



**FMM Institute**  
**Eastern Branch (475427W\_EASTERN)**  
 Centre for Professional Development

# TRAINING CALENDAR 2024

DATE	DAY	TITLE	TRAINER	REMOTE ONLINE TRAINING/ CLASSROOM	FEES	
					MEMBER	NON-MEMBER
<b>JANUARY</b>						
Jan 10, 2024	Tues	All You Need To Know About Leave & Holidays	Mr Heng Poh Suan	Remote Online Training	RM530.00	RM636.00
Jan 16-17, 2024	Tues & Wed	Engaging Effective Strategic Management to Achieve Long Term Business Sustainability	Ms Ewan Lee	Classroom	RM954.00	RM1,060.00
Jan 22-23, 2024	Mon & Tues	Incident Investigation & Analysis Using the Tripod Beta Methodology	Mr Aziz bin Hamid	Classroom	RM954.00	RM1,060.00
<b>FEBRUARY</b>						
Feb 20, 2024	Tues	Fundamental of Safety Committee	Mr Irwan Sukma	Remote Online Training	RM530.00	RM636.00
Feb 26-27, 2024	Mon & Tues	English for Business Communication	Mdm Noor Azlinda	Classroom	RM954.00	RM1,060.00
Feb 28-29, 2024	Wed & Thurs	Present Like A Pro: Unleash Your Inner Trainer	Ms Florance	Classroom	RM954.00	RM1,060.00
<b>MARCH</b>						
Mar 19-20, 2024	Tues & Wed	Conducting A Domestic Inquiry for Employment Misconducts	Mr Heng Poh Suan	Classroom	RM972.00	RM1,080.00
Mar 25-26, 2024	Mon & Tues	Cash Flow, Debtor Management & Debt Collection	Mr Tee Tuan Chuar	Classroom	RM972.00	RM1,080.00
<b>APRIL</b>						
April 1-2, 2024	Mon & Tues	Human Capital Development & Talent Management	Mr Kenneth Ng	Remote Online Training	RM864.00	RM972.00
April 3-4, 2024	Wed & Thurs	Strategies & Challenges in Office Administration Roles and Documentation	Ms Florance	Classroom	RM972.00	RM1,080.00

Training Calendar FY 2324 (IM EB)

MAY						
May 6-7, 2024	Mon & Tues	Geometric Dimensioning & Tolerancing Workshop	Mr Zamree	Classroom	RM972.00	RM1,080.00
May 17, 2024	Friday	7 QC Tools Training	Mr Ramalu	Remote Online Training	RM540.00	RM648.00
May 20-21, 2024	Wed & Thurs	Training Need Analysis (TNA) Workshop	Mr Tee Tuan Chuar	Classroom	RM972.00	RM1,080.00
May 29-30, 2024	Wed & Thurs	Custom Documentation, Ruling, Facilities & Licensed Manufacturing Warehouse (LMW)	Mr Devindran	Classroom	RM972.00	RM1,080.00
May 31, 2024	Friday	E-Invoicing Workshop	Mr T. Tharmaseelan	Remote Online Training	RM432.00	RM540.00

JUNE						
June 13-14, 2024	Thurs & Fri	LinkedIn Master for Business Growth	Mr Fareez	Classroom	RM972.00	RM1,080.00
June 24-25, 2024	Mon & Tues	Measurement System Analysis (MSA) Training	Mr Lim Kim Yook	Classroom	RM972.00	RM1,080.00
June 26-27, 2024	Wed & Thurs	First Aid, CPR and AED Training	Mr Mad Subhi	Classroom	RM972.00	RM1,080.00
June 26-27, 2024	Wed & Thurs	Trade Finance Facilities	Mdm Sharifah Mariam	Remote Online Training	RM864.00	RM972.00

JULY						
July 2, 2024	Tues	Shipping Documentation & Procedures	Mr Devindran Raju	Remote Online Training	RM540.00	RM648.00
July 8-9, 2024	Mon & Tues	Pengurusan Stor & Pengawalan Inventori	Mdm Siti Zaleha	Classroom	RM972.00	RM1,080.00
July 11, 2024	Thurs	Noise & Hearing Conservation	Mr Abdul Rahim	Classroom	RM540.00	RM648.00
July 15-16, 2024	Mon & Tues	Rotating Machine Elements Optimizing Realibility Maintainability	Mr Nyana Pragasam	Classroom	RM972.00	RM1,080.00
July 22-23, 2024	Mon & Tues	HACCP & GMP: Ingredients for Food Safety Quality Assurance	Mr Lim Kim Yook	Classroom	RM972.00	RM1,080.00

