



**FMM INSTITUTE KEDAH PERLIS**  
***CENTRE FOR PROFESSIONAL DEVELOPMENT***  
(475427-W) 199901000527



# TRAINING CALENDAR



The Roadmap to a Successful  
Career



# FMM INSTITUTE KEDAH PERLIS

CENTRE FOR PROFESSIONAL DEVELOPMENT

## About FMM Institute

### FMM Institute's Vision

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

### Our Quality Policy

Total commitment to service excellence and quality.



## FMM INSTITUTE PROFILE

FMM Institute, a subsidiary of the Federation of Malaysian Manufacturers, was founded to deliver skills training pertinent to the manufacturing and services sectors, thereby fostering the ongoing development of human capital. It was officially incorporated on January 12, 1999. Annually, the Institute facilitates approximately 1,000 programmes, training around 18,000 participants across various categories throughout the nation.

To fulfill its core mission of nurturing potential and enhancing the skills of individuals at all levels within the industry, FMM Institute provides an extensive array of functional corporate training programmes tailored to the specific requirements of the manufacturing and services sectors. Training programmes can be specifically designed to address the unique training needs of different industries and can be delivered on an in-house basis.

These in-house programmes are structured to be cost-effective for companies while maintaining high standards of quality and achieving the intended learning outcomes. The Institute is a strong proponent of lifelong learning. The diverse selection of Certificate and Professional Development programmes available offers working individuals the chance to obtain qualifications that facilitate their career progression.

"The best time to plant a tree is 20 years ago, the second best time is now."







# FMM INSTITUTE KEDAH PERLIS

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## Our Location



### FMM INSTITUTE KEDAH/PERLIS LOCATION

FMM Kedah was officially opened on February 18, 2008 as a Representative Office at Alor Setar. On October 8, 2009, the Reps Office was upgraded to FMM Kedah/Perlis Branch and the Official Office was at Bandar Laguna Merbok, Sungai Petani.

### Approved Training Centre (ATP)



### Collaborative Partners



MINISTRY OF HIGHER EDUCATION



JKKP/DOSH



Australian Government  
Australian Trade and Investment Commission

### TRAINING PROGRAM RECAP 2023/2024:

# 888

No of training programmes  
conducted nationwide

# 15,564

No of participants who  
attended our programmes

# 2 : 1

Ratio of participants from  
member and non-member  
companies





## PUBLIC PROGRAM TRAINING

### JANUARY

FAILURE MODE AND EFFECT ANALYSIS FOR MEDICAL DEVICE MANUFACTURING	15-16 JAN   F2F   2 DAYS   SBL-KHAS
IMPLEMENT KAIZEN WITH DMAIC PRINCIPLES	16-17 JAN   F2F   2 DAYS   SBL-KHAS
WORKSHOP ON SALARY STRUCTURE, BENEFITS & BENCHMARKING	21-22 JAN   F2F   2 DAYS   SBL-KHAS
TECHNICAL IMPLEMENTATION OF ESG: THE CRITICAL PATH FOR ESG INTEGRATION	21-22 JAN   F2F   2 DAYS   SBL-KHAS
HANDLING DIVERSITY AND INCLUSION IN THE WORKPLACE	22-23 JAN   F2F   2 DAYS   SBL-KHAS


### FEBRUARY

EMERGENCY RESPONSE TEAM (ERT) TRAINING	 5-6 FEB   F2F   2 DAYS   <b>FREE GS1 MEMBERS</b>
MICROSOFT EXCEL INTERMEDIATE TRAINING	 19-20 FEB   F2F   2 DAYS   <b>FREE GS1 MEMBERS</b>
ADVANCED ERGONOMIC SOLUTIONS AT WORKPLACE	19-20 FEB   F2F   2 DAYS   SBL-KHAS
DIGITAL TRANSFORMATION FOR MANUFACTURING COMPANY	26-27 FEB   F2F   2 DAYS   SBL-KHAS
SUPPLY CHAIN MANAGEMENT, CONCEPTS AND STRATEGIES	25-26 FEB   F2F   2 DAYS   SBL-KHAS


