



December 9, 2020

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

**TRAINING PROGRAMMES**  
**February 2021**



**FMM Institute** is pleased to forward you a list of our training programmes scheduled for **February 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>Industry 4.0, Technical and Maintenance</u></b>		
▪ Penyelenggaraan Asas untuk Juruteknik	SBL	Feb 8 – 9 (Mon-Tue)
▪ Automation and Industry 4.0	SBL	Feb 15 (Mon)
▪ An Introduction to Industrial Internet of Things (IIoT)	SBL	Feb 16 (Tue)
<b><u>Management</u></b>		
▪ Kursus Motivasi, Kepimpinan, Hubungan Kemanusiaan dan Pembentukan Kumpulan Kerja	SBL	Feb 8 - 9 (Mon-Tue)
▪ Program Pembangunan Perkeranian	SBL	Feb 17 – 18 (Wed-Thu)
<b><u>Personal Development</u></b>		
▪ Emotional Intelligence (EQ) at Work: Fostering Human Relations for Success	SBL	Feb 3 – 4 (Wed-Thu)
▪ Driving Performance Through Acknowledgement (4hours) <b>(Remote Online Learning)</b>		Feb 23 (Tue)
<b><u>Customer Service, Sales and Marketing</u></b>		
▪ The Art of Marketing: Promote your Products to Reach the Target Customers Effectively	SBL	Feb 22 – 23 (Mon-Tue)
<b><u>Human Resource and Industrial Relations</u></b>		
▪ Misconduct, Effective Investigation and Prosecution for Domestic Inquiry	SBL	Feb 8 – 9 (Mon-Tue)
▪ Conducting Training Needs Analysis (TNA) and Evaluate Training Effectiveness	SBL	Feb 22 – 23 (Mon-Tue)
<b><u>Financial Management</u></b>		
▪ Practical Cost and Costing Management for Planning and Control for Manufacturing Industries	SBL	Feb 8 - 9 (Mon-Tue)
<b><u>Production, Operations, Logistics and Export Management</u></b>		
▪ Warehouse Management in the 21st Century: Improving Efficiency of the Supply Chain System	SBL	Feb 17 – 18 (Wed-Thu)
▪ Shop Floor Control and Management (SFCM)	SBL	Feb 24 – 25 (Wed-Thu)
<b><u>Quality Systems and Productivity Improvement</u></b>		
▪ 7 Alat QC dan Pelaksanaan QCC	SBL	Feb 24 – 25 (Wed-Thu)

<b>PROGRAMMES</b>	<b>PSMB Scheme</b>	<b>Dates</b>
<b><u>Industrial Safety</u></b>		
▪ Scheduled Waste Management	SBL	Feb 22 – 23 (Mon-Tue)
<b><u>Communication</u></b>		
▪ Effective Communication Towards Efficient Problem-Solving and Decision-Making	SBL	Feb 10 – 11 (Wed-Thu)

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)

Visit us at [www.fmm.edu.my](http://www.fmm.edu.my)