUIDE TO PREVENTIVE MAINTENANCE

DATE : APRIL 8 - 9, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This course provides a companywide planned maintenance system by covering a series of methods and approaches to ensure that equipment is always able to function so that production is never interrupted. It involves the cooperation of the equipment and process support personnel, equipment operators and the equipment supplier.

UNDERSTANDING AND IMPLEMENTATION OF CODE OF CONDUCT - RESPONSIBLE BUSINESS ALLIANCE (RBA)



DATE : APRIL 13 - 14, 2026

FEE : MEMBER - RM1, 080.00 NON MEMBER - RM1, 188.00

The Responsible Business Alliance (RBA) Code of Conduct sets out globally recognised standards for ensuring safe working conditions, ethical labour practices, environmental protection, and responsible business operations throughout the global supply chain. This comprehensive two-day training programme provides participants with practical knowledge and implementation techniques to align their organisations with RBA standards. Through interactive discussions, case studies, and group workshops, participants will learn to interpret RBA requirements, identify compliance gaps, and integrate RBA principles into their organisational management systems. The course also focuses on preparing participants for the RBA Validated Assessment Program (VAP) audit and promoting a culture of ethical and sustainable business practices.

GEMBA KAIZEN PHILOSOPHY OF CONTINUOUS IMPROVEMENT

DATE : APRIL 13 - 14, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

GEMBA Kaizen is a practical and powerful approach to Continuous Improvement that focuses on making small, incremental changes directly at the workplace.

MICROSOFT EXCEL - INTERMEDIATE LEVEL

DATE : APRIL 13 - 14, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

Much of our success hinges on how well we can manage the data statistics, planning, reporting, that we encounter on a daily basis. An incredibly powerful tool for doing this is Microsoft Excel. This intermediate Microsoft Excel training course is suitable for whatever version of Excel you use as you can expand your knowledge and skills. By the end of this course, you will be able to use basic functions

SUPPLY CHAIN MANAGEMENT "SCM" - THE EVOLUTION IN LOGISTIC OPERATIONS

DATE : APRIL 13 - 14, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Traditionally Company's operation consisted of SEPARATE functional roles such as: Procurement, sourcing, purchasing, warehousing, inventory, and transportation. Sometime later These were integrated into LOGISTIC Management which coordinated the physical flow of goods which coordinated the physical flow of goods. Business Today; these functions are part of a larger, strategic framework called Supply Chain Management (SCM), which oversees the entire flow from supplier to customer. Therefore, SCM is strategic and integrative, while the others such as Warehouse and Inventory are functional and transactional activities that operate within the supply chain.

APRIL

EFFECTIVE RECRUITMENT, SELECTION & INTERVIEWING SKILLS

DATE : APRIL 15 - 16, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Successfully recruiting the in-demand highly skilled talents can test even the most experienced human resources professional. Qualified candidates for in-demand jobs know the balance of power is in their favour. However, you can shift the scales with the right hiring strategies and interviewing skills. This training will enhance HR professionals' knowledge of behavioural-based interview skills.

KEMAHIRAN PENYELIAAN LANJUTAN

DATE : APRIL 15 - 16, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This intensive two-day program is designed for seasoned supervisors ready to transition from operational task management to strategic leadership. Moving beyond the basics, this course focuses on the nuanced skills required to lead high-performing teams, drive employee engagement, and navigate complex interpersonal dynamics. Participants will engage in advanced scenarios and practical exercises to refine their ability to inspire, motivate, and achieve superior results through their people

7QC TOOLS

DATE : APRIL 15 - 16, 2026

FEE : MEMBER - RM1, 080.00 NON MEMBER - RM1, 188.00



The common tools used in QCC are called 7-QC tools. They include Check Sheet, Cause and Effects Diagram, Histogram, Scatter Diagram, Stratification, Pareto Analysis, and Control Chart but not limited only to these seven. Even though newer and more sophisticated tools have been introduced over the years, the use of these "classic" 7 QC tools remain relevant and useful in controlling product and processes in any environment.

WORD TO WORD : PROFESSIONAL DOES MADE EASY

DATE : APRIL 15 - 16, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

Master Microsoft Word essentials for producing professional, standardized documents quickly. Topics include document formatting, template design, mail merge, and automation tools for corporate communications.

PREVENTING OSH RISK & IMPLEMENTING OSH PROGRAM

DATE : APRIL 20 - 21, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The purpose of this program is to educate the Participants on meeting the requirements of the various Acts and Regulations with regards to Occupational Safety & Health and the actions the Management needs to take to the expectations of Employees and the Government with regards to Occupational Safety and Health.

HOW TO PREPARE AND MAINTAIN FULL SET OF ACCOUNTS

DATE : APRIL 20 - 21, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This course enables participants to understand bookkeeping and learn how to prepare a full set of financial accounts, including manufacturing accounts, leading to the preparation of financial statements while understanding accounting principles and standards governing them. The course covers several Malaysian Financial Reporting Standards (MFRSs) including property, plant and equipment, inventories, presentation of financial statements and statement of cash flows.

BUILDING GENERATIONS GAP AND EMBRACING DIVERSITY

DATE : APRIL 20 - 21, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This two-day workshop is designed to empower corporate professionals with the knowledge and tools to foster a truly inclusive workplace. Participants will explore critical topics and by the end of the workshop, participants will have developed a deep understanding of how to create and sustain a workplace culture that values diversity and drives innovation.

AIAG & VDA FAILURE MODE & EFFECTS ANALYSIS

DATE : APRIL 20 - 21, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This 2-day intensive training is designed to provide participants with a comprehensive understanding of the AIAG & VDA FMEA, a harmonised approach jointly developed by the Automotive Industry Action Group (AIAG) and the German Association of the Automotive Industry (VDA). The training covers the structured 7-step approach for conducting both Design FMEA (DFMEA) and Process FMEA (PFMEA), with a focus on practical application and value-added risk management.

APRIL

MANAGING STRESS

DATE : APRIL 22 - 23, 2026

FEE : MEMBER - RM1,134.00

NON MEMBER - RM1,296.00

Stress management refers to a variety of strategies and techniques that help individuals control and reduce the negative impact of stress on their lives. It involves recognizing the signs of stress, understanding its sources, and applying specific tools to minimize its harmful effects. Effective stress management allows a person to maintain balance, increase resilience, and improve overall well-being.

MAINTENANCE COST REDUCTION

DATE : APRIL 22 - 23, 2026

FEE : MEMBER - RM1,134.00

NON MEMBER - RM1,296.00

Companies nowadays focus more on maintenance cost reduction, due to the economic condition. This 2-day training will change your approach to cost reduction forever.

SHARPENING YOUR PURCHASING MANAGEMENT SKILLS

DATE : APRIL 22 - 23, 2026

FEE : MEMBER - RM1,134.00

NON MEMBER - RM1,296.00

It emphasizes strategic thinking, data-driven decision-making, and fostering strong supplier relationships. This program provides practical tools to optimize purchasing processes, improve negotiation techniques, and implement category management principles. By honing these skills, purchasing managers can achieve cost savings, contribute to long-term organizational success, and be key players in their company's growth and innovation strategies.

POSITIVE MINDSET, COMMUNICATION AND TEAMWORK

DATE : APRIL 22 - 23, 2026

FEE : MEMBER - RM1,134.00

NON MEMBER - RM1,296.00

In today's dynamic and competitive environment, a positive mindset, effective communication, and strong teamwork are essential ingredients for personal and organisational success. Employees with a growth mindset are more adaptable, resilient, and open to change, while effective communication fosters collaboration, trust, and understanding. When combined, these skills build a productive and harmonious workplace culture that drives collective achievement. This two-day interactive training aims to strengthen participants' mental resilience, enhance interpersonal communication skills, and cultivate a spirit of teamwork. Through practical exercises, real-life examples, and group activities, participants will learn to think positively, communicate confidently, and collaborate effectively in achieving shared goals.