### MARCH

WEBINAR ON PROTECTING WORKERS WITH MACHINE GUARDING, HEARING CONSERVATION AND PPE	10 MARCH   WEBINAR   1 DAY   SBL-KHAS
EMPLOYMENT PASSPORT & FOREIGN EMPLOYEE PERMIT	11 MARCH   WEBINAR   1 DAY   SBL-KHAS
ROOT CAUSE ANALYSIS (RCA) & 7 QC TOOLS	12 MARCH   WEBINAR   1 DAY   SBL-KHAS
E-INVOICING IMPLEMENTATION AND IMPACT TO YOUR BUSINESS	13 MARCH   WEBINAR   1 DAY   SBL-KHAS
SHIPPING OPERATIONS AND CONTAINER MANAGEMENT	19-20 MARCH   WEBINAR   2 DAYS   SBL-KHAS

### APRIL

INCIDENT & ACCIDENT INVESTIGATION METHODOLOGY (ROOT CAUSE ANALYSIS) AND REPORTING	15-16 APR   F2F   2 DAYS   SBL-KHAS
PERSONAL DATA PROTECTION ACT (PDPA)	16-17 APR   F2F   2 DAYS   SBL-KHAS
OCCUPATIONAL MENTAL HEALTH FIRST AID TRAINING PROGRAMME	22-23 APR   F2F   2 DAYS   SBL-KHAS
SUPERVISORY & LEADERSHIP TRAINING	 23-24 APR   F2F   2 DAYS   <b>FREE GS1 MEMBERS</b>
SAFETY FORKLIFT DRIVING TRAINING	29-30 APR   F2F   2 DAYS   SBL-KHAS

### MAY

UNDERSTANDING AND IMPLEMENTATION OF RESPONSIBLE BUSINESS ALLIANCE (RBA VERSION 8.0)	13-14 MAY   F2F   2 DAYS   SBL-KHAS
LEAN MANUFACTURING	14-15 MAY   F2F   2 DAYS   SBL-KHAS
CRITICAL UNDERSTANDING OF ESG REPORTING	20-21 MAY   F2F   2 DAYS   SBL-KHAS
VISION ZERO: OSH COORDINATOR (OSH-C) TRAINING	 20-22 MAY   F2F   3 DAYS   SBL-KHAS
INTERNATIONAL FREE TRADE AGREEMENT: BENEFIT, FACILITATION AND IMPLEMENTATION	21-22 MAY   F2F   2 DAYS   SBL-KHAS
OSHA HEAT SAFETY TRAINING	28-29 MAY   F2F   2 DAYS   SBL-KHAS

### JUNE

MANAGING MENTAL HEALTH & PSYCHOSOCIAL HAZARD	17 JUNE   F2F   1 DAY   SBL-KHAS
MICROSOFT POWER BI TRAINING FOR BEGINNER LEVEL	17-18 JUNE   F2F   2 DAYS   SBL-KHAS
SELLING BY NOT SELLING: ENHANCING EMOTIONAL INTELLIGENCE, COMMUNICATION AND DISC FOR BUSINESS DEVELOPMENT SUCCESS	18-19 JUNE   F2F   2 DAYS   SBL-KHAS
ENHANCING SAFETY COMMITTEE: 5 DUTIES IN REGULATIONS	24-25 JUNE   F2F   2 DAYS   SBL-KHAS
INTRODUCTION TO AI IN HUMAN RESOURCE	25 JUNE   F2F   1 DAY   SBL-KHAS
EFFECTIVE VENDOR MANAGEMENT TRAINING	25-26 JUNE   F2F   2 DAYS   SBL-KHAS



## PUBLIC PROGRAM TRAINING

### JULY

CONFINED SPACE TRAINING	15-16 JUL   F2F   2 DAYS   SBL-KHAS
WAGES COMPUTATION & ESSENTIAL BENEFIT UNDER EA 1955 WITH LATEST UPDATE	16-17 JUL   ONLINE   2 DAYS   SBL-KHAS
CUSTOMS TRADE PRACTICES AGAINST TERRORISM (C-TCPAT)	22-23 JUL   F2F   2 DAYS   SBL-KHAS
MENTAL HEALTH AWARENESS In the Workplace	23-24 JUL   F2F   2 DAYS   SBL-KHAS
CRITICAL THINKING AND PROBLEM SOLVING IN CUSTOMER SERVICE	29-30 JUL   F2F   2 DAYS   SBL-KHAS

