



July 8, 2020

For the attention of: Training/Human Resource Managers

TRAINING PROGRAMMES
September 2020



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

PROGRAMMES	PSMB Scheme	Dates
<u>Industry 4.0, Technical and Maintenance</u>		
▪ Maintenance Planning, Scheduling and Follow Up	SBL	Sep 21 – 22 (Mon-Tue)
<u>Management</u>		
▪ Essential Skills for Managerial Success	SBL	Sep 23 – 24 (Wed-Thu)
▪ Membina Penyelia Yang Berkesan dan Berprestasi	SBL	Sep 23 – 24 (Wed-Thu)
▪ The New Norm Leadership (Online Training)	SBL	Sep 3 (Thu)
<u>Personal Development</u>		
▪ Sikap Kerja Positif	SBL	Sep 9 – 10 (Wed-Thu)
<u>Human Resource and Industrial Relations</u>		
▪ Employers! Know Your Legal Rights (Understanding Employment Act 1955 with Its Amendments)	SBL	Sep 3 (Thu)
<u>Financial Management</u>		
▪ Corporate Liability Under S.17A of the MACC Act 2019	SBL	Sep 9 (Wed)
<u>Production, Operations, Logistics and Export Management</u>		
▪ Planning and Control for Production Efficiency	SBL	Sep 9 – 10 (Wed-Thu)
<u>Quality Systems and Productivity Improvement</u>		
▪ Achieving Zero Defects Through Poka Yoke	SBL	Sep 7 – 8 (Mon-Tue)
<u>Industrial Safety</u>		
• Moving Towards Understanding and Achieving an Integrated Occupational, Health, Safety and Environment (OHSE) Management System. (ISO 14001:2015 and ISO 45001:2018) (REVISED)	SBL	Sep 7 (Mon)
▪ Hazard Identification, Risk Assessment and Risk Control (HIRARC) (Awarded 10 CEP Points from DOSH)	SBL	Sep 28 – 29 (Mon-Tue)
<u>Communication</u>		
▪ English for Customer Service	SBL	Sep 28 – 29 (Mon-Tue)

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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