APRIL



PRODUCTION PLANNING AND CONTROL

DATE : MAY 6 - 7, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

In the present challenging business environment with global market fluctuation and change of customers' preferences, it is essential to have in depth knowledge and understanding of production control, planning and scheduling to reduce the overall manufacturing costs and thus improve productivity. This course will enable participants to develop skills in viewing and analysing customer forecast information, use suitable techniques to capture precise production capacity, select appropriate material procurement method and inventory control, and study world top business gurus' concept and their application for optimal operations control and production system.

EMOTIONAL INTELLIGENCE & ADVANCED COMMUNICATION SKILL

DATE : MAY 6 - 7, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Emotional intelligence describes the ability to understand one's own feelings which is vital to being an effective and high-performing member of any team. It also provides great insight on how emotion influences motivation and behaviour. This course is packed with exercises and guidelines based on the latest research on human psychology and academic theories on influence.

UNDERSTANDING NOISE MANAGEMENT AND OCCUPATIONAL SAFETY AND HEALTH (NOISE EXPOSURE)**REGULATION 2019**

DATE : MAY 6 - 7, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

We are surrounded by noise in nearly all areas of modern life. People do not like loud noises or intense sounds. Our ears are delicate and complex structures that are easily damaged. Despite hearing being one of our five senses and very valuable, we tend to know very little about it and to be very careless about looking after it. The loss of hearing is frequently so slow that we don't even know that it is going. Noise is one of the industrial hazards that requires to be managed well. This programme will provide information on understanding noise management and Occupational Safety and Health (Noise Exposure) Regulation 2019.

POWER BI + POWER QUERY ESSENTIALS

DATE : MAY 6 - 7, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

Gain essential skills in Power BI to transform data into insightful interactive dashboards. Learn data cleaning, modelling, and visualization techniques for informed business decisions.

SCHEDULE WASTE MANAGEMENT

DATE : MAY 11 - 12, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

To ensure that systematic Scheduled Waste Management is adhered to by the Company in line with Authorities Regulations and according to DOE Laws. Proper labelling, storage and handling of Scheduling Wastes are in place and overall Safe Work practice for the personnel involved in Schedule Waste Management to prevent exposure to Human Health and the Environment

TOOLS & TECHNIQUES FOR PERFORMANCE IMPROVEMENT

DATE : MAY 11 - 12, 2026

FEE : MEMBER - RM1, 080.00 NON MEMBER - RM1, 188.00

This training explains the tools and techniques used to improve manufacturing processes. In manufacturing industries, key areas in operation planning, product quality, productivity, speed, and delivery determine the success of an organization. There are micro elements in each of the key areas that must be strategized for effective implementation. Performance improvement in overall manufacturing operations is a big task that requires strong determination by the top management. The infrastructure must be well planned for effective business operations in all key areas.

SUPERVISORY DEVELOPMENT PROGRAMME

DATE : MAY 11 - 12, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The focus of the training will emphasize productivity improvement and problem solving that will lead to enhancement in cost, quality, speed, dependability and flexibility. This course will ensure participants are able to measure the results of effective leadership and supervision and also expose participants to the various strategies involved in leading and supervising their staffs.

PENGURUSAN STOR DAN INVENTORI YANG BERKESAN

DATE : MAY 11 - 12, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Kursus ini melengkapkan peserta dengan kemahiran pengurusan stor dan inventori yang efisien, merangkumi asas pengurusan, penerimaan dan pengeluaran stok, kawalan inventori, serta analisis produktiviti. Ia sesuai untuk pengurus, penyelia dan pengendali stor bagi membantu mengurangkan kos, mengelakkan pembaziran dan meningkatkan kecekapan operasi.

TEKNIK-TEKNIK PENYELENGARAAN EFEKTIF UNTUK JURUTEKNIK

DATE : MAY 13 - 14, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Techniques are expected to perform efficient troubleshooting, do proper preventive maintenance, control the usage of spare parts, and possess good maintenance etiquette. Conducted in Bahasa Malaysia, this programme is designed to provide best known methods that every maintenance personnel should be equipped with.

MASTERING COMMUNICATION

DATE : MAY 13 - 14, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Good communication changes everything: meetings, teamwork, and results. This session trains participants to express ideas clearly, listen better, and build trust fast. It's direct, interactive, and tailored to real workplace situations.

ESTABLISHING AND MAINTAINING A DOCUMENTED INFORMATION SYSTEM ACCORDING TO ISO9001:2015 QMS REQUIREMENTS

DATE : MAY 13 - 14, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This training focused introduction on the critical role of documented information as the backbone of an effective QMS, clarifying the often-misunderstood distinction between maintaining and retaining information as mandated by the standard.

OCCUPATIONAL EMERGENCY FIRST AID AND CPR (AED) (REFRESHER)

DATE : MAY 13, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

This is a one-day awareness program which will impart to participants the basic working knowledge of First Aid and CPR to equip participants to enable them to deal with common injuries at the workplace.

FINANCE FOR NON-FINANCE MANAGER / EXECUTIVE (MANDARIN)

DATE : MAY 13 - 14, 2026

FEE : MEMBER - RM1, 080.00 NON MEMBER - RM1, 188.00

In today's fast-paced business environment, decision-makers must grasp the financial implications of their choices—even if they don't come from a finance background. This workshop demystifies core financial concepts, equips participants with essential tools, and builds confidence to engage in financial discussions, interpret reports, and make sound strategic decisions.

EFFECTIVE SAFETY AND HEALTH COMMITTEE

DATE : MAY 18 - 19, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The 'Occupational Safety and Health Act, 1994' has made it mandatory for workplaces with forty or more employees to have a 'Safety and Health Committee'. Following that, the "Occupational Safety and Health (Safety and Health Committee) Regulations 1996" was promulgated, and they had been enforced effective January 1, 1997. With this enforcement, employers are required to establish a Safety and Health Committee in accordance with these regulations.

EFFECTIVE JOB ANALYSIS, JOB DESCRIPTION, AND JOB DESIGN FOR ORGANIZATIONAL SUCCESS

DATE : MAY 18 - 19, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Effective Job Analysis, Job Description, and Job Design are critical components in ensuring organisational effectiveness and employee performance. This 2-day comprehensive training program aims to equip participants with the necessary knowledge and tools to conduct systematic job analyses, develop accurate and legally compliant job descriptions, and apply job design techniques that foster employee motivation and organisational efficiency. Participants will gain insights into how structured job information supports strategic HR functions such as recruitment, performance appraisal, and career development. Through interactive discussions, case studies, and practical exercises, the program will help participants translate theoretical knowledge into actionable workplace strategies that align with business goals and workforce needs.

SUSTAINABLE PROCUREMENT PRACTICES

DATE : MAY 18 - 19, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This course is designed for professionals who want to integrate sustainability into their procurement processes, equips them with the tools to make ethical purchasing decisions that benefit both their organization and the environment. It covers assessing supplier sustainability, implementing eco-friendly sourcing strategies, and fostering partnerships that promote social responsibility and economic viability. Through real-world case studies, participants learn to balance cost efficiency with environmental and social impact, driving value and innovation within their supply chain.

PERSONAL TRANSFORMATION AND INNOVATIVE LEADERSHIP (MANDARIN)

DATE : MAY 18 - 19, 2026

FEE : MEMBER - RM1, 080.00 NON MEMBER - RM1, 188.00

The growth and development of people is the highest calling of leadership. The mastery of The Success Principles is like knowing the number of a combination lock. Regardless of nationality, creed, color or gender, people who successfully learn to master these success competencies would be able to discover the code to open the lock that leads them to real success faster. In this 2-day workshop, we shall explore the five essential mind-sets which provide fundamentals involved to becoming a magnetically attractive leader. Through practical application, the learners gain credibility in dealing with their peers, subordinates and superiors.

