



FMM INSTITUTE TRAINING PROGRAMMES October 2018

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

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

PROGRAMMES	PSMB Scheme	Dates
<u>Management & Personal Development</u>		
▪ Escalating Leaders to Higher Levels: What it Takes to Lead	SBL	Oct 1 – 2
▪ Managing Stress and Increase Productivity & Happiness [NEW]	SBL	Oct 3
▪ The Many Hats of Production Managers [NEW]	SBL	Oct 15 – 16
▪ Developing Leaders Business Acumen [NEW]	SBL	Oct 15 – 16
▪ Winning Strategies for Talent Management and Succession Planning	SBL	Oct 17 – 18
▪ Melahirkan Pengurus yang Cemerlang	SBL	Oct 17 – 18
<u>Customer Service, Sales and Marketing</u>		
▪ Marketing Development Conversion Programme for Senior Sales Personnel [NEW]	SBL	Oct 1 – 2
▪ Leading a Sales Team: Techniques for Breakthrough Results	SBL	Oct 8 – 9
▪ Professional Selling Skills: Practical Guide for Success	SBL	Oct 23 – 24
<u>Human Resource & Industrial Relations</u>		
▪ The Legal and Practical Aspects on Drafting Employment Contracts, HR Documents & Letters	SBL	Oct 1 – 2
▪ Employment Act 1955 and Dicipinary Procedures [NEW]	SBL	Oct 17 – 18
▪ Behavioural Interviewing Skills	SBL	Oct 29 – 30
<u>Financial Management</u>		
▪ Accounting Skills for Account Clerks & Assistants [NEW]	SBL	Oct 29 – 30

PROGRAMMES	PSMB Scheme	Dates
<u>Export Management</u>		
▪ Letters of Credit (LC) Operations and Trade Financing	SBL	Oct 17 – 18
<u>Production, Operations and Logistics</u>		
▪ Pengiraan dan Penilaian Stok	SBL	Oct 8 – 9
▪ Managing and Improving Warehouse Operations: Practices for Effective Performance	SBL	Oct 10 – 11
▪ Logistics Planning and Control	SBL	Oct 15 – 16
<u>Quality System and Productivity Management</u>		
▪ Understanding ISO 9001:2015 Quality Management System Requirements	SBL	Oct 15 – 16
▪ Fundamental of Geometric Dimensioning & Tolerancing (GD&T) [NEW]	SBL	Oct 29 – 30
<u>Industrial Safety</u>		
▪ Hazard Identification, Risk Assessment and Risk Control (HIRARC) (10 CEP Points Awarded by DOSH)	SBL	Oct 1 – 2
▪ Safe Forklift Driving Skills	SBL	Oct 9
▪ Warehouse Safety and Manual Material Handling (10 CEP Points Awarded by DOSH)	SBL	Oct 10 – 11
▪ Chemical Safety and Noise Management at Workplace [NEW] (10 CEP Points Awarded by DOSH)	SBL	Oct 15 – 16
<u>Maintenance and Technical</u>		
▪ Basic Electricity for Non-Electrical Personnel [NEW] (8 CDP Credit Hours Awarded by ST)	SBL	Oct 1 – 2
▪ Intensive Course on Soldering and Brazing [NEW]	SBL	Oct 3 – 4
▪ Penyelenggaraan Asas untuk Juruteknik	SBL	Oct 8 – 9
<u>Supervisory Skills</u>		
▪ Sikap Kerja Positif ke Arah Kecemerlangan Organisasi	SBL	Oct 1 – 2
▪ Kepimpinan dan Kemahiran Motivasi untuk Ketua Operator	SBL	Oct 8 – 9
▪ Motivasi, Hubungan Kemanusiaan, Pengurusan Masa dan Menangani Pekerja Bermasalah [NEW]	SBL	Oct 29 – 30
<u>Communication</u>		
▪ Effective Interpersonal Skills: Building Better Work Relationship [NEW]	SBL	Oct 8 – 9
<u>Industry 4.0</u>		
▪ Industry Revolution 4.0 (IR4.0): A Data-Driven Organisation [NEW]	SBL	Oct 22

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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