



For the attention of: Training/Human Resource Managers

TRAINING PROGRAMMES
January 2020



FMM Institute is pleased to forward you a list of our training programmes scheduled for **January 2020** as below:

Below are the programmes to be held at **Concorde Hotel Shah Alam** unless otherwise stated:

PROGRAMMES	PSMB Scheme	Dates
<u>Senior Management</u>		
▪ Blue Ocean Strategy – A Case Study Approach	SBL	Jan 13 – 14
<u>Management</u>		
▪ Leading Conflict Resolution and Collaboration at the Workplace	SBL	Jan 8 – 9
▪ Leadership Skills for Manager: A Mentoring Culture	SBL	Jan 13 – 14
<u>Personal Development</u>		
▪ Developing Positive Attitudes to Increase Productivity	SBL	Jan 13 – 14
▪ Effective Planning and Time Management Skills for Supervisors	SBL	Jan 15 – 16
▪ Meningkatkan Keberkesanan Diri	SBL	Jan 20 -21
<u>Customer Service, Sales & Marketing</u>		
▪ Sales Negotiation: Skills to Close Deals	SBL	Jan 20 – 21
<u>Human Resource & Industrial Relations</u>		
▪ Managing Employee Performance	SBL	Jan 15 – 16
<u>Production, Operations, Logistics and Export Management</u>		
▪ Operasi Stor dan Gudang	SBL	Jan 15 – 16
▪ Cost Reduction Strategies for the manufacturing Industry: Putting Strategy into Execution	SBL	Jan 20 – 21
<u>Quality Systems & Productivity Improvement</u>		
▪ Total Quality Management	SBL	Jan 15 – 16

PROGRAMMES	PSMB Scheme	Dates
<u>Industry 4.0, Technical and Maintenance</u>		
▪ Basic Electricity for Non-Electrical Personnel	SBL	Jan 13 – 14
<u>Industrial Safety</u>		
▪ Accident Prevention and Investigation at Workplace	SBL	Jan 8 – 9
▪ Safe Forklift Driving Skills	SBL	Jan 15
▪ Understanding Noise Exposure Regulations 2019: Identify Potential Improvement and Instil Safety Practices	SBL	Jan 16

For further information, please contact Pn Siti Nazihah, Cik Syazwani or Cik Azrini at tel: 03-62867200 or e-mail us at siti_nazihah@fmm.org.my , syazwani@fmm.org.my or azrini@fmm.org.my

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