



FMM INSTITUTE TRAINING PROGRAMMES

November 2019

FMM Institute is pleased to forward you a list of our training programmes scheduled for November 2019.

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

PROGRAMMES	PSMB SCHEME	DATES
<u>Industry 4.0</u>		
• An Introduction to Industrial Internet of Things (IIoT) @ Royale Chulan Damansara Hotel	SBL	Nov 12
• Corporate Big Data Workshop: Step-by-Step Understanding the Process of Big Data @ Wisma FMM, Bandar Sri Damansara	SBL	Nov 18 – 20
<u>Senior Management</u>		
• Leadership and People Management Proficiencies [NEW] @ Geno Hotel, Subang Jaya	SBL	Nov 6 – 7
• Develop Leadership Strength with Business Focus @ Royale Chulan Damansara Hotel	SBL	Nov 25 – 26
<u>Management & Personal Development</u>		
• Executive Development Programme: Formula to Reach Your Potential	SBL	Nov 13 – 14
• Power of Positive Mindset and Attitude: Secret to Peak Performance	SBL	Nov 25 - 26
<u>Customer Service, Sales and Marketing</u>		
• Professional Selling Skills: Practical Guide for Success	SBL	Nov 13 – 14

PROGRAMMES	PSMB SCHEME	DATES
<u>Human Resource and Industrial Relations</u>		
• Misconduct, Effective Investigation and Prosecution for Domestic Inquiry	SBL	Nov 4 – 5
• Conducting Effective Performance Dialogue and Appraisal [NEW]	SBL	Nov 20 – 21
<u>Production, Operations and Logistics</u>		
• Effective Advanced Negotiation Skills for Business Success [NEW]	SBL	Nov 4 – 5
<u>Quality Systems and Productivity Improvement</u>		
• Kaizen: Create a Culture of Continuous Improvement	SBL	Nov 18 – 19
• ISO 9001:2015 Quality Management System Internal Auditor Training	SBL	Nov 25 – 26
<u>Industrial Safety</u>		
• Understanding Noise Exposure Regulations 2019: Identify Potential Improvement and Instil Safety Practices [NEW]	SBL	Nov 6
• Safe Forklift Driving Skills	SBL	Nov 21
• Hazard Identification, Risk Assessment and Risk Control (HIRARC) (10 CEP Points Awarded by DOSH)	SBL	Nov 27 – 28
<u>Maintenance and Technical</u>		
• Maintenance Cost Control, Reductions and Energy Saving (8 CDP Credit Hours Awarded by ST)	SBL	Nov 20 – 21

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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