



February 26, 2021

For the attention of: Training/Human Resource Managers

TRAINING PROGRAMMES
April 2021



FMM Institute is pleased to forward you a list of our training programmes scheduled for **April 2021** 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>Management</u>		
▪ Effective Meetings: The Art of Making Meetings Work (Remote Online Learning)	SBL-Khas	Apr 12 - 13 (Mon-Tue)
<u>Personal Development</u>		
▪ Effective Time Management Skills and Technique (Remote Online Learning)	SBL-Khas	Apr 7 – 8 (Wed-Thu)
<u>Customer Service, Sales and Marketing</u>		
▪ Selling in Tough Times (Remote Online Learning)	SBL-Khas	Apr 5 – 6 (Mon-Tue)
<u>Human Resource and Industrial Relations</u>		
▪ [Penjana Kerjaya] Developing and Reviewing Human Resource Policy & Procedures and Employee Handbook (Remote Online Learning)	SBL-Khas	Apr 21 – 22 (Wed-Thu)
<u>Financial Management</u>		
▪ Corporate Liability Under S.17A of The MACC Act 2019 (Remote Online Learning)	SBL-Khas	Apr 14 (Wed)
▪ Finance for Non-Financial Managers and Executives	SBL-Khas	Apr 21 -22 (Wed-Thu)
<u>Production, Operations, Logistics and Export Management</u>		
▪ Going Lean: Introduction to Lean Manufacturing System (Remote Online Learning)	SBL-Khas	Apr 1 (Thu)
▪ Letters of Credit (LC) Operations and Trade Financing	SBL-Khas	Apr 7 – 8 (Wed-Thu)
<u>Quality Systems and Productivity Improvement</u>		
▪ Teknik Kawalan Kualiti untuk QC (Remote Online Learning)	SBL-Khas	Apr 5 – 6 (Mon-Tue)
▪ ISO 45001:2018 Occupational Health and Safety Requirements and Internal Auditing Training	SBL-Khas	Apr 7 – 8 (Wed-Thu)
<u>Technical and Maintenance</u>		
▪ Technical Troubleshooting and Decision-Making for Maintenance	SBL-Khas	Apr 5 – 6 (Mon-Tue)
▪ [Penjana Kerjaya] Basic Electricity for Non-Electrical Personnel (Remote Online Learning)	SBL-Khas	Apr 14 – 15 (Wed-Thu)
▪ [Penjana Kerjaya] Autonomous Maintenance (Remote Online Learning)	SBL-Khas	Apr 26 – 27 (Mon-Tue)

PROGRAMMES	PSMB Scheme	Dates
Communication		
▪ Excellence WOW Customer Service-Handling Complaints and Managing Challenging Customer (Remote Online Learning)	SBL-Khas	Apr 12 – 13 (Mon-Tue)
▪ Effective Business English and Report Writing (Remote Online Learning)	SBL-Khas	Apr 19 – 20 (Mon-Tue)

Tips for SBL-Khas

The employer does not require paying the training fees to the training provider to reduce the employer's burden.

Application must be submitted by employers before training date commencement.

FMM Institute is Appointed as Training Provider by PERKESO

(Approval No: PERKESO.600-7/12/1/FMMInstitute(95).)

What is PENJANAKERJAYA?

PenjanaKerjaya initiative was designed under Economic Recovery Plan (PENJANA) implemented by Social Security Organisation (PERKESO). PenjanaKerjaya aims at promoting job creation and increasing employment prospects.

Under this program, eligible organizations are entitled to send your new hired employees for courses with PERKESO authorized training provider at no cost. Employers can choose from the list of approved courses at <https://penjanakerjaya.perkeso.gov.my/> for reskilling and upskilling training for your employees taken through this program.

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

Visit us at www.fmm.edu.my