



FMM INSTITUTE TRAINING PROGRAMMES January & February 2017

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

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

PROGRAMMES	PSMB Scheme	Dates
<u>Management & Personal Development</u>		
▪ Developing Competencies to Deal with Difficult People and Situations	SBL	Jan 16 – 17
▪ Personal Growth Neuro-Linguistic Programming (NLP) Psychotherapy Workshop (Mandarin) [NEW]	SBL	Jan 18 – 19
▪ Winning Strategies for Talent Management and Succession Planning [NEW]	SBL	Jan 18 – 19
▪ Coaching and Mentoring Skills [NEW]	SBL	Jan 23 – 24
▪ Leadership Skills for Managers (Mandarin) [NEW]	SBL	Feb 6 – 7
▪ Leverage on The Power of Positive Mindset and Attitude	SBL	Feb 15 – 16
▪ Creative Thinking and Decision Making: Making the Right Choices and Overcoming Obstacles with Creativity	SBL	Feb 13 – 14
▪ Emotional Intelligence at Work: Fostering Human Relations for Success	SBL	Feb 22 – 23
<u>Customer Service, Sales and Marketing</u>		
▪ Leading a Sales Team	SBL	Feb 16 – 17
<u>Human Resource & Industrial Relations</u>		
▪ Absenteeism at Workplace: How to Handle and Manage Frequently-Absent Employees	SBL	Jan 5
▪ Developing Skills in HR Administration [NEW]	SBL	Feb 13 – 14
▪ Practical Approach in Managing Poor Performance at Workplace [NEW]	SBL	Feb 20 – 21
<u>Financial Management</u>		
▪ Financing Your Business [NEW]	SBL	Feb 27 – 28

PROGRAMMES	PSMB Scheme	Dates
<u>Export Management</u>		
<ul style="list-style-type: none"> Import, Export Procedures, Documentations and INCOTERMS 2010 	SBL	Feb 13 – 14
	[NEW]	
<u>Industrial Safety</u>		
<ul style="list-style-type: none"> How to Develop an Effective Safety and Health Committee 	SBL	Feb 13 – 14
<u>Production, Operations and Logistics</u>		
<ul style="list-style-type: none"> Effective Logistics Operations and Management 	[NEW]	SBL
<ul style="list-style-type: none"> Lean Production System Training 	SBL	Jan 23 – 24
<ul style="list-style-type: none"> Logistics Planning and Traffic Control 	[NEW]	SBL
		Feb 20 – 21
		Feb 27 – 28
<u>Quality System and Productivity Management</u>		
<ul style="list-style-type: none"> Eliminate Quality Problems Using 8D Approach 	SBL	Jan 11 – 12
<ul style="list-style-type: none"> ISO 14001:2015 Environmental Management System (EMS) Lead Auditing Training 	SBL	Feb 15 – 16
	[NEW]	
<u>Supervisory Skills</u>		
<ul style="list-style-type: none"> Sikap Kerja Positif ke Arah Kecemerlangan Organisasi 	[NEW]	SBL
<ul style="list-style-type: none"> Membina Penyelia Yang Berkesan dan Berprestasi 	SBL	Jan 23 – 24
		Feb 16 – 17

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

PROGRAMMES	PSMB Scheme	Dates
<u>Communication</u>		
<ul style="list-style-type: none"> FMM Certificate in English Language for Business Communication (40 Hours) 	SBL	Feb 25 – Mar 26

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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