EFFECTIVE SALES NEGOTIATIONS AND OVERCOMING SALES RESISTANCE

DATE : MAY 20 - 21, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Knowledge of how to sell is a vital ingredient for sale success. In simple terms, effective sales negotiation techniques blend talking to the right people and listening hard to find out what they want to buy. Once you've got both those elements, you can close the deal to mutual benefits. Good sales skills include anticipating and dealing with any reasons the customer may choose not to buy, known in sales terms as 'objection'. Selling techniques should include the ability to see when the customer is ready to buy, right sales techniques or closing and overcoming sales resistance.

MASTERING THE ROLE OF A SECURITY SUPERVISOR

DATE : MAY 20 - 21, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The Security Supervisors' course is planned for security shift leaders, security supervisors or personnel in-charge of security. It helps to blend the role of a security supervisor and that role of the management in order that the common goal of the organisation is achieved by the security team.

PENYELIA SEBAGAI PEGURUS 'PRODUCTION' DAN KUALITI

DATE : MAY 20 - 21, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Supervisors are the most important link in the management chain of any business enterprise. Today, the task of supervising has become more complex with the role of being the bridge between management and employees. To meet this demanding challenge, supervisors are often required to function as collaborators and consensus builders besides running the day-to-day production operations while maintaining quality of output.

WORKPLACE ENGLISH COMMUNICATION - SPEAK, WRITE & PRESENT CONFIDENTLY

DATE : MAY 20 - 21, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Information is crucial to an organisation and when this information is communicated in writing, the quality of such communications can have a significant impact on business performance and decision making. Effective business writing is concise, accurate, unambiguous, logical and easily understood. This intensive two-day course will help delegates to develop the skills necessary for successful business writing – be it reports, e-mails, letters, minutes of meetings or proposals.

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THE ESSENTIAL OF FINANCE FOR MANAGERS AND EXECUTIVES

DATE : JUNE 8 - 9, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This course provides participants with highly relevant, actionable, and practical tools to understand the financial implications of their decisions and create sustained value for their company. It also covers the essential concepts and principles of accounting at an approachable level for a broad audience. The course equips the participants with a solid understanding of business finance, enabling effective communication of the rationale for their decisions to finance colleagues.

STAY AHEAD OF MARKET TRENDS – SOLUTIONS FOR BRAND INSIGHTS

DATE : JUNE 8 - 9, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

In the present environment, companies are faced with plenty of challenges which may even challenge their survival in the post pandemic. Companies will need to innovate and find new ways to sell their products and services. This program seeks to help companies and their staff to be in tune with current changes, develop new strategies while enhancing the attitudes, skills and knowledge to be in tune with current crisis.

EMERGENCY RESPONSE PREPAREDNESS (ERP)

DATE : JUNE 8 - 9, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This training provides participants with information on what is Emergency and what is required to prevent and emergency, and if it occurs than how to control the situation with minimum casualty / harm to human, Environment and property. The 2nd Part of the training looks at Fire Emergency, which is a very dangerous situation and fire needs to be prevented or addressed ASAP. The training looks at Fire prevention methods and Fire incident response and testing the preparedness. The 3rd Part of the training provides knowledge on controlling an incident of chemical spillage.

SHIPPING THE RIGHT WAY – PROCEDURES, DOCUMENTATION AND PRACTICES

DATE : JUNE 8 - 9, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This workshop is designed to give participants an overview and an in-depth understanding and knowledge of the functions of the various shipping documents and the import/export procedures. Various types of documentations are involved in export & import activities. It is therefore important to understand the role of each document and its requirements in international trade. Exporter/Importer are also required to comply the documentary requirement of exporter/importer and his country. Incoterms are authoritative rules for determining how costs and risks are allocated to the parties and can significantly reduce misunderstandings among traders, thereby minimize trade disputes and litigation. This course will provide a complete and comprehensive insight into import & export procedures. The course will suit both beginners and those who have more than a basic understanding of import regulations.

HOW TO CONDUCT AN EFFECTIVE DOMESTIC INQUIRY

DATE : JUNE 10 - 11, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Misconduct is a wrongful act and when reported, it remains an allegation until proven. The Company has to prove the misconduct on a balance of probabilities. In order to ensure disciplinary action is carried out properly, it is of utmost importance that the Domestic Inquiry (DI) is properly conducted.

POKA YOKE-ZERO DEFECTS STRATEGY

DATE : JUNE 10 - 11, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

We must recognize that Humans do make mistakes and the mistakes might lead to product defects or safety issues. As most of our industry is still very much human-dependent due to various business reasons such as cost or limited technology, hence we need a good pro-active approach to address this “problem.” Dr. Shigeo Shingo was the person credited with creating the concept of zero defects and the techniques of Poka Yoke, the Japanese term of error-proofing or mistake proofing. The approach seeks to remove the causes of defects; or when this is impossible, to inspect each item in an inexpensive manner to ensure that it passes the quality threshold - with no defects.

ISO 9001:2015 QMS INTERNAL AUDITING

DATE : JUNE 10 - 11, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This training provides fundamental concepts and principles of internal auditing as a vital tool for assessing and improving the effectiveness of an organization's Quality Management System.

ENHANCING WORKPLACE EFFECTIVENESS THROUGH CRITICAL THINKING & PROBLEM SOLVING

DATE : JUNE 10 - 11, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This 2-day interactive training is designed to develop participants' ability to think critically and solve problems effectively in today's complex and fast-paced work environment. Through a structured approach, the program empowers participants to question assumptions, analyse root causes, evaluate alternatives, and make well-informed decisions.

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NLP LEADERSHIP PROGRAM

DATE : JUNE 22 - 23, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This is about leading with awareness and influence. Using NLP tools, it'll help leaders understand behaviour patterns, manage emotions, and communicate in ways that actually move people to action. It's mindset + leadership in one.

OPERASI STOR DAN GUDANG

DATE : JUNE 22 - 23, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Operasi Store and Gudang" (Store and Warehouse Operations) training is designed to equip participants with the skills and knowledge to manage warehouse and inventory activities effectively, focusing on cost reduction, efficiency improvement, accuracy, and customer satisfaction

UNDERSTANDING CALIBRATION CERTIFICATE

DATE : JUNE 22, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

This one-day training aims to enhance the understanding of certificates issued by calibration laboratory to their customers. In compliance to ISO 9001 and other Quality Management Systems, organizations send out their measuring instruments for calibration to ensure the traceability of their measurement to the SI units. This training will help organizations to understand services that were provided for their equipment. Some key competency includes traceability, calibration methods, understanding the calibration interval and calibration point selection. Organization can benefit by leveraging their position as customers to customize the calibration that best their purpose.

HOUSEKEEPING MANAGEMENT AT THE WORKPLACE : 6S

DATE : JUNE 22, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

To maintain a clean and safe environment for the workplace, it is important to introduce highly effective housekeeping systems which in return ensure quality and productivity in any organization.

RISK MANAGEMENT

DATE : JUNE 23, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

This course helps the organization how to manage risk in a very simple manner. The latest Quality Management System (QMS) under ISO 9001:2015 requires organization to implement risk-based thinking. This course is a step towards moving into the risk-based thinking lauded by ISO 9001:2015.

COMPETENCY BASED FORKLIFT DRIVING SKILLS

DATE : JUNE 24 - 25, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

This course emphasises both theory and practical aspects of safe forklift driving. This aims to sharpen the skills of forklift drivers and enable them to become better and safer drivers. A practical examination will be conducted at the end of the course to gauge their driving skills.

MENINGKATKAN KECEMERLANGAN KERJAYA MENGGUNAKAN KECERDASAN EMOSI (EQ) DAN INTELEK (IQ) DI TEMPAT KERJA

DATE : JUNE 24 - 25, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

In today's complex and collaborative work environment, raw intelligence (IQ) alone is no longer enough for sustained success. This intensive two-day course is designed to bridge the gap between intellectual horsepower (IQ) and emotional intelligence (EQ). Participants will learn how to leverage both sets of skills to enhance decision-making, improve communication, strengthen leadership, foster teamwork, and drive performance. This is a highly interactive program combining theory, self-assessment, practical exercises, and real-world application.