### AUGUST

REGULATIONS AND GUIDELINES RELATED TO HIRARC	13-14 AUG   F2F   2 DAYS   SBL-KHAS
LEAN MANUFACTURING AND SIX SIGMA	19-18 AUG   F2F   2 DAYS   SBL-KHAS
POWERFUL COMMUNICATION & PRESENTATION SKILLS	20-21 AUG   F2F   2 DAYS   SBL-KHAS
INDUSTRIAL TRADE COMPLIANCE FOR CUSTOMS IMPORT AND EXPORT DOCUMENTATION, REPORTING AND DECLARATION	26-27 AUG   F2F   2 DAYS   SBL-KHAS
THE POWER OF ChatGPT: SOCIAL MEDIA STRATEGY	27-28 AUG   F2F   2 DAYS   SBL-KHAS

### SEPTEMBER

NAVIGATING SMETA AUDITS	9-10 SEPT   F2F   2 DAYS   SBL-KHAS
BUILDING AN EFFECTIVE COACHING & COUNSELLING	10-11 SEPT   F2F   2 DAYS   SBL-KHAS
UNLOCKING POTENTIAL: MASTERING TRAINING NEEDS ANALYSIS (TNA) AND MEASURING TRAINING SUCCESS FOR HR PROFESSIONALS	23-24 SEPT   ONLINE   2 DAYS   SBL-KHAS
OSHA AUDIT FOR OSH COORDINATOR PRACTITIONER	24-25 SEPT   ONLINE   2 DAYS   SBL-KHAS
STRATEGIC PLANNING AND KPI DEVELOPMENT	29-30 SEPT   F2F   2 DAYS   SBL-KHAS

### OCTOBER

KURSUS PENGAWAL KESELAMATAN YANG BERKUALITI	8-9 OCT   F2F   2 DAYS   SBL-KHAS
ELECTRICAL VEHICLE SAFETY TRAINING	14-15 OCT   F2F   2 DAYS   SBL-KHAS
SCHEDULED WASTE MANAGEMENT TRAINING	14-15 OCT   F2F   2 DAYS   SBL-KHAS
INDUSTRIAL TRADE COMPLIANCE FOR CUSTOMS LMW	15-16 OCT   F2F   2 DAYS   SBL-KHAS
DEMYSTIFYING LABOUR LAWS: A COMPREHENSIVE GUIDE FOR MALAYSIAN BUSINESS	22-23 OCT   F2F   2 DAYS   SBL-KHAS
FIRE SYSTEM MANAGEMENT TRAINING	29-30 OCT   F2F   2 DAYS   SBL-KHAS

### NOVEMBER

TALK THE TALK: MASTERING INDUSTRIAL COMMUNICATION SKILLS	11-12 NOV   F2F   2 DAYS   SBL-KHAS
UNDERSTANDING SEDEx ETHICAL TRAINING INITIATIVE BASE CODE	12-13 NOV   F2F   2 DAYS   SBL-KHAS
HIRARC IMPROVEMENT FOR OSH COORDINATOR PRACTITIONER	18-19 NOV   F2F   2 DAYS   SBL-KHAS
PROCUREMENT & CONTRACT MANAGEMENT	19-20 NOV   F2F   2 DAYS   SBL-KHAS
LEADING WITH EFFECTIVE PROBLEM SOLVING, COMMUNICATION & EMOTIONAL INTELLIGENCE	25-26 NOV   F2F   2 DAYS   SBL-KHAS
WAREHOUSE MANAGEMENT & INVENTORY PERFORMANCE	26-27 NOV   F2F   2 DAYS   SBL-KHAS

### DECEMBER

WORKING AT HEIGHT TRAINING	2-3 DEC   F2F   2 DAYS   SBL-KHAS
STRATEGIC NEGOTIATION SKILL OF PROCUREMENT	3-4 DEC   F2F   2 DAYS   SBL-KHAS
MICROSOFT POWER BI TRAINING- INTERMEDIATE LEVEL	8-9 DEC   F2F   2 DAYS   SBL-KHAS
CHATBOT IN SMART MANUFACTURING	9-10 DEC   F2F   1 DAY   SBL-KHAS
DIGITAL TRANSFORMATION FOR MANUFACTURING COMPANY	10-11 DEC   F2F   2 DAYS   SBL-KHAS



