



FMM INSTITUTE TRAINING PROGRAMMES

October 2019

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

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

PROGRAMMES	PSMB SCHEME	DATES
<u>Senior Management</u>		
• Communicating to Senior Managers and Key Stakeholders Workshop @ Royale Chulan Damansara Hotel	SBL	Oct 14
• Blue Ocean Strategy – A Case Study Approach @ Royale Chulan Damansara Hotel	SBL	Oct 21 – 22
<u>Management & Personal Development</u>		
• Essential Skills for Managerial Success @ Geno Hotel, Subang Jaya	SBL/SBL-KHAS	Oct 2 – 3
• Managing Your Time Monster	SBL	Oct 2
• Optimising Team Dynamic and Performance [NEW]	SBL	Oct 15
• Transformasi Diri dan Pembentukan Personaliti Unggul	SBL	Oct 14 - 15
• Sharpen Your Negotiation and Influencing Skills for Business Success	SBL	Oct 16 – 17
<u>Customer Service, Sales and Marketing</u>		
• Customer Relationship Management: Customer Retention [NEW]	SBL	Oct 9 – 10

PROGRAMMES	PSMB SCHEME	DATES
<u>Human Resource and Industrial Relations</u>		
<ul style="list-style-type: none"> Developing and Reviewing Human Resource Policy & Procedures and Employee Handbook [NEW] 	SBL	Oct 7 – 8
<u>Financial Management</u>		
<ul style="list-style-type: none"> How to Prepare and Maintain Full Set of Accounts 	SBL	Oct 16 - 17
<u>Production, Operations and Logistics</u>		
<ul style="list-style-type: none"> Decision-Making in Warehousing 	SBL	Oct 21 – 22
<u>Quality Systems and Productivity Improvement</u>		
<ul style="list-style-type: none"> ISO 45001:2018 Requirements and Internal Auditing Training [NEW] 	SBL	Oct 2 – 3
<ul style="list-style-type: none"> Quality Improvement Workshop: Measurement and Calibration System 	SBL	Oct 9 – 10
<ul style="list-style-type: none"> Understanding ISO 9001:2015 Quality Management System Requirements 	SBL	Oct 23 – 24
<u>Industrial Safety</u>		
<ul style="list-style-type: none"> Occupational First Aid and Cardiopulmonary Resuscitation (CPR) Programme 	SBL/SBL-KHAS	Oct 7 – 8
<ul style="list-style-type: none"> Environment and Safety Awareness 	SBL	Oct 23
<u>Maintenance and Technical</u>		
<ul style="list-style-type: none"> Energy Audit (8 CDP Credit Hours Awarded by ST) 	SBL	Oct 14 – 15
<ul style="list-style-type: none"> Maintenance Planning, Scheduling and Follow Up 	SBL	Oct 30 – 31
<u>Supervisory Skills</u>		
<ul style="list-style-type: none"> Kepimpinan dan Kemahiran Motivasi Untuk Ketua Operator 	SBL	Oct 30 – 31
<u>Communication</u>		
<ul style="list-style-type: none"> Improving Interdepartmental Communication 	SBL	Oct 21 – 22

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