



October 24, 2024

For the attention of: Training/Human Resource Managers



TRAINING PROGRAMMES
MARCH 2025

FMM Institute is pleased to forward you a list of our training programmes scheduled for **March 2025** 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	HRD Corp Claimable Courses	Dates
<u>Management</u>		
▪ Effective Supervisory Management Skills	SBL-Khas	12 – 13 Mar (Wed-Thu)
▪ Kepimpinan dan Kemahiran Motivasi untuk Ketua Operator	SBL-Khas	12 – 13 Mar (Wed-Thu)
▪ Membina Penyelia yang Berkesan dan Berprestasi	SBL-Khas	24 – 25 Mar (Mon-Tue)
<u>Personal Development</u>		
▪ Boosting Confidence with Business English	SBL-Khas	25 – 26 Mar (Tue-Wed)
<u>Human Resource and Industrial Relations</u>		
▪ Managing Discipline and Poor Performance	SBL-Khas	10 – 11 Mar (Mon-Tue)
▪ Domestic Inquiry (NEW)	SBL-Khas	12 – 13 Mar (Wed-Thu)
<u>Production, Operations and Logistics, Export Management</u>		
▪ Effective Inventory Control: Balancing Cost & Operational Efficiency (NEW)	SBL-Khas	5 – 6 March (Wed-Thu)
<u>Quality Systems and Productivity Improvement</u>		
▪ ISO 9001:2015 Lead Auditor Training (QMS)	SBL-Khas	4 – 5 Mar (Wed-Thu)
▪ Lean Application in Organization for Efficiency	SBL-Khas	10 – 11 Mar (Mon-Tue)
▪ Six Sigma Yellow Belt (NEW)	SBL-Khas	12 – 13 Mar (Wed-Thu)
<u>Industrial Safety</u>		
▪ Chemical Safety and Noise Management at Workplace	SBL-Khas	10 – 11 Mar (Mon-Tue)
<u>Certificate Training</u>		
▪ FMM Certificate in Procurement and Inventory Management	SBL-Khas	13-5 & 21-22 Mar (Mon-Wed)
▪ Kursus Penyelaras Keselamatan & Kesihatan Pekerjaan (OSH-Coordinator)	SBL-Khas	19 – 21 Mar (Wed-Fri)

HRD Corp Claimable Course

Grant approval from HRD Corp is required prior to commencement of programme.

For further information, please contact Pn Siti Nazihah or Pn. Fatahiyah at tel:
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