DESIGN FMEA

DATE : JUNE 24 - 25, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Design FMEA is an analytical methodology used to ensure that potential problems have been considered and addressed throughout the product and process development. In this course, by having potential design problems forecasted in advance, its preventive action can be planned. This course teaches the new upgraded D-FMEA methodology which adds a lot of value to it.

DISCOVER USEFUL FUNCTION & FORMULA IN MICROSOFT EXCEL

DATE : JUNE 24, 2026

FEE : MEMBER - RM864.00 NON MEMBER - RM1, 026.00

This in-depth, one-day course provides you with the knowledge of using formulas and functions in your daily work as well as the ability to expand your Microsoft Office Excel knowledge. There are numerous new tips you will learn irrespective of the Excel version you use and you will be armed with the knowledge to provide a logical solution.

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ERGONOMICS & MANUAL HANDLING IN THE WORKPLACE

DATE : JULY 8, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

The best practices in manual handling and related ergonomic activities at workplace is ever challenging. Manual Handling is critical for worker safety, as repetitive or sustained application of force, awkward posture of movements can easily cause injury. The One-day Manual Handling and ergonomics will underline the roles of the employer and employee in sustaining a high level and upholding the safety culture in the organization.

MEMBINA PASUKAN KERJA YANG DINAMIK DAN PROSES PENYELESAIAN MASALAH

DATE : JULY 8 - 9, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

When team members want to get better at dealing with day-to-day issues, employees can achieve much more when they solve problems and make decisions together. By developing problem-solving skills, employees can improve their ability to get to the bottom of complex situations. And by refining their decision-making skills, you can help them work together maturely, use different thinking styles, and commit collectively to decisions. Through the coursework, you will learn about and practice team building, team management and the individual's role within the team.

SIMPLIFIED ELECTRICAL ENGINEERING FOR TECHNICIANS AND ENGINEERS

DATE : JULY 8 - 9, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

This program provides a Fundamental Understanding of how electricity works in Industrial, Commercial and Domestic Installations. Participants will understand Generation, Transmission & Distribution of Electricity in General, how to use Electrical Test Equipment before putting a Machine to service, various types of Cables used and types of Installations for Electrical Systems, Various Protection Systems will be covered within this Program and Suruhanjaya Tenaga requirements of all Protection Systems utilized in Malaysia

COACHING AT WORKPLACE

DATE : JULY 7 - 8, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

Coaching in the workplace is a structured and supportive process where a coach helps an individual, team, or group to develop skills, improve performance, and achieve specific professional goals. Unlike traditional training or mentoring, coaching focuses on facilitating the employee's own learning and growth through guided conversations, asking powerful questions, and setting actionable goals rather than prescribing solutions. The main purpose of workplace coaching is to unlock the employee's potential so they can perform at their best, develop new competencies, and grow within their role or career. It supports ongoing development by promoting two-way communication, reflection, and feedback between the coach and the employee or team.

PROCESS CONTROL : MEASUREMENT AND CALIBRATION

DATE : JULY 13 - 14, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

Process control activities require measurement of both variable and attribute data, before plotting it on the control charts to recognize abnormal trends, assess statistical data distribution and computing the capability of a process under study. These data are normally acquired by using various measurement tools that come with certain level of accuracy and resolution depending on its application. It is equally critical to ensure the measurement tools are used, handled, stored and calibrated appropriately to maintain the tool accuracy and hence the data integrity.

OCCUPATIONAL EMERGENCY FIRST AID AND CPR (AED)

DATE : JULY 13 - 14, 2026

FEE : MEMBER - RM1,026.00 NON MEMBER - RM1, 188.00

This is a two-day program which will impart to participants the basic knowledge as well as skills of rendering First Aid and CPR to enable them to deal with common injuries at the workplace and life-saving skills of CPR.

CONDUCTING TRAINING NEEDS ANALYSIS (TNA) AND EVALUATING TRAINING EFFECTIVENESS

DATE : JULY 13 - 14, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

Although the training needs assessment is essential for effective efforts, this important component of training and development is often ignored. An effective analysis of training needs assesses the needs of individuals and matches these needs to organisational objectives. This allows the organisation's management to agree and implement coordinated, cost-effective and cohesive training programmes.

PROJECT MANAGEMENT & AGILE METHODOLOGIES

DATE : JULY 13 - 14, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

Project management is the art and science of converting the client's vision into reality by working efficiently, effectively and safely. Unfortunately, due to the secretive nature of some industries, knowledge gained in planning, scheduling and controlling construction and other process is rarely disseminated. Consequently, the cost of inefficiency is being incurred as a recurring cost.

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STRATEGIC NEGOTIATION & INFLUENCING SKILLS

DATE : JULY 15 - 16, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Negotiation isn't about pushing harder, it's about reading people better. Participants will be taught how to plan, persuade, and handle objections with confidence so both sides walk away winning. Practical, tactical, and instantly useful.

ROOT CAUSE FAILURE ANALYSIS FOR MAINTENANCE

DATE : JULY 15 - 16, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This session provides a detailed approach to solve maintenance and technical problems in a root-cause manner. Various tools will be taught to participants on how to apply these tools to solve any maintenance related problems.

CAPA CORRECTIVE ACTION & PREVENTIVE ACTION

DATE : JULY 15 - 16, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Quality concerns usually circle around either on issues or opportunities. Working on opportunities carries higher business value as it may reach customers without boundaries. Less constraints are expected. Working on issues on the other hand has a rather more complex journey. The main divisions here are preventive and corrective. Prevention activities and correction activities are two separate initiatives as they are meant for products or services prior to production and postproduction respectively.

HIGH IMPACT COMMUNICTAION COMPETENCIES FOR LEADERS

DATE : JULY 20 - 21, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Effective communication competencies are crucial for leaders in any organization, as they significantly influence employee engagement, satisfaction, and overall organizational effectiveness. High-impact communication competencies encompass a range of skills and strategies that leaders must master to foster a productive work environment.

SUPERVISORY SKILLS WORKSHOP: A COMPREHENSIVE GUIDE TO EFFECTIVE LEADERSHIP

DATE : JULY 20 - 21, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This workshop is designed for supervisors who want to enhance their skills and competencies in various aspects of their work. The workshop consists of nine modules that cover topics such as setting expectations, goals, and feedback, delegating tasks, solving problems, managing time and conflict, and establishing themselves as leaders. Each module includes exercises that allow participants to apply the concepts and techniques learned to real-life scenarios. The workshop is interactive, engaging, and practical. Participants will have the opportunity to share their experiences, challenges, and best practices with each other. They will also receive feedback and guidance from the facilitator throughout the workshop.

MARKETING STRATEGIES FOR FAST MOVING CONSUMER GOODS

DATE : JULY 20 - 21, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

In an ever-evolving business landscape, the ability to create marketing strategies that leave a lasting impact is a key determinant of success. This dynamic course is designed to equip participants with the essential skills to craft marketing strategies that not only stand out but also drive tangible success for businesses. Explore innovative approaches, leverage market insights, and master the art of strategic marketing to propel your endeavours to new heights.

INTERMEDIATE AND ADVANCED ENVIRONMENT, SOCIAL AND GOVERNANCE (ESG)

DATE : JULY 20 - 21, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This 2-day Intermediate & Advanced ESG program is designed to elevate participants' understanding of Environmental, Social, and Governance principles from foundational concepts to advanced strategic applications. Participants will explore ESG frameworks, performance metrics, compliance requirements, reporting standards, rating methodologies, and integration of ESG into corporate strategy and risk management. Through practical case studies, hands-on exercises, and real-world analysis, the program equips participants with the skills to implement, monitor, and enhance ESG initiatives effectively within their organizations.

PRODUCTION AND OPERATIONS MANAGEMENT - EXECUTION AND CONTROL

DATE : JULY 22 - 23, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The entire production and operations management revolving on the fact that business organisation is required to manage right through the customer order process, planning and scheduling, procurement, raw materials management, production process planning and execution, inventory control, warehousing till delivery to customers.

