



## FMM INSTITUTE TRAINING PROGRAMMES July & August 2017

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

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

PROGRAMMES	PSMB Scheme	Dates
<b><u>Management &amp; Personal Development</u></b>		
▪ Time Management	SBL	Jul 10
▪ Leadership Skills for Managers (Mandarin) <span style="float: right;">[NEW]</span>	SBL	Jul 17 – 18
▪ Creative Thinking and Decision Making: Making the Right Choices and Overcoming Obstacles with Creativity	SBL	Jul 24 – 25
▪ Coaching and Mentoring Skills <span style="float: right;">[NEW]</span>	SBL	Jul 26 – 27
▪ Escalating Leaders to Higher Levels <span style="float: right;">[NEW]</span>	SBL	Aug 2 – 3
▪ The Dynamics of Personal Presence	SBL	Aug 14 – 15
▪ Project Management for Non-Project Managers <span style="float: right;">[NEW]</span>	SBL	Aug 21 – 22
▪ EQ Management Skills with Neuro-Linguistic Programming (NLP) Psychotherapy Workshop (Mandarin) <span style="float: right;">[NEW]</span>	SBL	Aug 23 – 24
▪ Essential Skills for Managers	SBL	Aug 23 – 24
▪ Leverage on The Power of Positive Mindset and Attitude	SBL	Aug 23 – 24
<b><u>Customer Service, Sales and Marketing</u></b>		
▪ Sales Negotiation: Skills to Close Deals	SBL	Aug 16 -17
<b><u>Human Resource &amp; Industrial Relations</u></b>		
▪ Understanding the Basics of Employment Act 1955 and Disciplinary Procedures	SBL	Jul 11 -12
▪ Developing Skills in HR Administration <span style="float: right;">[NEW]</span>	SBL	Aug 2 -3
▪ Conducting Training Needs Analysis (TNA) and Evaluating Training Effectiveness	SBL	Aug 9 – 10
<b><u>Financial Management</u></b>		
▪ Costing Made Simple for Planning and Control (for a Manufacturing Environment)	SBL	Aug 7 – 8
▪ Finance for Non-Financial Managers and Executives	SBL	Aug 21 – 22

- Seminar on GST Compliance and Preparation for Customs GST Audit **[NEW]** SBL Jul 24 – 25

PROGRAMMES	PSMB Scheme	Dates
<b><u>Export Management</u></b>		
▪ Import, Export Procedures, Documentations and INCOTERMS 2010	SBL	Jul 26 – 27
▪ Understanding INCOTERMS 2010 to Reduce Your Risk and Save Cost	SBL	Aug 2
<b><u>Industrial Safety</u></b>		
▪ Warehouse Safety and Manual Material Handling <b>[NEW]</b>	SBL	Jul 18 -19
▪ Total Chemical Safety Management <b>[NEW]</b>	SBL	Aug 7 – 8
▪ How to Develop an Effective Safety and Health Committee	SBL	Aug 9 – 10
▪ Occupational Health and Safety Leadership – A Paradigm	SBL	Aug 16 – 17
▪ Hazard Identification, Risk Assessment and Risk Control (HIRARC) (10 CEP POINTS AWARDED BY DOSH)	SBL	Aug 21 – 22
<b><u>Production, Operations and Logistics</u></b>		
▪ Logistics Planning and Traffic Control <b>[NEW]</b>	SBL	Aug 14 – 15
<b><u>Quality System and Productivity Management</u></b>		
▪ Eliminate Quality Problems Using 8D Approach	SBL	Jul 19 – 20
▪ ISO 14001:2015 Environmental Management System (EMS) Lead Auditing Training <b>[NEW]</b>	SBL	Aug 14 – 15
▪ ISO 9001:2015 Quality Management System(QMS)Internal Auditor Training	SBL	Aug 28 – 29
<b><u>Maintenance and Technical</u></b>		
▪ Cost Reduction Techniques for Maintenance <b>[NEW]</b>	SBL	Aug 14 – 15
<b><u>Supervisory Skills</u></b>		
▪ Sikap Kerja Positif ke Arah Kecemerlangan Organisasi <b>[NEW]</b>	SBL	Jul 24 -25
▪ Membina Penyelia Yang Berkesan dan Berprestasi	SBL	Jul 26 – 27

Below is the programme to be held at **Wisma FMM, Bandar Sri Damansara**:

PROGRAMMES	PSMB Scheme	Dates
<b><u>Communication</u></b>		
▪ FMM Certificate in English Language for Business Communication (40 Hours)	SBL	Jul 22 – Aug 20

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

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