



## FMM INSTITUTE TRAINING PROGRAMMES September 2019

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

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

PROGRAMMES	PSMB Scheme	Dates
<b><u>Industry 4.0</u></b>		
▪ Understanding Industry 4.0 @ <i>Royale Chulan Damansara Hotel</i>	SBL	Sep 25
<b><u>Senior Management</u></b>		
▪ Enterprise Risk Management [NEW] @ <i>Royale Chulan Damansara Hotel</i>	SBL	Sep 11 – 12
<b><u>Management &amp; Personal Development</u></b>		
▪ Meningkatkan Keberkesanan Diri [NEW]	SBL	Sep 25 – 26
<b><u>Customer Service, Sales and Marketing</u></b>		
▪ Client Handling Skills [NEW]	SBL	Sep 26
<b><u>Human Resource and Industrial Relations</u></b>		
▪ Developing Skills in HR Administration	SBL	Sep 11 – 12
<b><u>Financial Management</u></b>		
▪ Finance for Non-Financial Managers and Executives	SBL	Sep 18 – 19

PROGRAMMES	PSMB Scheme	Dates
<b><u>Export Management</u></b>		
▪ Letters of Credit (LC) Operations and Trade Financing	SBL	Sep 18 – 19
<b><u>Production, Operations and Logistics</u></b>		
▪ Pengiraan dan Penilaian Stok	SBL	Sep 11 – 12
▪ Crafting and Management of Logistics Contract <b>[NEW]</b>	SBL	Sep 30 – Oct 1
<b><u>Quality Systems and Productivity Improvement</u></b>		
▪ Understanding IATF 16949:2016 Requirements <b>[NEW]</b>	SBL	Sep 11 – 12
▪ Eliminate Quality Problems Using 8D Approach	SBL	Sep 18 – 19
▪ Minitab Basic for Data Analysis <b>[NEW]</b>	SBL	Sep 30 – Oct 1
<b><u>Industrial Safety</u></b>		
▪ Behaviour-Based Safety and Safety Performance Measurement <b>(10 CEP Points Awarded by DOSH)</b>	SBL	Sep 23 – 24
<b><u>Supervisory Skills</u></b>		
▪ Effective Planning and Time Management Skills for Supervisors <b>[NEW]</b>	SBL	Sep 23 – 24

For further information, please contact Pn Siti Nazihah or Pn Azrini at tel: 03-62867200 or e-mail us at [siti\\_nazihah@fmm.org.my](mailto:siti_nazihah@fmm.org.my) or [azrini@fmm.org.my](mailto:azrini@fmm.org.my).

Visit us at [www.fmm.edu.my](http://www.fmm.edu.my)

Wisma FMM, No 3, Persiaran Dagang, PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur  
P O Box 28, Jinjang, 52000 Kuala Lumpur, Malaysia. Tel: 603-62867200 Fax: 603-62776712  
E-mail: [training@fmm.org.my](mailto:training@fmm.org.my) Website: [www.fmm.edu.my](http://www.fmm.edu.my)



**FMM Advocates Transparency, Integrity and No Corruption**