



FMM INSTITUTE TRAINING PROGRAMMES August 2018

FMM Institute is pleased to forward you a list of our training programmes scheduled for August 2018.

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

PROGRAMMES	PSMB Scheme	Dates
<u>Management & Personal Development</u>		
▪ The Dynamics of Personal Power and Presence [NEW]	SBL	Aug 1 – 2
▪ Professional Development Programme for PA & Secretaries [NEW]	SBL	Aug 8 – 9
▪ Project Management for Non-Project Managers	SBL	Aug 8 – 9
▪ Developing Impactful Skills from Engineer to Leader	SBL	Aug 13 – 14
▪ Essential Skills for Managerial Success	SBL	Aug 13 – 14
<u>Customer Service, Sales and Marketing</u>		
▪ The Art of Marketing: Promote your Product to Reach the Target Customers Effectively	SBL	Aug 1 – 2
<u>Human Resource & Industrial Relations</u>		
▪ HR for Non HR Managers [NEW]	SBL	Aug 1 – 2
▪ Conducting Training Needs Analysis (TNA) and Evaluate Training Effectiveness	SBL	Aug 13 – 14
▪ The Malaysian Labour Laws Workshop [NEW]	SBL	Aug 14
<u>Financial Management</u>		
▪ Costing Made Simple for Planning and Control (for Manufacturing Environment)	SBL	Aug 6 – 7
▪ Collecting Difficult Accounts: Action Plan for Success	SBL	Aug 8 – 9

PROGRAMMES	PSMB Scheme	Dates
<u>Export Management</u>		
▪ Import, Export Procedures, Documentation and INCOTERMS 2010	SBL	Aug 1 – 2
<u>Production, Operations and Logistics</u>		
▪ Effective Negotiation Skills for Purchaser	SBL	Aug 1 – 2
▪ Warehouse / Inventory Operational Audit	SBL	Aug 8 – 9
▪ Effective Logistic Operations and Management	SBL	Aug 15 – 16
<u>Quality System and Productivity Management</u>		
▪ Lean Production System Training	SBL	Aug 1 – 2
▪ Achieving Zero Defects Through Poka Yoke [NEW]	SBL	Aug 6 – 7
▪ ISO 14001:2015 Environmental Management System (EMS) Lead Auditing Training	SBL	Aug 8 – 9
<u>Industrial Safety</u>		
▪ Fire Prevention and Fire Fighting – Train the Trainer Course [NEW]	SBL	Aug 1 – 2
▪ Behaviour-Based Safety and Safety Performance Measurements (Awarded 10 CEP Points by DOSH)	SBL	Aug 6 – 7
▪ Total Chemical Safety Management	SBL	Aug 8 – 9
▪ Hazard Identification and ERP for Safety and Health Committee [NEW]	SBL	Aug 13 – 14
<u>Maintenance and Technical</u>		
▪ Electrical and Air Conditioning Maintenance [NEW]	SBL	Aug 6 – 7
▪ Predictive Maintenance (PdM) [NEW]	SBL	Aug 13 – 14
<u>Supervisory Skills</u>		
▪ Effective Supervisory Management Skills	SBL	Aug 6 – 7
<u>Industry 4.0</u>		
▪ Understanding Industry 4.0 (venue at The Royale Chulan Damansara Hotel)	SBL	Aug 27

For further information, please contact Pn Siti Nazihah or Pn Azrini at tel: 03-62867200 or e-mail us at siti_nazihah@fmm.org.my or azrini@fmm.org.my.

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