PEKERJA STOR DAN GUDANG YANG CEMERLANG

DATE : JULY 22 - 23, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Warehouse results depend on the skills of the store manager and storekeeper. If we want higher accuracy, fewer mistakes, faster operations, and stronger SOP discipline, then both levels must be trained with the same knowledge and standards.

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MICROSOFT EXCEL - ADVANCED LEVEL

DATE : JULY 22 - 23, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

This advanced Excel training course is designed to provide a comprehensive understanding of the advanced features of Excel, and how to master them to fulfil various complicated tasks.

MASTERING OSH WORKPLACE INSPECTION FOR SAFETY COMMITTEE TRAINING (TRAINING IN BM)

DATE : JULY 22, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

Occupational Accidents & Diseases has become a critical issue due to the fast development of the manufacturing industries in our country. As such the Malaysian Government has established a legal for organisations to establish OSH Committee (OSHC) and its duties, to improve the organisation's performance on Safety & Health. One of the OSHC crucial duty is to conduct OSH workplace Inspection. This program will provide the participants, with the much-needed knowledge and skill to conduct workplace OSH inspection.

ACCOUNTING SKILLS FOR ACCOUNT ASSISTANT AND CLERK

DATE : JULY 27 - 28, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Accounting Skills For Account Assistant and Clerk" training focuses on equipping individuals with fundamental accounting principles and practical administrative skills essential for supporting a finance department. The core objective is to ensure accurate financial record-keeping, processing of transactions, and generation of reports, enabling efficient support for management decisions.

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EFFICIENT DOCUMENT MANAGEMENT IN MSME (MICRO, SMALL & MEDIUM ENTERPRISE)

DATE : AUGUST 3 - 4, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Document management is the process used to store, organize and access all documents that are important to a MSME project. Perfect document management practices reduce risk and improve efficiency.

MICROSOFT EXCEL : TIPS, TRICKS AND SHORTCUTS

DATE : AUGUST 3, 2026

FEE : MEMBER - RM864.00 NON MEMBER - RM1, 026.00

This course is created to help you Master Time Saving Excel Keyboard Shortcuts, Tips & Tricks to improve your productivity Using real world examples. Using excel keyboard shortcuts, tips & tricks will save you tons of time and increase your productivity.

ETHICS AND COMPLIANCE IN PROCUREMENT

DATE : AUGUST 10 - 11, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This course is designed to help procurement professionals develop robust ethical policies, conduct due diligence, and foster a culture of transparency and responsibility. It equips them with the knowledge and tools to navigate ethical dilemmas and compliance challenges in procurement processes. The program aims to enhance an organization's reputation, mitigate risks, and contribute to sustainable business practices, empowering participants to become champions of ethical procurement.

ELECTRICITY AND TROUBLESHOOTING WORKSHOP FOR TECHNICIANS

DATE : AUGUST 10 - 11, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

This electricity and troubleshooting course provide a foundational understanding of how electricity works in commercial and industrial settings. In this course, participants are immersed in basic practical, real examples that illustrate basic electricity circuits and troubleshooting in their plants and facilities. Participants will learn how to use electrical test equipment in their everyday jobs before moving on to an in-depth discussion about electrical components, where and how these components work, and their purposes within electrical systems. The goal is to teach participants how to reduce equipment downtime, improve overall efficiency and safety, and fix problems when responsible for electrical troubleshooting at the workplace.

COST CONTROL MADE EASY & THE ROLE OF MANAGEMENT ACCOUNTING SYSTEMS

DATE : AUGUST 10 - 11, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Management accounting systems can be effective tools both in providing information that is useful to predict the possible consequences of alternative actions and to identify where corrective action may be required. This course focuses on the use of costing information for effective and efficient business operations. It is necessary to identify the alternative actions available, predict the possible consequences of those alternatives, and then choose the course of action that will bring the best predicted outcome.

EFFECTIVE COMMUNICATION SKILLS

DATE : AUGUST 10 - 11, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This two-day workshop is designed to enhance participants' communication skills, both verbal and nonverbal. By the end of the workshop, participants will be equipped with the tools and confidence to communicate effectively in any professional setting.

SALES ENHANCEMENT & MARKETING FUNDAMENTALS PROGRAM



DATE : AUGUST 12 - 13, 2026

FEE : MEMBER - RM1, 080.00 NON MEMBER - RM1, 188.00

This program sharpens the essentials; how to find prospects, position products, and close deals using today's marketing logic. It's perfect for teams who want to refresh their sales approach and see measurable growth

AUTOMOTIVE CORE TOOLS (APQP, PPAP, FMEA, CONTROL PLAN MSA & SPC)

DATE : AUGUST 12 - 13, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This intensive 2-day training program delivers practical knowledge and application of the Automotive Core Tools essential for ensuring product and process quality in the automotive industry. Aligned with IATF 16949:2016 requirements and AIAG guidelines, the course covers six interrelated tools: APQP, PPAP, FMEA (AIAG & VDA), Control Plan, MSA, and SPC.

TOTAL PRODUCTIVE MAINTENANCE (TPM) AND 8 PILLARS

DATE : AUGUST 12 - 13, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This training will introduce participants to the core concepts, objectives and implementation strategies of TPM, with a deep dive into its 8 foundational pillars – covering Autonomous Maintenance Planned Maintenance, Quality Maintenance, Focused Improvement, Early Equipment Management, Education and Training, Safety and Office TPM.

PRACTICAL HUMAN RESOURCES MANAGEMENT SKILLS

DATE : AUGUST 12 - 13, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The role of human resources continues to evolve, matching the pace of today's rapidly changing business environment. In addition to the human resources department, each manager or supervisor has responsibility for personally handling a variety of issues that arise within their workforce from performance issues to personal issues. This course is designed to give you the fundamentals of human resources to better prepare you for the challenges you will face in today's workplace.

EQ IN LEADERSHIP

DATE : AUGUST 12 - 13, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Emotional intelligence is the ability to understand and manage your own emotions and interactions with other people. It is recognized as a key component in effective leadership. Emotionally intelligent leaders practice self-awareness, regulate their emotions and clearly express how they're feeling to others. They can effectively gauge the needs, wants and expectations of their co-workers and team members.

PENGURUSAN DAN PENILAIAN STOK

DATE : AUGUST 17 - 18, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Inventory is one of the company's most valuable assets. If it is not managed and valued correctly, the company risks financial inaccuracies, stock losses, and operational delays. Training Store Managers and Storekeepers in Inventory Management & Stock Valuation ensures proper control, accurate reporting, and cost savings

STATISTICAL PROCESS CONTROL (SPC)

DATE : AUGUST 17 - 18, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

SPC is a continual improvement technique to address product defects and quality control in manufacturing process. It has great potential to help companies increase profits by millions through wastage reduction and quality improvement which many companies have failed to realize. The common misconception about SPC is that it is only applicable to certain industries and requires great investment. This course serves to clarify these misconceptions and provide solid foundation of the subject in a light and exciting manner.

TEKNIK-TEKNIK MENINGKATKAN PRODUKTIVITI

DATE : AUGUST 17 - 18, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Participants will be given a comprehensive overview of various aspects of productivity improvement at the workplace. Conducted in Bahasa Malaysia, this course will provide a practical guide on the various productivity improvement techniques available which will help improve cost effectiveness.

ACCIDENT AND INCIDENT INVESTIGATION, RECORDING AND REPORTING (NADOPOD)

DATE : AUGUST 17 - 18, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Accidents and hazards to health represent costly factors in the work environment and must be guarded against constantly. However, during everyday activities, we do not give any thought to the possibility of accidents in the work stations. More than two million workers die each year through work-related accidents and diseases. This figure does not account for injuries which are chronic and acute in nature. Significant number of occupational deaths and accidents could have been prevented if organizations used the best accident prevention strategies and practices. Accident investigation skill and ability is one of the best tools that management or a safety practitioner can have at his command. It does not only investigate an accident, but it prevents recurrence of such accident.

AI TOOLS FOR EDUCATORS & TRAINERS

DATE : AUGUST 19 - 20, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

Harness AI-powered tools to enhance lesson planning, assessment generation, and multimedia content creation while ensuring academic integrity and engagement.

