



FMM INSTITUTE TRAINING PROGRAMMES April 2019

FMM Institute is pleased to forward you a list of our training programmes scheduled for April 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>		
▪ Corporate Big Data Workshop: Step-by-Step Understanding the Process of Big Data @ Wisma FMM, Bandar Sri Damansara	SBL	Apr 8 – 10
▪ An Introduction to Simulation and Modeling for Industry 4.0 @ Royale Chulan Damansara Hotel	SBL	Apr 17
<u>Senior Management</u>		
▪ Enterprise Risk Management [NEW] @ Royale Chulan Damansara Hotel	SBL	Apr 15 – 16
<u>Management & Personal Development</u>		
▪ Essential Skills for Managerial Success	SBL	Apr 1 – 2
▪ Transformasi Diri dan Pembentukan Personaliti Unggul [NEW]	SBL	Apr 17 – 18
▪ Power of Positive Mindset and Attitude: Secret to Peak Performance	SBL	Apr 24 – 25
▪ Optimising Team Dynamic and Performance [NEW]	SBL	Apr 29
<u>Customer Service, Sales and Marketing</u>		
▪ Client Handling Skills [NEW]	SBL	Apr 11
<u>Human Resource and Industrial Relations</u>		
▪ Misconduct, Effective Investigation and Prosecution for Domestic Inquiry	SBL	Apr 1 – 2
▪ Developing and Reviewing Human Resource Policy & Procedures and Employee Handbook [NEW]	SBL	Apr 15 – 16

PROGRAMMES	PSMB Scheme	Dates
<u>Financial Management</u>		
▪ How to Prepare and Maintain Full Set of Accounts	SBL	Apr 17 – 18
<u>Export Management</u>		
▪ Letters of Credit (LC) Operations and Trade Financing	SBL	Apr 15 – 16
<u>Production, Operations and Logistics</u>		
▪ Lean Practices in Store, Warehouse and Logistics [NEW]	SBL	Apr 8 – 9
▪ Decision-Making in Warehousing	SBL	Apr 22 – 23
<u>Quality Systems and Productivity Improvement</u>		
▪ Minitab Basic for Data Analysis [NEW]	SBL	Apr 3 – 4
▪ Kaizen: Create a Culture of Continuous Improvement	SBL	Apr 10 – 11
▪ Teknik Kawalan Kualiti untuk QC	SBL	Apr 22 – 23
<u>Industrial Safety</u>		
▪ Behaviour-Based Safety and Safety Performance Measurement (10 CEP Points Awarded by DOSH)	SBL	Apr 3 – 4
▪ Occupational First Aid and Cardiopulmonary Resuscitation (CPR) Programme	SBL	Apr 24 – 25
<u>Maintenance and Technical</u>		
▪ Cost Reduction Techniques for Maintenance	SBL	Apr 8 – 9
▪ Maintenance Cost Control, Reductions and Energy Saving (8 CDP Credit Hours Awarded by ST)	SBL	Apr 10 – 11
<u>Supervisory Skills</u>		
▪ Effective Planning and Time Management Skills for Supervisors [NEW]	SBL	Apr 1 – 2
<u>Communication</u>		
▪ English for Managers: Failure to Heed is a Failure to Lead [NEW]	SBL	Apr 22 – 23

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.

Visit us at www.fmm.edu.my

Wisma FMM, No 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur
P O Box 28, Jinjang, 52000 Kuala Lumpur, Malaysia. Tel: 603-62867200 Fax: 603-62776712
E-mail: training@fmm.org.my Website: www.fmm.edu.my



FMM Advocates Transparency, Integrity and No Corruption