



FMM INSTITUTE TRAINING PROGRAMMES March & April 2017

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

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

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

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

Communication

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

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