PENGURUSAN MAKMAL SECARA EFEKTIF

DATE : AUGUST 19 - 20, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The objectives of this two-day course are two-fold, firstly, to raise the awareness of the laboratory staff concerning the importance of understanding the basic requirements for running a laboratory or working in a laboratory. Secondly, provide a guide for the general management of a good laboratory, based on certain general acceptance guidelines. This informative short course will cover topics such as good laboratory design, basic laboratory techniques, laboratory data handling, and safety in the laboratory, Good Laboratory Practice (GLP), laboratory waste management and quality system for laboratory.

SECURITY : INTERNAL INVESTIGATIONS FOR INDUSTRIES

DATE : AUGUST 19 - 20, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The process of investigations course provides a good insight into what to do when a loss report or incident is reported in an industrial environment. It provides appropriate step-by-step actions with aim to prevent such occurrence in the workplace. The processes provided will be like problem solving techniques used to solve any quality or productivity issues. Hence such knowledge can also be used to investigate any issues in an industrial environment. The course further provides knowledge of the legal aspects related to investigations and of the final preparation of a report or presentation for management.

KEPIMPINAN BERKESAN - MENGHINDARI 10 KESALAHAN SEBAGAI KETUA PASUKAN

DATE : AUGUST 19 - 20, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

It's often said that mistakes provide great learning opportunities. However, it's much better not to make mistakes in the first place! In this training, we're looking at 10 of the most common leadership and management errors and highlighting what you can do to avoid them. If you can learn about these here, rather than through experience, you'll save yourself a lot of trouble as a leader.

AUGUST



ROOT CAUSE ANALYSIS FOR PROBLEM SOLVING

DATE : SEPTEMBER 7 - 8, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

How many times do you think that you have solved a problem only to have it come back to haunt you again and again? When the same problem occurs again and again after you think you have fixed it, there is a good chance that you only addressed the symptoms and did not get to the root cause of the problem. Root cause is a factor that caused non-conformance and should be permanently eliminated. Using a systematic approach for identifying and responding to a root cause is so crucial that they are less likely to occur in the future.

COST EFFECTIVE LOGISTICS & SUPPLY CHAIN MANAGEMENT

DATE : SEPTEMBER 7 - 8, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Over the last two decades, the discipline of business logistics has advanced from warehouse and transportation management to the boardroom of enterprise. Business logistics in today's competitive environment includes all activities to move product and information to, from and between members. The supply chain provides the framework for businesses and their suppliers who join in to bring goods, services and information efficiently to the ultimate consumer. This course enables participants to learn the need for effective costing and understand various components in logistic management.

ESSENTIAL SPOKEN ENGLISH MADE EASY FOR OFFICE AND OPERATIONS STAFF

DATE : SEPTEMBER 7 - 8, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This course will enhance competency in communication within the business context. Participants will practice the appropriate use of English in situations commonly encountered in business environments.

PENYELIAAN BERKESAN : MENGHADAPI 10 CABARAN UTAMA

DATE : SEPTEMBER 7 - 8, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Supervisors are often the front line for shaping employee engagement and productivity as well as overseeing compliance with workplace polices. However, without the proper training, direction and oversight, supervisors may be more likely to take missteps in these areas. There are 10 common supervision mistakes, and this course will address what can be done to avoid them.

GOOGLE APP SHEET FOR NON-CODERS

DATE : SEPTEMBER 9 - 10, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

Develop no-code mobile and web apps from spreadsheets with Google AppSheet. Automate workflows, manage data securely, and deploy business apps without programming knowledge.

MAINTENANCE MANAGEMENT, PERFORMANCE AND IMPROVEMENT TOOLS

DATE : SEPTEMBER 9 - 10, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This training course looks at the entire core Maintenance Management disciplines that support effective work planning, scheduling and controlling. It also builds on the foundation knowledge by introducing participants to Maintenance Management and Continuous Improvement. These key tools can be used to ensure the core disciplines are maintained, with considered enhancement to drive improvement, identify best practices, and assist with the formulation and development of strategies.

PROCESS & PRODUCT VALIDATION

DATE : SEPTEMBER 9 - 10, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Process validation involves verifying that a manufacturing process consistently produces products that meet predetermined specifications and quality standards. Product validation on the other hand focuses on ensuring that the final product meets customer needs and regulatory requirements. Participants will learn about doing the process validation and product validation in accordance validation Bok (Book of Knowledge).

BEYOND BALANCING THE BOOKS:HOW THE FINANCE DEPARTMENT ADDS VALUE TO THE ORGANISATION

DATE : SEPTEMBER 21 - 22, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The Accounting or Finance Department is the crucial financial link in the organizational structure. It is entrusted with keeping accounting records and instituting necessary internal controls, procedures, cash flow, and credit control functions. As competition in the business world intensifies, a business's accounting functions become more important in creating a competitive advantage. However, to accomplish this objective, the accounting personnel of a company must be well-versed in the current and in-depth accounting functions. This, in return, provides valuable and meaningful accounting systems and timely information for decision-making.

UNDERSTANDING ISO 13485:2016 REQUIREMENTS FOR INTERNAL AUDITORS

DATE : SEPTEMBER 21 - 22, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This 2-day interactive training provides participants with a comprehensive understanding of the ISO 13485:2016 Medical Devices – Quality Management Systems Requirements for Regulatory Purposes, with a specific focus on internal auditing techniques and practices. The course equips attendees with the knowledge and skills to plan, conduct, report, and follow up on internal audits in line with ISO 19011 guidelines and ISO 13485:2016 requirements.

MANAGING KPI IN SMES

DATE : SEPTEMBER 21 - 22, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Key Performance Indicators (KPIs) are essential tools for measuring the performance and success of organizations, including Small and Medium Enterprises (SMEs). This paper explores the significance of KPIs in SMEs, the process of selecting and managing them, and the challenges faced in their implementation. It also discusses best practices and provides recommendations for SMEs to effectively utilize KPIs to enhance their operational efficiency and strategic decision-making. SMEs play a crucial role in the global economy, contributing significantly to employment and innovation. However, SMEs often face unique challenges, including limited resources, market competition, and the need for strategic growth. In this context, KPIs serve as vital metrics that help SMEs assess their performance, align their operations with strategic goals, and make informed decisions. This paper aims to provide a comprehensive overview of managing KPIs in SMEs, emphasizing their importance, selection criteria, management practices, and associated challenges.

DIGITAL PROCUREMENT TRANSFORMATION

DATE : SEPTEMBER 21 - 22, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This program is designed for procurement leaders and teams to optimize sourcing and supply chain management using digital solutions. It offers insights into leveraging technology and data analytics to enhance efficiency, transparency, and strategic decision-making. Participants will explore digital procurement tools, automation, and e-sourcing platforms, gaining practical skills to drive transformation.

CUSTOMER RELATIONSHIP MANAGEMENT AND EXCEEDING EXPECTATIONS

DATE : SEPTEMBER 23 - 24, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

In today's challenging environment, it takes 5 times more effort, time and money to get new customers than to maintain existing ones. Therefore, the customer relationship initiatives must be carefully planned and consistently supported in order to drive customer retention, cost reduction and higher profitability. This programme will help the company to relook at their current customer relationship practices, developing and innovating new service ideas and implementing these new ideas.

KEMAHIRAN PENGAWAL KESELAMATAN YANG BERKESAN

DATE : SEPTEMBER 23 - 24, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Conducted in Bahasa Malaysia, this course is tailored to provide the fundamental knowledge on security and loss prevention for security officer who are assigned to the industries. The old school thought that a security officer should only know about what he should do at the gate or only be trained on a set of work instruction has changed today, especially after the 911 incident in the US. Security personnel should have a mind set to know why he must carry out his duties professionally and how he could support the objectives of the organization he is assigned to.

