



March 18, 2021

For the attention of: Training/Human Resource Managers

TRAINING PROGRAMMES
June 2021



FMM Institute is pleased to forward you a list of our training programmes scheduled for **June 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:

PROGRAMMES	PSMB Scheme	Dates
<u>Senior Management</u>		
▪ Employee Loyalty, Review and Reward: A Strategy for Effective Succession (Remote Online Learning)	SBL-Khas	Jun 29 - 30 (Tue-Wed)
<u>Customer Service, Sales and Marketing</u>		
▪ Professional Selling Skills: Practical Guide for Success (Remote Online Learning)	SBL-Khas	Jun 21 – 22 (Mon-Tue)
<u>Human Resource and Industrial Relations</u>		
▪ Developing Skills for HR Administration	SBL-Khas	Jun 2 – 3 (Wed-Thu)
▪ HR for Non-HR Managers (Remote Online Learning)	SBL-Khas	Jun 14 – 15 (Mon-Tue)
▪ Driving Performance Through Acknowledgement (Remote Online Learning)	SBL-Khas	Jun 17 (Thu)
<u>Production, Operations and Logistics, Export Management</u>		
▪ Pengiraan dan Penilaian Stok	SBL-Khas	Jun 2 – 3 (Wed-Thu)
<u>Quality System and Productivity Improvement</u>		
▪ ISO 9001:2015 Quality Management System (QMS) Internal Auditor Training	SBL-Khas	Jun 16 – 17 (Wed-Thu)
▪ Eliminate Quality Problems Using 8D Approach (Remote Online Learning)	SBL-Khas	Jun 21 – 22 (Mon-Tue)
<u>Industrial Safety</u>		
▪ Occupational First Aid and Cardiopulmonary Resuscitation (CPR) Programme	SBL-Khas	Jun 21 – 22 (Mon-Tue)
▪ Mengendali Bahan Kimia Dengan Selamat (Remote Online Learning)	SBL-Khas	Jun 23 – 24 (Wed-Thu)
<u>Technical and Maintenance</u>		
▪ Maintenance Cost Control, Reductions and Energy Saving	SBL-Khas	Jun 9 – 10 (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
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