



For the attention of: Training/Human Resource Managers

TRAINING PROGRAMMES
July 2020



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

Below are the programmes to be held at **FMM Selangor & Kuala Lumpur Branch** unless otherwise stated:

PROGRAMMES	PSMB Scheme	Dates
<u>Industry 4.0, Technical and Maintenance</u>		
▪ Basic Electricity for Non-Electrical Personnel	SBL	Jul 13 – 14
<u>Management</u>		
▪ Leadership Skills for Managers: A Mentoring Culture (NEW)	SBL	Jul 13 – 14
▪ The Do's and Don'ts in Decision-Making for Supervisors	SBL	Jul 27 – 28
<u>Personal Development</u>		
▪ Developing Positive Attitudes to Increase Productivity (REVISED)	SBL	Jul 13 – 14
▪ Effective Planning and Time Management Skills for Supervisors	SBL	Jul 15 – 16
▪ Meningkatkan Keberkesanan Diri	SBL	Jul 27 – 28
<u>Customer Service, Sales & Marketing</u>		
▪ Sales Negotiation: Skills to Close Deals	SBL	Jul 20 – 21
<u>Production, Operations, Logistics and Export Management</u>		
▪ Cost Reduction Strategies for the Manufacturing Industry: Putting Strategy into Execution	SBL	Jul 13 – 14
▪ Operasi Stor dan Gudang	SBL	Jul 15 – 16
<u>Industrial Safety</u>		
▪ Safe Forklift Driving Skills	SBL	Jul 15

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 , fatahiyah@fmm.org.my syazwani@fmm.org.my or azrini@fmm.org.my