



September 3, 2021

For the attention of: Training/Human Resource Managers



TRAINING PROGRAMMES
November 2021

FMM Institute is pleased to forward you a list of our training programmes scheduled for **November 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>Management</u>		
<ul style="list-style-type: none"> Production Manager's Survival Tool's (<i>Remote Online Learning</i>) 	SBL-Khas	Nov 17 - 18 (Wed-Thu)
<u>Personal Development</u>		
<ul style="list-style-type: none"> Impact and Influence: The Art of Persuasion (<i>Remote Online Learning</i>) Developing Positive Attitudes to Increase Productivity (<i>Remote Online Learning</i>) 	SBL-Khas	Nov 8 - 9 (Mon-Tue)
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<u>Customer Services, Sales and Marketing</u>		
<ul style="list-style-type: none"> Fundamental of Marketing (<i>Remote Online Learning</i>) Customer Relationship Management: Customer Retention (<i>Remote Online Learning</i>) 	SBL-Khas	Nov 3 (Wed)
	SBL-Khas	Nov 10 - 11 (Wed-Thu)
<u>Production, Operations and Logistics, Export Management</u>		
<ul style="list-style-type: none"> Understanding Licensed Manufacturing Warehouse (<i>Remote Online Learning</i>) Developing and Managing your SOPs (Standard Operating Procedure) (<i>Remote Online Learning</i>) (NEW) How To Improve Stock Accuracy and Conduct Stock Check (<i>Remote Online Learning</i>) (NEW) 	SBL-Khas	Nov 3 - 4 (Wed-Thu)
	SBL-Khas	Nov 1 - 2 (Mon-Tue)
	SBL-Khas	Nov 15 - 16 (Mon-Tue)
<u>Quality System and Productivity Improvement</u>		
<ul style="list-style-type: none"> Eliminate Quality Problems Using 8D Approach (<i>Remote Online Learning</i>) ISO 9001:2015 Quality Management System (QMS) Internal Auditor Training (<i>Remote Online Learning</i>) 	SBL-Khas	Nov 15 - 16 (Mon-Tue)
	SBL-Khas	Nov 22 - 23 (Mon-Tue)

PROGRAMMES	PSMB Scheme	Dates
<u>Industrial Safety</u>		
<ul style="list-style-type: none"> Mengendali Bahan Kimia Dengan Selamat 	SBL-Khas	Nov 24 - 25 (Wed-Thu)
<u>Technical and Maintenance</u>		
<ul style="list-style-type: none"> Autonomous Maintenance (Remote Online Learning) 	SBL-Khas	Nov 1 - 2 (Mon-Tue)
<ul style="list-style-type: none"> Basic Electricity for Non-Electrical Personnel (Remote Online Learning) 	SBL-Khas	Nov 16 - 17 (Mon-Tue)
<ul style="list-style-type: none"> Maintenance Cost Control, Reduction & Energy Saving (Remote Online Learning) 	SBL-Khas	Nov 17 - 18 (Wed-Thu)
<u>Communication</u>		
<ul style="list-style-type: none"> Effective Business English and Report Writing (Remote Online Learning) 	SBL-Khas	Nov 8 – 9 (Mon-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.

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