



November 18, 2024

For the attention of: Training/Human Resource Managers



TRAINING PROGRAMMES
April 2025

FMM Institute is pleased to forward you a list of our training programmes scheduled for **April 2025** 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:

PROGRAMMES	HRD Corp Claimable Courses	Dates
<u>Management</u>		
▪ Essential Skills for Managerial Success	SBL-Khas	7 – 8 Apr (Mon-Tue)
▪ Production Manager’s Survival Tools	SBL-Khas	16 – 17 Apr (Wed-Thu)
<u>Personal Development</u>		
▪ Developing Effective and Efficient Personnel (NEW)	SBL-Khas	14 – 15 Apr (Mon-Tue)
<u>Customer Service, Sales and Marketing</u>		
▪ Stay Ahead of Market Trends – Solutions for Brand Insight	SBL-Khas	21 – 22 Apr (Mon-Tue)
<u>Human Resource and Industrial Relations</u>		
▪ Cost Optimization for Human Resource Department in Unpredictable Business Environment	SBL-Khas	14 – 15 Apr (Mon-Tue)
<u>Financial Management</u>		
▪ Finance for Non-Financial Managers and Executives	SBL-Khas	14 – 15 Apr (Mon-Tue)
<u>Quality Systems and Productivity Improvement</u>		
▪ ISO 9001:2015 Awareness Workshop	SBL-Khas	21 – 22 Apr (Mon-Tue)
▪ Internal Audit Training for 45001:2018 (Occupational Health & Safety) (NEW)	SBL-Khas	23 – 24 Apr (Wed-Thu)
<u>Technical and Maintenance</u>		
▪ Chiller and Cooling Tower Plant Optimization	SBL-Khas	2 – 3 Apr (Mon-Tue)
<u>Certificate Training</u>		
▪ FMM Certificate in Warehouse Management	SBL-Khas	11,12 & 24-26 Apr (Mon-Tue)

HRD Corp Claimable Course

Grant approval from HRD Corp is required prior to commencement of programme.

For further information, please contact Pn Siti Nazihah or Pn. Fatahiyah at tel: 03-55692950 or e-mail us at fmm_institute_selangork@fmm.org.my