



July 19, 2021

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

**TRAINING PROGRAMMES**  
**September 2021**



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

<b>PROGRAMMES</b>	<b>PSMB Scheme</b>	<b>Dates</b>
<b><u>Management</u></b>		
• Essential Skills for Managerial Success ( <i>Remote Online Learning</i> )	SBL-Khas	Sep 1 - 2 (Wed-Thu)
• Membina Penyelia yang Berkesan dan Berprestasi ( <i>Remote Online Learning</i> )	SBL-Khas	Sep 20 – 21 (Mon-Tue)
<b><u>Personal Development</u></b>		
• Project Management for Non-Project Managers	SBL-Khas	Sep 1 – 2 (Wed-Thu)
<b><u>Customer Services, Sales and Marketing</u></b>		
• Client Handling Skills ( <i>Remote Online Learning</i> )	SBL-Khas	Sep 9 (Thu)
• <i>Leading a Sales Team: Techniques for Breakthrough Results (Remote Online Learning)</i>	SBL-Khas	Sep 22 - 23 (Wed-Thu)
<b><u>Human Resource and Industrial Relations</u></b>		
• Employers! Know your Legal Rights (Understanding Employment Act 1955 with Its Amendments) ( <i>Remote Online Learning</i> )	SBL-Khas	Sep 8 (Wed)
<b><u>Financial Management</u></b>		
• Transfer Pricing: Importance Updates for 2021 ( <i>Remote Online Learning</i> ) (NEW)	SBL-Khas	Sep 29 (Wed)
<b><u>Production, Operations and Logistics, Export Management</u></b>		
• Mastering INCOTERMS 2020 ( <i>Remote Online Learning</i> )	SBL-Khas	Sep 27 – 28 (Mon-Tue)

PROGRAMMES	PSMB Scheme	Dates
<b><u>Quality System and Productivity Improvement</u></b>		
• Achieving Defects Through Poka Yoke ( <i>Remote Online Learning</i> )	SBL-Khas	Sep 13 – 14 (Mon-Tue)
• Six Sigma for Service Industry ( <i>Remote Online Learning</i> )		Sep 22 - 23 (Wed-Thu)
<b><u>Industrial Safety</u></b>		
• Hazardous Chemical Exposure, Usage and Handling Training ( <i>Remote Online Learning</i> )	SBL-Khas	Sep 1 – 2 (Wed-Thu)
<b><u>Technical and Maintenance</u></b>		
• Automation and Industry 4.0 ( <i>Remote Online Learning</i> )	SBL-Khas	Sep 20 (Mon)
• An Introduction to Industrial Internet of Things (IIoT) ( <i>Remote Online Learning</i> )	SBL-Khas	Sep 21 (Tue)
<b><u>Communication</u></b>		
• Write Like a Professional for Manufacturing Industry ( <i>Remote Online Learning</i> ) (4hours per day)	SBL-Khas	Sep 20 – 23 (Mon-Thu)
• English for Customer Service ( <i>Remote Online Learning</i> )		Sep 29 - 30 (Wed-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  
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