ELECTRICAL SAFETY AND LOCK-OUT TAG OUT

DATE : SEPTEMBER 23 - 24, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

Understanding Control of Hazardous Energy to prevent untoward Incidents. Participants will understand all the Hazards and how to work safely in a System.

JOB INSTRUCTION DEVELOPMENT & COACHING

DATE : SEPTEMBER 28 - 29, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This training is designed to enhance the capability of supervisors, team leaders, and trainers in delivering structured, consistent, and effective on-the-job training. In many organizations, variations in how tasks are taught can lead to inconsistent quality, safety issues, and reduced efficiency.

OCCUPATIONAL EMERGENCY FIRST AID AND CPR (AED)(REFRESHER)

DATE : OCTOBER 5, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

This is a one-day awareness program which will impart to participants the basic working knowledge of First Aid and CPR to equip participants to enable them to deal with common injuries at the workplace

GOOD DISTRIBUTION PRACTICE (GDP) FOR MEDICAL DEVICES

DATE : OCTOBER 5 - 6, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

This 2-day training program is designed to provide participants with a solid understanding of Good Distribution Practice (GDP) principles for medical devices, aligned with regulatory expectations such as the Medical Device Authority (MDA) Malaysia's guidelines, GDPMD, ISO 13485, and other applicable international standards. The course emphasizes risk-based management of the distribution process to ensure product safety, quality, traceability, and regulatory compliance throughout the supply chain.

PENGURUSAN REKOD DAN FAIL YANG EFEKTIF

DATE : OCTOBER 6, 2026

FEE : MEMBER - RM756.00 NON MEMBER - RM918.00

Conduction in Bahasa Malaysia, this course helps participants with the creation, organization, maintenance, use, retrieval and disposition of records to promote efficiency and productivity in the organization.

ESTABLISHING OH&S LEGAL & OTHER REQUIREMENTS FOR INDUSTRIES

DATE : OCTOBER 7 - 8, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

Legal & another requirement of clause 6.1.3 and 9.1.2 of the ISO45001:2018. This requirement is of key importance in achieving the organization's OHS Performance. Legal and Other requirements must be the Organization's obligation towards the Occupational Safety & Health. This program also looks at the OHS legal requirements which the organisation need to comply.

MATERIALS MANAGEMENT, INVENTORY ANALYSIS & CONTROL SYSTEMS

DATE : OCTOBER 7 - 8, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

This programme equips participants with essential skills to manage materials and inventory efficiently. It covers stock planning, inventory analysis, cost control, and effective control systems to reduce errors, prevent shortages or excess stock, and improve overall warehouse and operational performance.

TEKNIK KAWALAN KUALITI

DATE : OCTOBER 12 - 13, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

Quality means degree of excellence of something measured against what has been promised. kind. A product or service is said to have quality if it meets the specs determined by designers. The designer's specs are derived from customer requirement or expectation.

MANAGING PERFORMANCE MANAGEMENT IN SMES

DATE : OCTOBER 12 - 13, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

Managing performance in small and medium-sized enterprises (SMEs) is crucial for their sustainability and growth, particularly in an increasingly competitive global market. Various factors contribute to the performance of SMEs, including the education and experience of owner-managers, effective financial management practices, human resource management, and the implementation of innovative training and development programs. Managing performance in SMEs requires a multifaceted approach that encompasses the education and experience of owner-managers, effective financial management practices, robust human resource management, and a commitment to innovation. By focusing on these areas, SMEs can enhance their performance, contribute to economic growth, and ensure their long-term sustainability.

21ST CENTURY LEADERSHIP AND MANAGEMENT SKILLS

DATE : OCTOBER 12 - 13, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

Do you want to become a better leader in any situation and context? Do you want to learn how to transform yourself, inspire others, and achieve your goals? If yes, then this workshop is for you. In this workshop, you will discover the secrets of effective leadership, from the evolution of leadership theories to the application of different leadership styles and techniques. It is especially beneficial for corporate clients who want to enhance their team performance, productivity, and morale. Whether you are a manager, a supervisor, a team leader, or an aspiring leader, this workshop will provide you with the insights and tools you need to lead yourself and others to success.

PRODUCTION CAPACITY PLANNING

DATE : OCTOBER 12 - 13, 2026

FEE : MEMBER - RM1,134.00 NON MEMBER - RM1, 296.00

Production capacity planning is the strategic process of determining how much production capacity is needed to meet forecasted demand, ensuring the optimal use of resources like machinery, labour, and materials to achieve production goals efficiently and minimize costs.

OCTOBER

PENYELENGGARAAN BERASAS MASA DAN KEADAAN

DATE : OCTOBER 14 - 15, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Time Based Maintenance is a scheduled inspection to detect conditions that might cause breakdowns and restore the equipment back to original condition. Condition Based Maintenance, is the control of equipment components where it is used until their life span maximize. Both maintenance approaches are a proactive and effective method to detect the deteriorating condition so that breakdowns can be prevented and eliminated so that production is not affected and no major losses occurred.

NEGOTIATION AND CONTRACT MANAGEMENT IN PROCUREMENT

DATE : OCTOBER 14 - 15, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

It equips participants with essential skills to navigate complex negotiations, foster win-win outcomes, and manage contracts effectively throughout their lifecycle. Through real-world scenarios and best practices, participants learn to identify leverage points, mitigate risks, ensure compliance, and build strong relationships with suppliers. This program focuses on strategic thinking and practical application, empowering procurement professionals to drive value for their organizations, enhance stakeholder satisfaction, and contribute to long-term success.

COMPETENCY BASED FORKLIFT DRIVING SKILLS

DATE : OCTOBER 14 - 15, 2026

FEE : MEMBER - RM1, 242.00 NON MEMBER - RM1, 404.00

This course emphasises on both theory and practical aspects of safe forklift driving. This aims to sharpen the skills of forklift drivers and enable them to become better and safer drivers. A practical examination will be conducted at the end of the course to gauge their driving skills.

CASH FLOW ANALYSIS, BUDGETTING, FORECASTING AND MANAGEMENT

DATE : OCTOBER 14 - 15, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Cash flow is the movement of money in and out of business. It is a critical concern of all companies and is the primary indicator of business health. Most small and medium-sized enterprises (SMEs) emphasize the importance of cash and cash flow planning. The budget prepared for companies often refers to the annual master budget. Forecasting in financial management estimates a firm's future financial needs. Careful and thoughtful planning is a crucial element to the success of any business.

CHEMICAL SPILL & SPLASH CONTROL

DATE : OCTOBER 19 - 20, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This training is essential for ensuring workplace safety, environmental protection, and regulatory compliance in any facility that handles hazardous materials. Chemical spills and splashes can occur during storage, transfer, mixing, or disposal of chemicals, potentially causing injuries, fires, contamination, or environmental harm.



OCTOBER

MANAGING AND HANDLING CHEMICALS AT THE WORKPLACE

DATE : NOVEMBER 2 - 3, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Hazardous Raw Materials or Hazardous Chemical has become part and parcel of Manufacturing Industry. As such it has become very crucial for Employers to maintain a high stand of knowledge for their work force regarding Chemical Management and Handling. It's also a requirement of OSH Act 1994 that this training is conducted once every 2years. This Course provides the participants with information on what chemicals are like, Chemical Safety Pertaining to USECHH Regulation 2000, Personal Protective Equipment and Handling Chemical Spillage.

ADVANCED NEGOTIATION AND SUPPLIER RELATIONSHIP MANAGEMENT

DATE : NOVEMBER 2 - 3, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This program is to enhance their negotiation skills and strengthen supplier partnerships. It provides strategies for navigating complex negotiations, understanding supplier dynamics, and fostering collaborative relationships. Mastering these competencies can help procurement professionals secure favourable terms and transform suppliers into valued partners, contributing to their organization's growth and competitive edge.

EFFECTIVE QA/QC

DATE : NOVEMBER 2 - 3, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Quality control and quality assurance are critical processes in the manufacturing industry as well as the service industry. Quality control function and quality assurance play a key role in ensuring customers receive products that are flawless. To achieve this function; it is very important for every organization to have trained and highly skilled QA / QC team who are not only able to detect defects but are able to avoid defects by identifying the cause of defects earlier in the overall process.

