



For the attention of: Training/Human Resource Managers



TRAINING PROGRAMMES
December 2021

FMM Institute is pleased to forward you a list of our training programmes scheduled for **December 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>Senior Management</u>		
• Employee, Royalty, Review and Reward: A Strategy for Effective Succession	SBL-Khas	Dec 1 - 2 (Wed-Thu)
<u>Management</u>		
• Effective Supervisory Management Skills (<i>Remote Online Learning</i>)	SBL-Khas	Dec 8 - 9 (Wed-Thu)
<u>Customer Services, Sales and Marketing</u>		
• Professional Selling Skills: Practical Guide for Success (<i>Remote Online Learning</i>)	SBL-Khas	Dec 8 - 9 (Wed-Thu)
• Key Account Management	SBL-Khas	Dec 13 - 14 (Mon-Tue)
<u>Human Resource & Industrial Relation</u>		
• HR for Non-HR Managers	SBL-Khas	Dec 1 - 2 (Wed-Thu)
<u>Production, Operations and Logistics, Export Management</u>		
• Pengiraan dan Penilaian Stok	SBL-Khas	Dec 1 - 2 (Wed-Thu)
• Checking Shipping Documents for Negotiation under LCs (NEW)	SBL-Khas	Dec 7 (Tue)

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