

PLANNER & TRAINING CALENDAR

2018



FMM INSTITUTE

FMM Institute, Penang Branch (475427-W)



FMM INSTITUTE PROFILE

FMM Institute was incorporated as a separate company of the Federation of Malaysian Manufacturers (FMM established in 1968) on 12 January 1999. This effort was specifically made to expand and focus on its training functions in line with the objectives of FMM to develop the potentials and enhance the skills of employees at every level in the industry. This would then create a pool of manpower trained in all aspects of management capabilities and industrial skills to face the challenges as the country moves into the status of an industrialized nation.

FMM Institute offers a wide range of functional training programmes to cater to the diverse needs of the manufacturing and service sectors. Continuing professional education provides the opportunity for the working personnel to gain the necessary qualifications to upgrade themselves both professionally as well as for self-development. This opportunity is made possible through the **FMM Institute, Penang Branch's Executive Certificate, Public, Workshop, Conference, In-House and Technical programmes in many selected areas of industrial and management skills.**

FMM Institute's programmes can also be specially customized to meet the training needs of specific industries and be conducted on an in-house basis. Programme outlines and objectives are discussed with the companies and facilitators will be selected to develop the programme accordingly. All in-house programmes are packaged to be cost effective for companies with no compromise on the quality of the programmes and the desired results.

FMM Institute is a registered training provider with Pembangunan Sumber Manusia Berhad (PSMB). All our programmes comply with the requirements of the Human Resource Development Board to be eligible for training grants under HRDF.

What makes FMM Institute a preferable training centre for the industry and service sector?

- *More than 44 years of industrial and manufacturing experience under FMM*
- *Experienced trainers are delicately selected*
- *Programmes are industrial-based*
- *Sensitive to the current needs and future development*

FMM's Vision

To make Malaysian Industries Competitive Globally

FMM Institute's Vision

To be the leading organization in providing a comprehensive range of training programmes and advanced learning opportunities with educational excellence in industry practices and technology in tandem with the nation's surge towards developed nation status.



IN-HOUSE PROGRAMME

In-House Training

FMM Institute, Penang Branch offers soft skills programmes as customize in-house training at reasonable course fees. In-house training helps in developing leadership skills, motivation, loyalty, better attitude and other aspects that successful workers and managers usually display. It also demonstrates commitment to keeping employees on the cutting edge of knowledge and practice.

Why Train with us?

In-house training will save you money!

Years of Experience

With 15 years of experience, FMM Institute, Penang Branch is well positioned to provide customized training programmes for the manufacturing and service sectors. We are dedicated in providing top quality training and learning services to take your organization to the next level of performance. We are committed to seeing each and every training initiative achieve its desired results through the implementation of personnel and industry level customization.

Relevance

We provide you with organization-specific case studies which are relevant to your staff and the needs of your organization.

Convenience

You decide when and where the training session is to be held and because we come to you, time spent out of the office is reduced. Training times are crafted around your schedule.

Cost-effective

Running an in-house training session can be a more economical way of training your staff. Customized Solutions – all of our training programmes, course contents, case studies and training activities can be specifically customized to your unique organizational and workforce training needs.

Experienced and Highly Qualified Trainers

Our teams of professional trainers who specialize in their respective fields are highly qualified with years of experience in manufacturing industries and service sectors.

Expertise Range of Programmes

We offer a huge range of programmes such as:

- Senior Management
- Management and Performance Development
- Sales and Marketing
- Financial Management
- Human Resource and Industrial Relations
- Export Management
- Operations and Logistics
- Quality Systems and Productivity Improvement
- Engineering and Maintenance
- Technical
- Information and Communication Technology
- Industrial Safety and Environmental Management
- Supervisory and Motivational Skills
- Communication and Clerical Development



**Train and
coach people
to gain
competitive
advantage!**



FMM Institute Consultancy Services

The FMM Institute, Penang Branch is proud to introduce our consultancy services to all valued customers, members and non-members alike.

The FMM Institute is one of the leading training institutes approved by the Human Resource Development Council (HRDC) or Pembangunan Sumber Manusia Bhd (PSMB) under Category A, which requires us to have our own training rooms and facilities.

Besides the wide range of training programmes that we have developed to assist you in training your valuable workforce to achieve the status of knowledge workers, these consultancy services will further enhance the productivity of your company in line with the aspiration of our nation in achieving a high income economy.

