



## FMM INSTITUTE TRAINING PROGRAMMES March 2019

FMM Institute is pleased to forward you a list of our training programmes scheduled for March 2019.

Below are the programmes to be held at **Shah Alam Convention Centre** unless otherwise stated:

PROGRAMMES	PSMB Scheme	Dates
<b><u>Industry 4.0</u></b>		
<ul style="list-style-type: none"> <li>Understanding Industry 4.0 @ <b>Royale Chulan Damansara Hotel</b></li> </ul>	SBL	Mar 13
<b><u>Senior Management</u></b>		
<ul style="list-style-type: none"> <li>Blue Ocean Strategy – A Case Study Approach <b>[NEW]</b> @ <b>Royale Chulan Damansara Hotel</b></li> <li>Communicating to Senior Managers and Key Stakeholders Workshop <b>[NEW]</b> @ <b>Royale Chulan Damansara Hotel</b></li> </ul>	SBL	Mar 11 – 12 Mar 14
<b><u>Management &amp; Personal Development</u></b>		
<ul style="list-style-type: none"> <li>Escalating Leaders to Higher Levels: What it Takes to Lead</li> <li>Meningkatkan Keberkesanan Diri <b>[NEW]</b></li> <li>Coaching Employees for Performance, Development and Retention <b>[NEW]</b></li> <li>Sharpen Your Negotiation and Influencing Skills for Business Success</li> </ul>	SBL	Mar 4 – 5 Mar 6 – 7 Mar 20 – 21 Mar 25 – 26
<b><u>Human Resource and Industrial Relations</u></b>		
<ul style="list-style-type: none"> <li>Developing Performance Management System for Organisational Success <b>[NEW]</b></li> <li>Developing Skills in HR Administration</li> </ul>	SBL	Mar 6 – 7 Mar 13 – 14

PROGRAMMES	PSMB Scheme	Dates
<b><u>Financial Management</u></b>		
▪ Finance for Non-Financial Managers and Executives	SBL	Mar 11 – 12
▪ A Practical Insight Into Employer Tax Reporting Responsibilities	SBL	Mar 19
<b><u>Export Management</u></b>		
▪ Import, Export Procedures, Documentation and INCOTERMS 2010	SBL	Mar 18 – 19
<b><u>Production, Operations and Logistics</u></b>		
▪ Fundamental Supply Chain Management Workshop to Enhance Business Effectiveness [NEW]	SBL	Mar 11 – 12
▪ Pengiraan dan Penilaian Stok	SBL	Mar 25 – 26
▪ Crafting and Management of Logistics Contract [NEW]	SBL	Mar 27 – 28
<b><u>Quality Systems and Productivity Improvement</u></b>		
▪ Eliminate Quality Problems Using 8D Approach	SBL	Mar 6 – 7
▪ ISO 45001:2018 Requirements and Internal Auditing Training [NEW]	SBL	Mar 18 – 19
▪ Productivity Workshop: 5S Implementation at Workplace	SBL	Mar 27 – 28
<b><u>Industrial Safety</u></b>		
▪ Accident Prevention and Investigation at Workplace (10 CEP Points Awarded by DOSH)	SBL	Mar 25 – 26
<b><u>Maintenance and Technical</u></b>		
▪ Basic Electricity for Non-Electrical Personnel (8 CDP Credit Hours Awarded by ST)	SBL	Mar 13 – 14
<b><u>Supervisory Skills</u></b>		
▪ Supervisory Development: Develop Effective Coaching Skills to Deliver Optimum Performance (BM) [NEW]	SBL	Mar 20 – 21
<b><u>Communication</u></b>		
▪ Improving Interdepartmental Communication	SBL	Mar 4 – 5

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