# CERTIFICATE PROGRAMME

# FMM CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

**INTAKE JUNE | F2F | 5 DAYS | SBL-KHAS |**

# FMM CERTIFICATE IN EMPLOYMENT ACT

**INTAKE JULY | F2F | 5 DAYS | SBL-KHAS |**

# FMM CERTIFICATE IN INDUSTRIAL RELATIONS MANAGEMENT AND PRACTICES

**INTAKE AUGUST | F2F | 5 DAYS | SBL-KHAS |**

# FMM CERTIFICATE IN FACILITY MAINTENANCE MANAGEMENT

**INTAKE AUGUST | F2F | 5 DAYS | SBL-KHAS |**

## FMM CERTIFICATE IN PROCUREMENT, INVENTORY AND WAREHOUSE MANAGEMENT

**INTAKE AUGUST | F2F | 11 DAYS | SBL-KHAS |**

## FMM CERTIFIED QUALITY TECHNICIAN

**INTAKE SEPTEMBER | F2F | 14 DAYS | SBL-KHAS |**

## FMM CERTIFICATE IN PRODUCTION PLANNING CONTROL (PPC)

**INTAKE OCTOBER | F2F | 5 DAYS | SBL-KHAS |**

# FMM CERTIFICATE IN BOILERMAN G1 & G2

**INTAKE NOVEMBER | F2F | 4 DAYS | SBL-KHAS |**

\* FMM Institute Kedah Perlis reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

**\*More courses may be added to this schedule from time to time. Please look out for our individual brochures which will be sent to employers closer to each course.**

**\* All the above listed programmes can be customised for in-House. Feel free to contact FMM Institute (Kedah Perlis) for more details.**

**THE FMM INSTITUTE IN KEDAH AND PERLIS EXTENDS ITS BEST WISHES.**



**WE APPRECIATE YOUR  
SUPPORT.**



FOR MORE INFORMATION, CONTACT US AT:



**+04-440 3628**



**fmmkedahperlis@fmm.org.my**



**FMM INSTITUTE KEDAH PERLIS:**

**FMM INSTITUTE KEDAH PERLIS.**  
No.2, Lorong BLM 1/4, Bandar Laguna Merbok, 08000 Sungai Petani, Kedah



[https://www.fmm.org.my/Kedah\\_-s\\_Perlis.aspx](https://www.fmm.org.my/Kedah_-s_Perlis.aspx)



**FMM INSTITUTE KEDAH / PERLIS BRANCH**

No 2, Lorong BLM ¼, Bandar Laguna Merbok 08000 Sungai Petani, Kedah

Tel: 04-440 3628 / 440 3273 Fax: 04-442 6876 Email: [azim@fmm.org.my](mailto:azim@fmm.org.my) / [rozainiza@fmm.org.my](mailto:rozainiza@fmm.org.my)**REGISTRATION FORM****Programme :****Date :****Registration:**

- Upon Faxing / Mailing the completed Registration Form to FMM Institute Kedah/Perlis, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.
- Will be based on First-Come-First-Served basis.
- Published courses fees are inclusive of 6% Service Tax.

**Payment:**

- Cheques made in favour of FMM Institute should be forwarded to "FMM Institute" or bank into **Maybank account (552107615611)**
- For SBL Khas Scheme, an Attendance of 100% is a MUST; in any case, employers will be billed in full.

**Cancellation:**

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 13 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 0 – 6 working days before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

**Disclaimer:**

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**Attn: Azim / Zai****Please register the Following participant (s) for this training programme.**

(Please attach separate list if space is insufficient)

(To be completed in BLOCK LETTERS)

**A. PERSONAL PARTICULARS**

No	Name	Designation	I.C No	Tel No.

**B. SPONSORSHIP**☐

Company Sponsored

☐

Self Sponsored

☐

SBL-KHAS

**C. SUBMITTED BY (To be filled if sponsored by company)**

Name : \_\_\_\_\_ NRIC No. : \_\_\_\_\_

Designation : \_\_\_\_\_ Company Name: \_\_\_\_\_

Company Address : \_\_\_\_\_

Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail Address : \_\_\_\_\_

FMM Membership No: \_\_\_\_\_ My Corporate Identity No : \_\_\_\_\_ GST Registration No: \_\_\_\_\_

**D. DECLARATION****I hereby declare that the information provided is correct and complete.****Company Stamp****Payment Advice:**

Enclosed cheque/bank draft No. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant(s) made in favour of "FMM Institute".