



September 29, 2020

For the attention of: Training/Human Resource Managers

TRAINING PROGRAMMES
December 2020



FMM Institute is pleased to forward you a list of our training programmes scheduled for **December 2020** as below:

Below are the programmes to be held at **FMM Selangor & Kuala Lumpur Branch** (No.8A, Jalan Pensyarah U1/28, Hicom Glenmarie Industrial Park 40150 Shah Alam, Selangor) unless otherwise stated:

PROGRAMMES	PSMB Scheme	Dates
<u>Industry 4.0, Technical and Maintenance</u>		
▪ Preparedness for Building Air Conditioning to Face Corona Spread Challenge (Remote Online Learning)	-	Dec 7 (Mon)
▪ Autonomous Maintenance (AM)	SBL	Dec 9 – 10 (Wed-Thu)
<u>Management</u>		
▪ Program Pembangunan Perkeranian	SBL	Dec 7 – 8 (Mon-Tue)
<u>Personal Development</u>		
▪ Professional Selling Skills: Practical Guide for Success (Remote Online Learning)	SBL	Dec 15 (Tue)
▪ Self-Development and Motivation (Remote Online Learning)	SBL	Dec 22 (Tue)
<u>Human Resource and Industrial Relations</u>		
▪ HR for Non-HR Managers	SBL	Dec 2 – 3 (Wed-Thu)
<u>Production, Operations, Logistics and Export Management</u>		
▪ Monitoring and Improving Factory Performance Using OEE (Overall Equipment Effectiveness)	SBL	Dec 7 – 8 (Mon-Tue)
<u>Quality Systems and Productivity Improvement</u>		
▪ AS9100:2016 Requirements and Internal Auditor Training	SBL	Dec 2 – 3 (Wed-Thu)
<u>Industrial Safety</u>		
▪ Hazard Identification, Risk Assessment and Risk Control (HIRARC) (Remote Online Learning)	SBL	Dec 2 – 3 (Wed-Thu)
▪ Occupational First Aid and Cardiopulmonary Resuscitation (CPR) Programme	SBL	Dec 9 – 10 (Wed-Thu)

For further information, please contact Pn Siti Nazihah, Pn. Fatahiyah, Cik Syazwani or Cik Azrini at tel: 03-55692950 or e-mail us at siti_nazihah@fmm.org.my , fatahiyah@fmm.org.my syazwani@fmm.org.my or azrini@fmm.org.my