WORKPLACE INTERPERSONAL COMMUNICATION SKILLS: DEVELOPING EFFECTIVE RELATIONSHIPS

DATE : NOVEMBER 2 - 3, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

When we say the word, "communication," what do you think of? Many people will think of the spoken word. People who are hearing impaired, however, might think of sign language. We've all met that dynamic, charismatic person that just has a way with others, and has a way of being remembered. This course is designed to help delegates develop effective and polished interpersonal skills. It helps the delegate develop the skills required of liaising and networking with stakeholders. It helps delegates develop the skills which enable them to establish effective relationships. It also focuses on minimizing interpersonal conflict. Lastly it enables delegates to develop effective teams

MENJANA PEMIKIRAN POSITIF DALAM PEMBETUKAN PEKERJA CEMERLANG

DATE : NOVEMBER 16 - 17, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Everyone has the choice to think negatively or to think positively. This course is designed to demonstrate the major advantages of the latter and to show how to develop personally inbuilt positive mental attitudes for their own and for their organizations' benefit. This workshop will inspire you with new ways of thinking, will give you new perspectives, and will inspire new approaches to people and problems. This is a practical and inspirational day, providing participants with tools and techniques to substantially enhance their performance, results, output, credibility, health and overall well-being.

OCCUPATIONAL SAFETY AND HEALTH ROOT CAUSE ANALYSIS

DATE : NOVEMBER 16 - 17, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

More than two million workers die each year through work related accidents and diseases. This figure does not account for injuries which are chronic and acute in nature. Significant number of occupational deaths and accidents could have been prevented if organizations used the best accident prevention strategies and practices. Occupational safety and health root cause analysis is one of the best tools that management or a safety practitioner can have at his command. It does not only investigate an accident, but it prevents recurrence of such accident.

DATA CRUNCHING WITH PIVOT TABLES + POWER PIVOT

DATE : NOVEMBER 18, 2026

FEE : MEMBER - RM864.00 NON MEMBER - RM1, 026.00

This advanced Pivot Tables and PowerPivot course is designed for those who want to use more complex functionality of Pivot Tables within Excel, including the PowerPivot add-in which allows you to import millions of rows of data from multiple data source into a single Excel workbook, create relationships between heterogeneous data, create calculated columns and measures using formulas, build PivotTables and Pivot Charts, and then further analyse the data so that you can make timely business decisions without requiring IT assistance

NOVEMBER

MEASUREMENT SYSTEMS ANALYSIS (MSA)

DATE : DECEMBER 7 - 8, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

Many engineering decisions are only as good as the data/measurement on which they are based. This is why it is essential to make sure that your measurement system, namely, your gages/measurement equipment, appraisers, and methods, are consistent and fit for the purpose. This course covers several methods of MSA and helps you to apply the most suitable method for your operation and to meet ISO/TS-16949 requirements. Software is used to ease mathematical calculations, coupled with many actual examples and fun packed classroom games and exercises.

SELLING MADE SIMPLE: TOOLS TO JUMP START YOUR SALES SUCCESS

DATE : DECEMBER 7 - 8, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

If you are in a professional sales position, knowing these skills, qualities, abilities and immense knowledge is even more central to your daily professional life and livelihood. Today, sales professionals have the ability to earn as great or greater income than those they sell to. It is therefore almost critical to go through some systematic training to get prepared for all eventualities. In this course, you will learn about different aspects of sales, become familiar with traditional and more modern approaches and learn how to use psychology to obtain optimum results.

INTEGRATED INTERNAL AUDITOR TRAINING FOR ISO 9001:2015, ISO 14001:2015 & ISO45001:2018

DATE : DECEMBER 7 - 8, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This 2-day integrated internal auditor training program is designed to equip participants with the knowledge and practical skills to plan, conduct, report, and follow up on internal audits based on the requirements of ISO 9001:2015 (Quality), ISO 14001:2015 (Environment), and ISO 45001:2018 (Occupational Health & Safety).

KEMAHIRAN KETUA PASUKAN DALAM MENGURUSKAN BEBANAN KERJA PELBAGAI (MULTI TASKING)

DATE : DECEMBER 9 - 10, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

The role of leadership requires continuous balancing of multiple priorities. As a leader, you generally are being pulled in several directions concurrently while being asked to handle more than one situation at a time. Our technological devices now have the computer ability to perform multiple functions at the same time, the problem is that as humans we truly do not possess these equivalent capabilities, even though we think that we may be master multitaskers. In order to be an effective leader, you must balance the concurrency of your efforts in the art of multitasking. This course systematically guides team leaders towards taking up workloads and, hence, improving their multitasking skills.

MASTERING ADVANCED FINANCIAL ACCOUNTING, PRACTICES AND PROCEDURES

DATE : DECEMBER 9 - 10, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

As the competition in the business world gets intensified, the accounting functions of a business become more important in creating a competitive advantage for the business in providing accurate and timely information for decision making. However, to be able to accomplish this objective, the accounting personnel must be well versed with the current and in-depth accounting practices and the procedures.

DIGITAL TRANSFORMATION IN WAREHOUSE OPERATIONS

DATE : DECEMBER 16 - 17, 2026

FEE : MEMBER - RM1, 134.00 NON MEMBER - RM1, 296.00

This program is designed for logistics and supply chain professionals to use technology to improve warehouse operations. It equips them with the tools and insights to implement digital solutions that streamline operations, enhance inventory management, and boost productivity. This course explores technologies like automation, IoT, and data analytics, enabling optimization of workflows, cost reduction, and customer satisfaction.

DECEMBER

IN-HOUSE COURSES



FMM Institute Perak is able to tailor make in-house courses to suit individual company's needs. Course outlines and objectives are discussed with companies to customise the course and the facilitators will develop the training materials accordingly.

All In-House courses are offered under the HRD Corp Claimable

TOP 10 POPULAR IN-HOUSE COURSES CONDUCTED:

COMPETENCY BASED FORKLIFT DRIVING SKILLS

MICROSOFT EXCEL - BASIC, INTERMEDIATE & ADVANCED

ESSENTIAL SUPERVISORY AND PLANNING SKILLS

OCCUPATIONAL FIRST AID SKILLS AND CPR

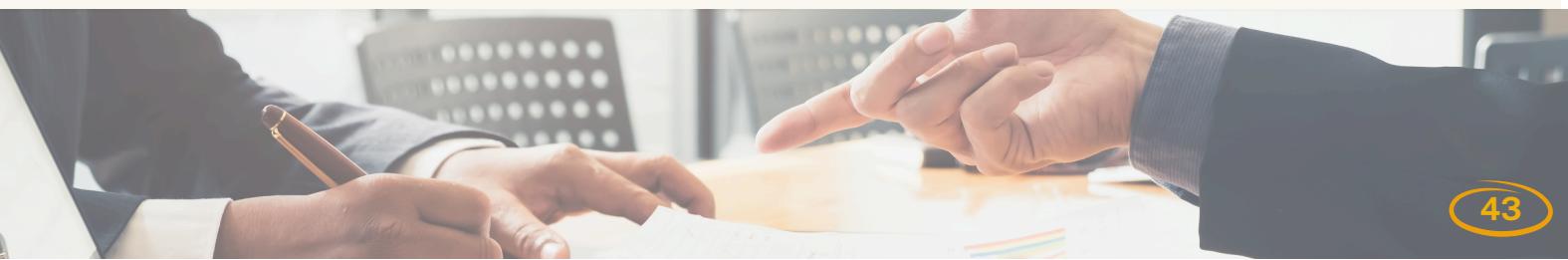
HOUSEKEEPING MANAGEMENT AT WORKPLACE 6S

ISO 9001: 2015 INTERNAL QUALITY AUDITING

UNDERSTANDING AND IMPLEMENTING ISO 9001: 2015

CHEMICAL SAFETY AND SPILLAGE CONTROL

HEARING CONSERVATION



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