The FMM Institute, Penang Branch has a group of highly qualified consultants who are capable of providing consultancy services in the following areas:

- **Human Resources**
- **Talent Development**
- **Lean Manufacturing**
- **5S Management**
- **Energy Saving**
- **Strategic Management**
- **Quality Standards (*leading to certification*):**
 - **ISO 9001**
 - **ISO 13485**
 - **ISO 14001**
 - **TL 9000**
 - **AS 9100**
 - **TS 16949**
 - **OHSAS 18001**

The above consultancy services can be customised to suit your company's requirements.

Call us now for more information.

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Training Calendar 2018

Training Calendar 2018

Date	Programme	Member Price	Non-Member
January			
2-3 /1/2018	Safe Forklift Driving Skills	RM950	RM1100
2-3 /1/2018	Finance for Non-Finance Executive	RM1000	RM1110
9-10 /1/2018	Understanding ISO 9001:2015 Quality Management System Requirements	RM1000	RM1150
10-11/1/2018	Vendor Management	RM1000	RM1100
11-12 /1/2018	Communication Skills and Personality Grooming	RM1000	RM1150
16 /1/2018	Understanding INCOTERMS 2010 to Reduce Your Risk and Save Cost	RM850	RM950
15-16 /1/2018	Effective Technical Report Writing	RM1050	RM1150
22-23 /1/2018	Introduction to ISO 14001:2004, Legal & Other Requirements, Environmental Aspect-Impact and Internal Audit Training	RM1050	RM1150
24-25 /1/2018	Inventory Performance and Material Management	RM1050	RM1200
February			
5-6 /2/2018	Industrial Relation 1965 : Essential for HR Practitioners	RM1300	RM1500
5-6 /2/2018	Cost Saving and Effective Purchasing	RM1050	RM1150
7-8 /2/2018	Developing an Effective Emergency Response Team: Mitigating Potential Losses	RM1050	RM1200
7-8/2/2018	Inventory Performance and Materials Management	RM1000	RM1100
12-13/2/2018	Managing Employees Performance: Realising Their Performance Potential	RM1050	RM1150
14-15/2/2018	HSE in Total Productive Maintenance (TPM)	RM1050	RM1200
19-20/2/2018	How To Declare Goods On Customs Form	RM1050	RM1150
20-21/2/2018	The Speaker in You: Powerful Presentation and Public Speaking Skills	RM1050	RM1150
22-23/2/2018	Understanding INCOTERMS 2010	RM1200	RM1300
March			
2 /3/2018	Scheduled Waste Management	RM650	RM750
2 /3/2018	Common Occupational Diseases and the SOCSO Claim	RM650	RM750
5-6 /3/2018	Occupational First Aid Skills and CPR	RM1050	RM1200
5-6 /3/2018	Workshop: Customs Tax Incentives	RM1300	RM1500
7-8/3/2018	Warehouse Safety	RM1000	RM1100
12-13 /3/2018	Effective Business Writing Skills	RM1050	RM1200
26-27/3/2018	Understanding Workplace Ergonomics Assessment	RM1350	RM1500
26-27/3/2018	Import Export Requirements including Correct	RM1050	RM1150

	& Quality Declarations, its Mandatory Compliance and Its Impact on GST)		
26-27/3/2018	Industrial Relation Act 1967	RM1300	RM1500
April			
4-5 /4/2018	Gudang/Stor – Pusat Peningkatan Nilai	RM1050	RM1200
4-5 /4/2018	Workshop On The Legal and Practical Aspects of Drafting Employment Contracts , HR Letters & Documents	RM1300	RM1500
5-6/4/2018	Managing Employee Absenteeism	RM1000	RM1100
11-12 /4/2018	Behavioral Interviewing Techniques	RM1050	RM1150
16-17 /4/2018	Kursus Asas Pengawal Keselamatan	RM1050	RM1150
23-24 /4/2018	Organizing an Effective Orientation Programme for New Employee	RM1050	RM1150
23-24 /4/2018	Safe Forklift Driving Skills	RM1050	RM1150
24-25 /4/2018	Workshop: Licensed Manufacturing Warehouse (LMW) Licensing, Facilitation & Control	RM1300	RM1500
May			
2-3 /5/2018	Industrial Security Management	RM1050	RM1150
8-9 /5/2018	How to Develop and Effective Safety & Health Committee	RM1050	RM1150
14-15 /5/2018	Asas Kejuruteraan Elektrik Untuk Industri	RM1050	RM1150
15-16/5/2018	Kemahiran Penting untuk Ketua Operator/Line Leader	RM1050	RM1150
21-22/5/2018	Project Management (Tools & Techniques)	RM1050	RM1150
21-22/5/2018	Fire Safety and Emergency Evacuation Preparedness Plan	RM1050	RM1150
23-24/5/2018	HR for Non-HR Managers	RM1000	RM1100
23-24/5/2018	Basic Electrical Safety Training for Non – Electrician	RM1050	RM1150
28-29/5/2018	Inventory Performance and Materials Management	RM1050	RM1150
June			
4-5/6/2018	Occupational First Aid Skills and CPR	RM1050	RM1150
6-7/6/2018	The Effective Techniques of Domestic Enquiry	RM1300	RM1500
11-12/6/2018	Law on Dismissal of Employees and How to Handle Dismissal without Pain	RM900	RM1000
13-14/6/2018	Competency Based Interviewing Skills	RM900	RM1000
18-19/6/2018	Supplier Quality Management – Quality Action Plan	RM1050	RM1150
20-21/6/2018	Understanding Electrical Power Supply In Manufacturing Industries	RM1050	RM1150
25-26/6/2018	Domestic Inquiry Procedures	RM1300	RM1500
July			
2-3/7/2018	Building an Effective Safety and Health Committee	RM1050	RM1150
9-10/7/2018	Microsoft Excel 2010 (Intermediate & Advanced)	RM800	RM900
9-10/7/2018	The Speaker in You: Powerful Presentation and Public Speaking Skills	RM1050	RM1150
11-12/7/2018	HSE Program and Reporting	RM1050	RM1150
19-20/7/2018	Developing Security Standard Operating Procedures	RM1050	RM1150

