



## FMM INSTITUTE TRAINING PROGRAMMES January 2019

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

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

PROGRAMMES	PSMB Scheme	Dates
<b><u>Senior Management</u></b>		
▪ Innovation and Creativity for Organisational Success [NEW] @ <i>Royale Chulan Damansara Hotel</i>	SBL	Jan 14 – 15
▪ Talent Management and Succession Planning for Senior Management [NEW] @ <i>Royale Chulan Damansara Hotel</i>	SBL	Jan 23 – 24
<b><u>Management &amp; Personal Development</u></b>		
▪ Coaching and Mentoring Skills	SBL	Jan 14 – 15
▪ Leading Conflict Resolution and Collaboration at the Workplace	SBL	Jan 16 – 17
▪ Professional Development Programme for PAs and Secretaries	SBL	Jan 23 – 24
▪ Impact and Influence: The Art of Persuasion	SBL	Jan 30 – 31
<b><u>Human Resource and Industrial Relations</u></b>		
▪ Conducting TNA and Evaluate Training Effectiveness	SBL	Jan 9 – 10
<b><u>Export Management</u></b>		
▪ Understanding Licensed Manufacturing Warehouse (LMW) [NEW]	SBL	Jan 28 – 29
<b><u>Financial Management</u></b>		
▪ Building an Effective Credit Risk Management [NEW]	SBL	Jan 9 – 10

PROGRAMMES	PSMB Scheme	Dates
<b><u>Production, Operations and Logistics</u></b>		
▪ Best Practices in Inventory Management [NEW]	SBL	Jan 14
▪ Effective Negotiation Skills for Purchasers	SBL	Jan 30 – 31
<b><u>Quality Systems and Productivity Improvement</u></b>		
▪ 7 Alat QC dan Pelaksanaan QCC	SBL	Jan 16 – 17
▪ Total Quality Management	SBL	Jan 28 – 29
<b><u>Industrial Safety</u></b>		
▪ How to Develop an Effective Safety and Health Committee	SBL	Jan 28 – 29
<b><u>Maintenance and Technical</u></b>		
▪ Electrical and Air Conditioning Maintenance	SBL	Jan 23 – 24
<b><u>Supervisory Skills</u></b>		
▪ Effective Supervisory Management Skills	SBL	Jan 23 – 24
<b><u>Communication</u></b>		
▪ Effective Communication Skills at Workplace [NEW]	SBL	Jan 23 – 24

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