



April 19, 2021

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

**TRAINING PROGRAMMES**  
**July 2021**



**FMM Institute** is pleased to forward you a list of our training programmes scheduled for **July 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>Customer Service, Sales and Marketing</u></b>		
▪ Leading Conflict Resolution and Collaboration at the Workplace	SBL-Khas	July 12 – 13 (Mon-Tue)
▪ Leadership Skills for Managers: A Mentoring Culture	SBL-Khas	July 12 – 13 (Mon-Tue)
▪ Meningkatkan Keberkesanan Diri	SBL-Khas	July 12 – 13 (Mon-Tue)
<b><u>Production, Operations and Logistics, Export Management</u></b>		
▪ Operasi Stor dan Gudang	SBL-Khas	July 28 – 29 (Wed-Thu)
▪ Vendor Management	SBL-Khas	July 22 – 23 (Mon-Tue)
<b><u>Quality System and Productivity Improvement</u></b>		
▪ Total Quality Management	SBL-Khas	July 5 – 6 (Mon-Tue)
<b><u>Industrial Safety</u></b>		
▪ Hazardous Chemical Exposure, Usage and Handling Training <i>(10 CEP Point awarded by DOSH)</i>	SBL-Khas	July 8 – 9 (Thu-Fri)
▪ Understanding Noise Exposure Regulations 2019: Identify Potential Improvement and Instil Safety Practices	SBL-Khas	July 15 (Thu)
<b><u>Technical and Maintenance</u></b>		
▪ Basic Electricity for Non-Electrical Personnel	SBL-Khas	July 7 – 8 (Wed-Thu)

**Tips for SBL-Khas**

**The employer does not require paying the training fees to the training provider to reduce the employer's burden.**

**Application must be submitted by employers before training date commencement.**

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)