23-24/7/2018	Warehouse & Inventory Management Overview	RM1050	RM1150
23-24/7/2018	Import Export Requirements including Correct & Quality Declarations, Its Mandatory Compliance and GST Impact on It	RM1300	RM1500
30-31/7/2018	Customer Service-Key to Customers Retention	RM1050	RM1150
August			
1-2/8/2018	HSE in Total Productivity Management	RM1050	RM1150
6-7/8/2018	Creative Thinking Skills	RM1150	RM1300
6-7/8/2018	Licensed Manufacturing Warehouse (LMW) Licensing, Facilitation & Control	RM1300	RM1500
13-14/8/2018	Fire Safety and Protection System in Manufacturing	RM1050	RM1150
13-14/8/2018	How to Set Key Performance Indicator	RM1050	RM1150
20-21/8/2018	Machine Safeguarding	RM1050	RM1150
27-28/8/2018	Legal Register for OSHA 94 and FMA 67	RM1050	RM1150
September			
3-4/9/2018	Manufacturing Safety	RM1050	RM1150
3-4/9/2018	Practical Guide To Electrical Wiring, Inspection, Troubleshooting And Repairing	RM1050	RM1150
6-7/9/2018	Basics of Employment Act 1955 and Managing Discipline for Managers/Executive and Officers	RM900	RM1000
12-13/9/2018	Physical Security Risk Assessment	RM1150	RM1300
17-18/9/2018	ISO14001:2015 Management System: Understanding, Implementation and Migration	RM1050	RM1150
20/9/2018	Scheduled Waste and Management	RM650	RM750
24-25/9/2018	HSE Leadership in Creating HSE Culture	RM1050	RM1150
24-25/9/2018	Occupational First Aid Skills and CPR	RM1050	RM1150
October			
3-4/10/2018	Hearing Conservation Program	RM650	RM750
3-4/10/2018	The Law on Domestic Inquiry – The Essential Skills	RM1300	RM1500
8-9/10/2018	Employment Act for New and Non HR Practitioners	RM900	RM1000
15-16/10/2018	Practical Techniques of Machine Safeguarding For Risk Reduction	RM1050	RM1150
15-16/10/2018	Kursus Asas Pengawal Keselamatan	RM1200	RM1300
22-23/10/2018	7 Alat QC and Penyelenggaraan QC	RM1050	RM1150
22-23/10/2018	Advanced Ergonomic Assessment Method	RM1350	RM1500
November			
3-4/11/2018	Mastery Leadership Skills	RM1100	RM1300
7-8/11/2018	Understanding & Implementing ISO 9001:2015	RM1000	RM1150
12-13/11/2018	Workshop: Incoterms® 2010	RM1300	RM1500
12-13/11/2018	Advanced Ergonomics Assessment	RM1300	RM1500
15-16/11/2018	Electrical Safety & Lock Out Tag Out	RM1050	RM1150
21-22/11/2018	Workshop: Licensed Manufacturing Warehouse (LMW) Licensing, Facilitation & Control	RM1300	RM1500

