



August 7, 2020

**For the attention of: Training/Human Resource Managers**

**TRAINING PROGRAMMES**  
**October 2020**



FMM Institute is pleased to forward you a list of our training programmes scheduled for **October 2020** 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:

<b>PROGRAMMES</b>	<b>PSMB Scheme</b>	<b>Dates</b>
<b><u>Industry 4.0, Technical and Maintenance</u></b>		
▪ Energy Audit <i>(Awarded 8 CPD hours by Suruhanjaya Tenaga)</i>	SBL	Oct 14 – 15 (Wed-Thu)
<b><u>Management</u></b>		
▪ Applying Sun Tzu's Art War for Professional Success	SBL	Oct 5 – 6 (Mon-Tue)
▪ Executive Development Programme: Formula to Reach Your Potential	SBL	Oct 5 – 6 (Wed-Thu)
▪ Kepimpinan dan Kemahiran Motivasi	SBL	Oct 14 - 15 (Wed-Thu)
▪ Effective Supervisory Management Skills	SBL	Oct 21 – 22 (Wed-Thu)
<b><u>Personal Development</u></b>		
▪ Sharpen your Negotiation and Influencing Skills for Business Success	SBL	Oct 19 – 20 (Mon-Tue)
<b><u>Customer Service, Sales and Marketing</u></b>		
▪ Frontline Customer Service and Telephone Techniques	SBL	Oct 7 – 8 (Wed-Thu)
<b><u>Production, Operations, Logistics and Export Management</u></b>		
▪ Pengiraan dan Penilaian Stok	SBL	Oct 7 – 8 (Wed-Thu)
▪ Letters of Credit (LC) Operations and Trade Financing		Oct 12 – 13 (Mon-Tue)
▪ Fundamental Supply Chain Management Workshop to Enhance Business Effectiveness		Oct 19 – 20 (Mon-Tue)
<b><u>Quality Systems and Productivity Improvement</u></b>		
▪ Productivity Workshop: 6S Housekeeping	SBL	Oct 14 – 15 (Wed-Thu)
▪ The 7 New QC Management Tools	SBL	Oct 21 – 22 (Wed-Thu)
<b><u>Industrial Safety</u></b>		
▪ Warehouse Safety and Manual Material Handling <i>(Awarded 10 CEP Points from DOSH)</i>	SBL	Oct 5 – 6 (Mon-Tue)
<b><u>Communication</u></b>		
▪ Effective Communication Skills at Workplace	SBL	Oct 12 – 13 (Mon-Tue)
▪ Effective Business English and Report Writing <b>[NEW]</b>	SBL	Oct 26 – 27 (Mon-Tue)