



**FMM INSTITUTE TRAINING PROGRAMMES**

**December 2019**



FMM Institute is pleased to forward you a list of our training programmes scheduled for December 2019.

Below are the programmes to be held at **Shah Alam Convention Centre** unless otherwise stated:

<b>PROGRAMMES</b>	<b>PSMB SCHEME</b>	<b>DATES</b>
<b><u>Senior Management</u></b>		
<ul style="list-style-type: none"> <li>Strategic Planning for Senior Management @ <i>Royale Chulan Damansara Hotel</i></li> </ul>	SBL	Dec 16 – 17
<b><u>Management &amp; Personal Development</u></b>		
<ul style="list-style-type: none"> <li>Coaching Employees for Performance, Development and Retention</li> <li>Production Manager's Survival Tools</li> </ul>	SBL	Dec 2 – 3
<b><u>Customer Service, Sales and Marketing</u></b>		
<ul style="list-style-type: none"> <li>The Art of Marketing: Promote Your Products to Reach the Target Customers Effectively</li> </ul>	SBL	Dec 9 – 10
<b><u>Human Resource and Industrial Relations</u></b>		
<ul style="list-style-type: none"> <li>HR for Non-HR Managers</li> </ul>	SBL	Dec 4 – 5
<b><u>Production, Operations and Logistics</u></b>		
<ul style="list-style-type: none"> <li>Effective Inventory Control: Balancing Cost and Operation Efficiency</li> <li>Lean Practices in Store, Warehouse and Logistics <b>[NEW]</b></li> </ul>	SBL	Dec 9 – 10
<b><u>Supervisory Skills</u></b>		
<ul style="list-style-type: none"> <li>Membina Penyelia Yang Berkesan dan Berprestasi</li> </ul>	SBL	Dec 2 – 3

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