22-23/11/2018	Competency Based Behavioral Interviewing Skills	RM1200	RM1350
26-27/11/2018	Domestic Inquiry Procedures	RM1300	RM1500
28-29/11/2018	Practical Guide To Electrical Wiring, Inspection, Troubleshooting and Repairing	RM1050	RM1150
December			
3-4/12/2018	Effective Training Needs Analysis	RM1050	RM1150
3-4/12/2018	Understanding Import and Export Procedures	RM1300	RM1500
6-7/12/2018	Effective Performance Management : Using KPI As A Measurement Tool	RM850	RM950
17-18/12/2018	Safe Forklift Driving Skills	RM1050	RM1150
20-21/12/2018	Total Chemical Safety Management	RM1050	RM1150
26/12/2018	Workshop: Industry Security Management	RM1300	RM1500

Certificate Programmes

13.1 FMM Certificate in Safety & Health Officer

Course Contents

- Occupational Safety and Health Legislation
- Occupational Safety and Health Management
- Occupational Health
- Occupational Safety

Target Group: Safety and Health Officers, Human Resource Officers, Engineers and Supervisors in the manufacturing sector

Course Fees: FMM Members - RM3,700.00/participant Others - RM4,000.00 per participant

Intake: March & September 2018

13.2 FMM Certificate in Energy Management

Course Content

- Introduction to Energy Management
- Energy Efficiency in HVAC Systems
- Energy Efficiency in Electrical Systems
- Energy Efficiency in Mechanical Systems
- Energy Audit
- Economic Analysis
- Advances and New Technologies in Energy Efficiency

Target Group: Factory, facility, maintenance, service managers and engineers, senior managerial production and technical personnel who are involved in managing, maintaining and operating energy-related matters in their organisations.

Course Fee: FMM Members- RM3,900.00/participant Others - RM4,500.00/participant

Intake: April & October 2018

13.3 FMM Certified Quality Engineer

Course Contents

- Module I : CQE Introduction, Management and Leadership
- Quality Management Systems 1 (QMS 1)
- Quality Management Systems 2 (QMS 2)
- Module II : The Quality Systems
- Module III : Product and Process Design
- Module IV : Product and Process Control
- Module V: Continuous Improvement
- Module VI: Quantitative Methods and Tools

Target Group: Supervisors, Executives, Engineers and Managers who have a few years working experience in quality related field.

Course Fees: FMM Members - RM4,000.00/participant Others - RM4,800.00/participant

Intake: February & October 2018

13.4 FMM Certified Quality Manager (CQM)

Course Contents

- Leadership
- Strategic Plan Development and Deployment
- Management Elements and Methods
- Quality Management Tools
- Customer-Focused Organizations
- Supply Chain Management
- Training and Development

Target Group: This program is meant for Engineers and Managers who have several years of working experience in quality-related field

Course Fees : FMM Members – RM3,816.00/participant Others - RM4,240.00/participant

Intake: July & December 2018

13.5 FMM Certificate in Supply Chain Management

Course Contents

Module 1: Supply Chain Management (SCM) and Traditional Supply Chain

Module 2: Setting Service Standards

Module 3: Objectives and Issues with Supply Chain Management

Module 4: Seven Principles of Supply Chain Management

Module 5: Total Cost Analysis (TCA)

Module 6: Enterprise Resource Planning (ERP), Internet and Supply Chain Improvement

Target Group: Managers, Executives, Officers and Supervisors who deal with a whole spectrum of business and organisation, process, sales, purchasing, manufacturing, warehousing, logistics, etc.

Course Fees: FMM Members - RM1,590.00/participant Others - RM1,908.00/participant

Intake: February, May & November 2018

13.5 FMM Certificate in Production Planning and Control

Module 1: Operation Management System

Module 2: Decision Making process

Module 3: OM Process

Module 4: Time Horizon - Planning & Control Systems

Module 5: Forecasting

Module 6: Production - Capacity Planning and Scheduling

Module 7: Layout and Location

Module 8: Total Quality

Module 9: Supply Chain Management

Target Group: Department Supervisors and leaders, Entrepreneurs, Line Managers, Technicians / Mechanics, Executives

Course Fees: FMM Members – RM2,120.00/participant Others – RM2,544.00/participant

Intake: March & August 2018

13.6 FMM Certificate in Boilerman

Course Contents

- Acts and Regulations Related to Boilers
- Types of Steam Boilers

Boiler Operation (Theory)

- Essential Fittings and Mountings
- Preparation for Mandatory Inspection
- Types of Test Related to Boilers.
- Boiler Maintenance
- Boiler House/Room Requirements
- Construction of Boilers
- Water Treatment

Boiler Commissioning

- Boiler Accessories
- Oral Revision

Target Group: Boiler Supervisors, Operators, Assistant and Apprentice on matters relating to operations, mounting & fittings, inspections and maintenance of boilers at the workplace.