AUGUST						
Aug 6, 2024	Tues	Understanding Sexual Harrasment	Mr Heng Poh Suan	Remote Online Training	RM540.00	RM648.00
Aug 7-8, 2024	Wed & Thurs	Competitive Success Through Lean Manufacturing	Mr Tee Tuan Chuar	Classroom	RM972.00	RM1,080.00
Aug 12, 2024	Mon	Effective Document Control and Record Management	Mr Ramalu	Classroom	RM540.00	RM648.00
Aug 19-20, 2024	Mon & Tues	Production, Planning and Control Strategies	Mr Tee Tuan Chuar	Classroom	RM972.00	RM1,080.00
Aug 26-27, 2024	Mon & Tues	Effective Credit Control & Debt Collection	Mr Kenneth Ng	Remote Online Training	RM864.00	RM972.00
Aug 26-27, 2024	Mon & Tues	OSH at Workplace & Effective Safety Committee	Mr Irwan Sukma	Classroom	RM972.00	RM1,080.00

SEPTEMBER						
Sept 2-3, 2024	Mon & Tues	Pembangunan SPO's	Mdm Siti Zaleha	Remote Online Training	RM864.00	RM972.00
Sept 9-10, 2024	Mon & Tues	Effetive Time Management	Ms Florance Gabriel	Classroom	RM972.00	RM1,080.00
Sept 11-12, 2024	Wed & Thurs	Import, Export Documentation, Procedures & Incoterm 2020	Mr Devindran	Classroom	RM972.00	RM1,080.00
Sept 23-24, 2024	Mon & Tues	The Millennial (Generation Y) & Their Impact on HRM	Mr Kenneth Ng	Remote Online Training	RM864.00	RM972.00

OCTOBER						
Oct 1-2, 2024	Tues & Wed	Fundamental Supply Chain Management Workshop to Enhance Business Effectiveness	Ms Ewan Lee	Classroom	RM972.00	RM1,080.00
Oct 7-8, 2024	Mon & Tues	Teknik Kawalan Kualiti Untuk QC	Mr Muhsin	Classroom	RM972.00	RM1,080.00
Oct 23-24, 2024	Wed & Thurs	ISO 27001:2017- Information Security Management System	Mr Lim Kim Yook	Classroom	RM972.00	RM1,080.00

NOVEMBER						
Nov 4-5, 2024	Mon & Tues	Effective Recruitment, Selection & Interviewing Skills	Mr Kenneth Ng	Classroom	RM972.00	RM1,080.00
Nov 11-12, 2024	Mon & Tues	Maintenance Costs Reduction	Mr Tee Tuan Chuar	Classroom	RM972.00	RM1,080.00
Nov 18-19, 2024	Mon & Tues	Effective Negotiation Skills	Ms Ewan Lee	Remote Online Training	RM864.00	RM972.00
Nov 26-27, 2024	Tues & Wed	Emergency Preparedness, Response Plan & Responsibilities of ERT	Mr Abdul Rahim	Classroom	RM972.00	RM1,080.00

DECEMBER						
Dec 2-3, 2024	Mon & Tues	Bengkel Produktiviti: Basmi Pembaziran (Muda)	Mr Muhsin bin Ahamed	Classroom	RM972.00	RM1,080.00
Dec 10-11, 2024	Tues & Wed	Process Safety Management in Small Medium Enterprise	Mr Mohd Azimie	Classroom	RM972.00	RM1,080.00

## CERTIFICATE PROGRAMME

DATE	DAY	TITLE	HOUR	REMOTE ONLINE TRAINING/ CLASSROOM	FEE	
					MEMBER	NON MEMBER
March 21-24, 2024	Thursday - Sunday	FMM Certificate in Boilerman	4 days	CLASSROOM	1,944.00	2,592.00
May 10-13, 2024	Friday - Monday	FMM Certificate in Steam Engineer	4 days	CLASSROOM	2,376.00	3,024.00
June 15-17, 2024	Monday - Wednesday	Occupational Safety Health Coordinator (OSH-C)	3 days	CLASSROOM	972.00	1,296.00
Aug 5-7, 2024	Monday - Wednesday	Occupational Safety Health Coordinator (OSH-C)	3 days	CLASSROOM	1,026.00	1,350.00

*(Inclusive 8% SST)*

**In House Training Available  
for all programmes listed**

New programmes will be added from time to time. Please contact FMM Institute Eastern Branch for further details and schedule of programmes.

For further enquiries, please contact Ms Wan Hui / Ms Norelysya at FMM Institute, Eastern Branch at 09-515 6857 / 6858 or email: wanhui@fmm.org.my/ fmmeastern@fmm.org.my