



June 21, 2021

For the attention of: Training/Human Resource Managers

TRAINING PROGRAMMES
August 2021



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

PROGRAMMES	PSMB Scheme	Dates
<u>Management</u>		
• Kursus Motivasi, Kepimpinan, Hubungan Kemanusiaan dan Pembentukan Kumpulan Kerja	SBL-Khas	Aug 2 - 3 (Mon-Tue)
• Creative Thinking, Problem Solving and Decision Making (<i>Remote Online Learning</i>)	SBL-Khas	Aug 16 – 17 (Mon-Tue)
• Program Pembangunan Perkeranian (<i>Remote Online Learning</i>)	SBL-Khas	Aug 23 - 24 (Mon-Tue)
<u>Personal Development</u>		
• Emotional Intelligence (EQ) at Work: Fostering Human Relations for Success (<i>Remote Online Learning</i>)	SBL-Khas	Aug 11 – 12 (Wed-Thu)
<u>Customer Services, Sales and Marketing</u>		
• The Art of Marketing: Promote your Products to Reach the Target Customers Effectively (<i>Remote Online Learning</i>)	SBL-Khas	Aug 4 – 5 (Wed-Thu)
• The Magic Moment in Customer Service (<i>Remote Online Learning</i>)	SBL-Khas	Aug 11 - 12 (Wed-Thu)
<u>Human Resource and Industrial Relations</u>		
• Conducting Training Needs Analysis (TNA) and Evaluating Training Effectiveness	SBL-Khas	Aug 23 – 24 (Mon-Tue)
• Misconduct, Effective Investigation and Prosecution for Domestic Inquiry	SBL-Khas	Aug 25 - 26 (Wed-Thu)
<u>Financial Management</u>		
• Practical Cost and Costing Management for Planning and Control for Manufacturing Industries (<i>Remote Online Learning</i>)	SBL-Khas	Aug 16 – 17 (Wed-Thu)
<u>Production, Operations and Logistics, Export Management</u>		
• Shop Floor Control and Management (SFCM) (<i>Remote Online Learning</i>)	SBL-Khas	Aug 4 – 5 (Wed-Thu)
• Warehouse Management in 21st Century: Improving Efficiency of the Supply Chain System (<i>Remote Online Learning</i>)	SBL-Khas	Aug 23 - 24 (Mon-Tue)

PROGRAMMES	PSMB Scheme	Dates
<u>Quality System and Productivity Improvement</u>		
<ul style="list-style-type: none"> 7 Alat QC dan Pelaksanaan QCC (<i>Remote Online Learning</i>) 	SBL-Khas	Aug 4 – 5 (Wed-Thu)
<u>Industrial Safety</u>		
<ul style="list-style-type: none"> Scheduled Waste Management (<i>Remote Online Learning</i>) 	SBL-Khas	Aug 16 – 17 (Wed-Thu)
<u>Technical and Maintenance</u>		
<ul style="list-style-type: none"> Penyelenggaraan Asas untuk Juruteknik 	SBL-Khas	Aug 4 – 5 (Wed-Thu)
<u>Communication</u>		
<ul style="list-style-type: none"> Effective Communication towards Efficient Problem-Solving and Decision-Making (<i>Remote Online Learning</i>) 	SBL-Khas	Aug 25 – 26 (Wed-Thu)

Tips for SBL-Khas

The employer does not require paying the training fees to the training provider to reduce the employer's burden.

Application must be submitted by employers before training date commencement.

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 , fatahiyah@fmm.org.my syazwani@fmm.org.my or azrini@fmm.org.my

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