Course Fees: FMM Members - RM1,400.00/participant Others - RM1, 800.00/participant

Intake: February, April, August & October 2018

13.7 FMM Executive Certificate in Industrial Relations Management

Course Contents

- Industrial Relations Practices in Malaysia
- Malaysian Employment Law
- Compensation and Benefits
- Collective Bargaining and Negotiation

Target Group: This programme is specially designed for Human Resource personnel who want to acquire an in-depth knowledge and applications of Industrial Relations Management in an organization.

Course Fees: FMM Members - RM3,500.00/participant Others - RM3,750.00/participant

Intake: July 2018

13.8 FMM Executive Certificate in Human Resource Management

Course Contents

- Human Resource Management (Assignment)
- Organizational Behaviour (Assignment)
- Training and Development (Assignment)
- Occupational Safety and Health Management (Assignment)

Target Group: Human Resource personnel who want to acquire an in-depth knowledge and applications of Human Resource Management in an organization

Course Fees: FMM Members - RM3,500.00/participant Others- RM3,750.00/participant

Intake: January & October 2018

13.9 FMM Certificate in Supervisory Management

Course Contents

- Module 1 Personal Development
- Module 2 People Management
- Module 3 Safety and Health
- Module 4 Good Manufacturing Practice (GMP)
- Module 5 Quality Management
- Module 6 Production Management Skills
- Module 7 Inventory Management
- Module 8 Continuous Improvement Strategy
- Module 9 Essential English for Supervisors

Target Group: Supervision work, handling key manufacturing processes and for their professional development in the manufacturing sector

Course Fees: FMM Members – RM2,800/participant Others - RM3,300/participant

Intake: May & November 2018

13.10 Kursus Persediaan Sijil Penjaga Jentera Elektrik (Electrical Chargeman) – Kategori A4

Course Contents

- SAFETY STEAM PLANT OPERATION
- FACTORIES AND MACHINERY ACT
- BOILER CONSTRUCTION
- TYPE OF STEAM
- BOILER EFFICIENCY
- BOILER OPERATION
- BOILER FITTINGS
- WATER TREATMENT
- COMBUSTION SYSTEM
- BOILER DAMAGE AND REPAIR
- STEAM TRAPS OPERATION AND MAINTENANCE
- STEAM TURBINE
- MATERIALS USED IN STEAM PLANT
- WELDING
- MATERIAL TREATMENT
- CHEMICAL CLEANING
- REVIEW OF PAST YEARS' QUESTIONS

Target Group: This programme is targeted at currently employed Electrical Chargeman AO Certificate holders in an organisation where live electrical work is in operation

Course Fees: FMM Members - RM3,000.00/participant Others - RM3,500.00/participant

Intake: May & September 2018

13.11 Continuous Development Programme (CDP)

M - FMM Members

NM - Others

Target Group: Factory, facility, maintenance, service managers and engineers, senior managerial production and technical personnel who are involved in managing, maintaining and operating energy-related matters in their organisations.

No.	Programme Title	Duration	CDP Points	Course Fees
1.	FMM Certificate in Energy Management	14 days	8 points	M – RM 3,900 NM – RM 4,500
2.	Introduction to Energy Management	1 ½ days	6 points	M – RM 400 NM – RM 500
3.	Energy Efficiency in HVAC Systems	2 days	8 points	M – RM 800 NM – RM 900
4.	Energy Efficiency in Electrical Systems	2 days	8 points	M – RM 800 NM – RM 900
5.	Energy Efficiency in Mechanical Systems	2 days	8 points	M – RM 800 NM – RM 900
6.	Energy Audit	2 days	8 points	M – RM 800 NM – RM 900
7.	Energy Analysis	2 days	8 points	M – RM 800 NM – RM 900
8.	Advances and New Technologies in Energy Management	1 day	4 points	M – RM 500 NM – RM 600

Room Rentals

FMM Bandar Seberang Jaya

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Map to FMM Seberang Jaya



Map to FMM D'Piazza Mall, Bayan Baru





FMM Institute, Penang Branch (475427-W)

Head of Branch

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Customised In-House Programmes/ Senior Management Programmes / Consultancy Services

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