



**For the attention of: Training/Human Resource Managers**

**TRAINING PROGRAMMES**  
**August 2020**



FMM Institute is pleased to forward you a list of our training programmes scheduled for **August 2020** as below:

Below are the programmes to be held at **FMM Selangor & Kuala Lumpur Branch** unless otherwise stated:

<b>PROGRAMMES</b>	<b>PSMB Scheme</b>	<b>Dates</b>
<b><u>Industry 4.0, Technical and Maintenance</u></b>		
▪ Cost Reduction Techniques for Maintenance	SBL	Aug 10 – 11
<b><u>Management</u></b>		
▪ Kursus Motivasi, Kepimpinan, Hubungan Kemanusiaan dan Pembentukan Kumpulan Kerja	SBL	Aug 3 – 4
▪ Creative Thinking and Decision Making: Making the Right Choices and Overcoming Obstacles with Creativity	SBL	Aug 12 – 13
<b><u>Human Resource and Industrial Relations</u></b>		
▪ Conducting Training Needs Analysis (TNA) and Evaluate Training Effectiveness	SBL	Aug 17 – 18
▪ Misconduct, Effective Investigation and Prosecution for Domestic Inquiry	SBL	Aug 24 – 25
<b><u>Customer Service, Sales &amp; Marketing</u></b>		
▪ The Art of Marketing: Promote Your Product to Reach the Target Customers Effectively	SBL	Aug 3 – 4
<b><u>Quality Systems and Productivity Improvement</u></b>		
▪ 7 Alat QC dan Pelaksanaan QCC	SBL	Aug 5 – 6
<b><u>Industrial Safety</u></b>		
▪ Behaviour-Based Safety and Safety Performance Measurements	SBL	Aug 10 – 11
<b><u>Communication</u></b>		
▪ Effective Communication towards Efficient Problem-Solving and Decision-Making	SBL	Aug 10 – 11

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