



August 6, 2021

For the attention of: Training/Human Resource Managers



TRAINING PROGRAMMES October 2021

FMM Institute is pleased to forward you a list of our training programmes scheduled for **October 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>		
• Executive Development Programme: Formula to Reach Your Potential <i>(Remote Online Learning)</i>	SBL-Khas	Oct 4 - 5 (Mon-Tue)
• Effective Meetings: The Art of Making Meeting Work <i>(Remote Online Learning)</i>	SBL-Khas	Oct 6 – 7 (Wed-Thu)
• Driving Performance Through Acknowledgement <i>(Remote Online Learning)</i>	SBL-Khas	Oct 7 (Thu)
<u>Customer Services, Sales and Marketing</u>		
• Selling in Tough Time <i>(Remote Online Learning)</i>	SBL-Khas	Oct 6 - 7 (Wed-Thu)
<u>Human Resource and Industrial Relations</u>		
• Developing and Reviewing Human Resource Policy & Procedures and Employee Handbook <i>(Remote Online Learning)</i>	SBL-Khas	Oct 13 - 14 (Wed-Thu)
• Amazing Excel for Strategic HR <i>(Remote Online Learning)</i> (NEW)	SBL-Khas	Oct 25 - 26 (Mon-Tue)
<u>Financial Management</u>		
• Corporate Liability Under S.17A of the MACC Act 2019 <i>(Remote Online Learning)</i>	SBL-Khas	Oct 4 (Mon)
• ABC of Finance Through Simulation <i>(Remote Online Learning)</i>	SBL-Khas	Oct 11 - 12 (Mon-Tue)
• Managing Tax Audits and Investigation <i>(Remote Online Learning)</i> (NEW) (4hours / AM)	SBL-Khas	Oct 21 - 22 (Thu-Fri)
<u>Production, Operations and Logistics, Export Management</u>		
• Letters of Credit (LC) Operations and Trade Financing <i>(Remote Online Learning)</i>	SBL-Khas	Oct 6 – 7 (Mon-Tue)

PROGRAMMES	PSMB Scheme	Dates
<u>Quality System and Productivity Improvement</u>		
• 7 Alat QC dan Pelaksanaan QCC (<i>Remote Online Learning</i>)	SBL-Khas	Oct 4 – 5 (Mon-Tue)
• ISO 45001:2018 Occupational Health and Safety Requirements and Internal Auditing Training	SBL-Khas	Oct 6 - 7 (Wed-Thu)
• Productivity Workshop: 6S Housekeeping (<i>Remote Online Learning</i>)	SBL_Khas	Oct 20 - 21 (Wed-Thu)
<u>Industrial Safety</u>		
• Warehouse Safety and Manual Material Handling	SBL-Khas	Oct 13 - 14 (Wed-Thu)
<u>Technical and Maintenance</u>		
• Cybersecurity Awareness (<i>Remote Online Learning</i>)	SBL-Khas	Oct 6 (Mon)
<u>Communication</u>		
• Improving Interdepartmental Communication (<i>Remote Online Learning</i>)	SBL-Khas	Oct 6 – 7 (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.

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

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