



January 8, 2021

For the attention of: Training/Human Resource Managers

TRAINING PROGRAMMES
March 2021



FMM Institute is pleased to forward you a list of our training programmes scheduled for **March 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>		
▪ Innovation and Creativity for Organisational Success	SBL	Mar 1 - 2 (Mon-Tue)
<u>Management</u>		
▪ Essential Skills for Managerial Success (Remote Online Learning)	SBL	Mar 3 - 4 (Wed-Thu)
▪ Membina Penyelia yang Berkesan dan Berprestasi	SBL	Mar 15 – 16 (Mon-Tue)
▪ Creative Thinking, Problem Solving and Decision Making	SBL	Mar 29 – 30 (Mon-Tue)
<u>Personal Development</u>		
▪ Developing Positive Attitudes to Increase Productivity	SBL	Mar 8 – 9 (Wed-Thu)
▪ Project Management for Non-Project Managers	SBL	Mar 17 – 18 (Wed-Thu)
▪ Sikap Kerja Positif	SBL	Mar 24 – 25 (Wed-Thu)
<u>Customer Service, Sales and Marketing</u>		
▪ Client Handling Skills	SBL	Mar 3 (Wed)
▪ Leading a Sales Team: Techniques for a Breakthrough Results	SBL	Mar 23 – 24 (Tue-Wed)
<u>Human Resource and Industrial Relations</u>		
▪ Employers! Know your Legal Rights (Understanding Employment Act 1955 with Its Amendments)	SBL	Mar 22 (Mon)
<u>Financial Management</u>		
▪ Management Budgeting and Reporting	SBL	Mar 15 -16 (Mon-Tue)
▪ ABC of Finance through Simulation	SBL	Mar 15 -16 (Mon-Tue)
<u>Production, Operations, Logistics and Export Management</u>		
▪ Understanding Licensed Manufacturing Warehouse (LMW)	SBL	Mar 15 – 16 (Mon-Tue)
▪ Mastering INCOTERMS 2020	SBL	Mar 17 – 18 (Wed-Thu)

PROGRAMMES	PSMB Scheme	Dates
<u>Quality Systems and Productivity Improvement</u>		
▪ Six Sigma for Service Industry	SBL	Mar 1 – 2 (Mon-Tue)
▪ Achieving Defects Through Poka Yoke	SBL	Mar 3 – 4 (Wed-Thu)
▪ ISO 14001:2015 Environmental Management Systems (EMS) Lead Auditing Training	SBL	Mar 24-25 (Wed-Thu)
<u>Industrial Safety</u>		
▪ Moving Towards Understanding and Achieving an Integrated Occupational, Health, Safety and Environment (OHSE) Management System (ISO 14001:2015 and ISO 45001:2018)	SBL	Mar 16 (Tue)
▪ Total Chemical Safety Management (Awarded 10 CEP Points by DOSH) (Remote Online Learning)	SBL	Mar 24 – 25 (Wed-Thu)
▪ Understanding and Implementing Job Safety Analysis (JSA)	SBL	Mar 31 – Apr 1 (Wed-Thu)
<u>Technical and Maintenance</u>		
▪ Electrical and Air Conditioning Maintenance	SBL	Mar 22 – 23 (Mon-Tue)
▪ Maintenance Planning, Scheduling and Follow-Up	SBL	Mar 31 – Apr 1 (Wed-Thu)
<u>Communication</u>		
▪ English for Customer Service	SBL	Mar 24 – 25 (Wed-Thu)
▪ Improving Interdepartmental Communication	SBL	Mar 29 – 30 (Mon-Tue)

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

Visit us at www.fmm.edu.my