



January 8, 2021

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

**TRAINING PROGRAMMES**  
**March 2021**



**FMM Institute** is pleased to forward you a list of our training programmes scheduled for **March 2021** as below:

Below are the programmes to be held at **FMM Selangor & Kuala Lumpur Branch** (No.8A, Jalan Pensyarah U1/28, Hicom Glenmarie Industrial Park 40150 Shah Alam, Selangor) unless otherwise stated:

<b>PROGRAMMES</b>	<b>PSMB Scheme</b>	<b>Dates</b>
<b><u>Senior Management</u></b>		
▪ Innovation and Creativity for Organisational Success	SBL	Mar 1 - 2 (Mon-Tue)
<b><u>Management</u></b>		
▪ Essential Skills for Managerial Success ( <b>Remote Online Learning</b> )	SBL	Mar 3 - 4 (Wed-Thu)
▪ Membina Penyelia yang Berkesan dan Berprestasi	SBL	Mar 15 – 16 (Mon-Tue)
▪ Ensuring Resilience with an Effective Business Continuity Plan(BCP) ( <b>Remote Online Learning</b> )	SBL	Mar 26 (Fri)
▪ Creative Thinking, Problem Solving and Decision Making	SBL	Mar 29 – 30 (Mon-Tue)
<b><u>Personal Development</u></b>		
▪ Strengthening Mental Toughness and Resilience (NEW) ( <b>Remote Online Learning</b> )	SBL	Mar 8 (Wed)
▪ Project Management for Non-Project Managers	SBL	Mar 17 – 18 (Wed-Thu)
▪ Sikap Kerja Positif	SBL	Mar 24 – 25 (Wed-Thu)
<b><u>Customer Service, Sales and Marketing</u></b>		
▪ Client Handling Skills ( <b>Remote Online Learning</b> )	SBL	Mar 3 (Wed)
▪ Leading a Sales Team: Techniques for a Breakthrough Results	SBL	Mar 22 – 23 (Tue-Wed)
<b><u>Human Resource and Industrial Relations</u></b>		
▪ Employers! Know your Legal Rights (Understanding Employment Act 1955 with Its Amendments) ( <b>Remote Online Learning</b> )	SBL	Mar 22 (Mon)
<b><u>Financial Management</u></b>		
▪ Management Budgeting and Reporting	SBL	Mar 15 -16 (Mon-Tue)
▪ ABC of Finance through Simulation ( <b>Remote Online Learning</b> )	SBL	Mar 15 -16 (Mon-Tue)
<b><u>Production, Operations, Logistics and Export Management</u></b>		
▪ Vendor Management ( <b>Remote Online Learning</b> )	SBL	Mar 10 – 11 (Wed-Thu)
▪ Understanding Licensed Manufacturing Warehouse (LMW)	SBL	Mar 15 – 16 (Mon-Tue)
▪ Mastering INCOTERMS 2020 ( <b>Remote Online Learning</b> )	SBL	Mar 17 – 18 (Wed-Thu)

PROGRAMMES	PSMB Scheme	Dates
<b><u>Quality Systems and Productivity Improvement</u></b>		
▪ Six Sigma for Service Industry ( <b>Remote Online Learning</b> )	SBL	Mar 1 – 2 (Mon-Tue)
▪ Achieving Defects Through Poka Yoke	SBL	Mar 3 – 4 (Wed-Thu)
▪ ISO 14001:2015 Environmental Management Systems (EMS) Lead Auditing Training	SBL	Mar 24-25 (Wed-Thu)
<b><u>Industrial Safety</u></b>		
▪ Moving Towards Understanding and Achieving an Integrated Occupational, Health, Safety and Environment (OHSE) Management System (ISO 14001:2015 and ISO 45001:2018)	SBL	Mar 16 (Tue)
▪ Total Chemical Safety Management ( <b>Awarded 10 CEP Points by DOSH</b> ) ( <b>Remote Online Learning</b> )	SBL	Mar 24 – 25 (Wed-Thu)
▪ Understanding and Implementing Job Safety Analysis (JSA)	SBL	Mar 31 – Apr 1 (Wed-Thu)
<b><u>Technical and Maintenance</u></b>		
▪ Electrical and Air Conditioning Maintenance	SBL	Mar 22 – 23 (Mon-Tue)
▪ Maintenance Planning, Scheduling and Follow-Up	SBL	Mar 31 – Apr 1 (Wed-Thu)
<b><u>Communication</u></b>		
▪ English for Customer Service ( <b>Remote Online Learning</b> )	SBL	Mar 24 – 25 (Wed-Thu)
▪ Sharpen your Speaking and Presentation Skills (NEW) ( <b>Remote Online Learning</b> )	SBL	Mar 29 – 30 (Mon-Tue)

For further information, please contact Pn Siti Nazihah, Pn. Fatahiyah, Cik Syazwani or Cik Azrini at  
tel: 03-55692950 or e-mail us at [siti\\_nazihah@fmm.org.my](mailto:siti_nazihah@fmm.org.my) , [fatahiyah@fmm.org.my](mailto:fatahiyah@fmm.org.my)  
[syazwani@fmm.org.my](mailto:syazwani@fmm.org.my) or [azrini@fmm.org.my](mailto:azrini@fmm.org.my)

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