



October 24, 2024

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



**TRAINING PROGRAMMES**  
**JANUARY 2025**

**FMM Institute** is pleased to forward you a list of our training programmes scheduled for **January 2025** 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>HRD Corp Claimable Courses</b>	<b>Dates</b>
<b><u>Management</u></b>		
▪ Leadership and People Management Proficiencies	SBL-Khas	13 – 14 Jan (Mon-Tue)
<b><u>Personal Development</u></b>		
▪ Sikap Kerja Positif	SBL-Khas	8 – 9 Jan (Wed-Thu)
▪ Kemahiran Teknik Pengurusan Masa yang Berkesan <i>(NEW)</i>	SBL-Khas	20 – 21 Jan (Mon-Tue)
<b><u>Human Resource and Industrial Relations</u></b>		
▪ Understanding Employment Act 1955 and its Amendment	SBL-Khas	15 – 16 Jan (Wed-Thu)
<b><u>Quality Systems and Productivity Improvement</u></b>		
▪ Production Planning and Control in Creating Sufficiency <i>(NEW)</i>	SBL-Khas	20 – 21 Jan (Mon-Tue)
<b><u>Industrial Safety</u></b>		
▪ Scheduled Waste Management	SBL-Khas	6 – 7 Jan (Mon-Tue)
▪ Importance of HIRARC at the Workplace		22 – 23 Jan (Wed-Thu)

**HRD Corp Claimable Course**

Grant approval from HRD Corp is required prior to commencement of programme.

For further information, please contact Pn Siti Nazihah or Pn. Fatahiyah at tel: 03-55692950 or e-mail us at [fmm\\_institute\\_selangorkl@fmm.org.my](mailto:fmm_institute_selangorkl@fmm.org.my)