



March 5, 2021

**For the attention of: Training/Human Resource Managers**

**TRAINING PROGRAMMES**  
**May 2021**



**FMM Institute** is pleased to forward you a list of our training programmes scheduled for **May 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
<b><u>Management</u></b>		
▪ Executive Development Programme: Formula to Reach Your Potential <b>(Remote Online Learning)</b>	SBL-Khas	May 3 - 4 (Mon-Tue)
▪ Production Manager's Survival Tools	SBL-Khas	May 5 – 6 (Wed-Thu)
▪ Effective Supervisory Management Skills <b>(Remote Online Learning)</b>	SBL-Khas	May 24 – 25 (Mon-Tue)
▪ Ensuring Resilience with an Effective Business Continuity Plan(BCP) <b>(NEW)</b>	SBL-Khas	May 25 (Tue)
▪ Impact and Influence: The Art of Persuasion (NLP Approach) <b>(Remote Online Learning)</b>	SBL-Khas	May 27 – 28 (Thu-Fri)
<b><u>Personal Development</u></b>		
▪ Developing Positive Attitudes to Increase Productivity <b>(Remote Online Learning)</b>	SBL-Khas	May 5 – 6 (Wed-Thu)
▪ Developing Excellent Time Management <b>(Remote Online Learning)</b>	SBL-Khas	May 11 (Tue)
<b><u>Customer Service, Sales and Marketing</u></b>		
▪ Leading a Sales Team: Techniques for Breakthrough Results <b>(Remote Online Learning)</b>	SBL-Khas	May 10 – 11 (Mon-Tue)
▪ Customer Relationship Management: Customer Retention <b>(Remote Online Learning)</b>	SBL-Khas	May 24 – 25 (Mon-Tue)
▪ Fundamental of Marketing <b>(Remote Online Learning)</b>	SBL-Khas	May 27 (Thu)
<b><u>Industry 4.0</u></b>		
▪ Cybersecurity Awareness <b>(Remote Online Learning)</b>	SBL-Khas	May 10 (Mon)
<b><u>Technical and Maintenance</u></b>		
▪ <b>[Penjana Kerjaya]</b> Maintenance Cost Control and Reduction & Energy Saving <b>(Remote Online Learning)</b>	SBL-Khas	May 5 – 6 (Wed-Thu)

**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.**

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](mailto:siti_nazihah@fmm.org.my) , [fatahiyah@fmm.org.my](mailto:fatahiyah@fmm.org.my) [syazwani@fmm.org.my](mailto:syazwani@fmm.org.my) or [azrini@fmm.org.my](mailto:azrini@fmm.org.my)