

# TRAINING CALENDAR 2021



FMM Institute  
**Eastern Branch**  
 Centre for Professional Development

Title of Programme	Trainer	Date	Day	Fees	
				Member	Non-Member
<b>JANUARY</b>					
Tax Filing	Pn Shalina Jaafar / Pn Monaliza	Jan 14, 2021	Thursday	RM530	RM636
Effective Logistics and Supply Chain Management	Mr Sethuraman Ramasamy	Jan 19-20, 2021	Tues & Wed	RM1,166	RM1,378
Hearing Conservation	Dr. Syed Abdul Hamid bin Syed Hassan	Jan 21, 2021	Thursday	RM530	RM636
Total Productive Maintenance	Tn Hj Baseri Bakar	Jan 25-26, 2021	Mon & Tues	RM1,166	RM1,378
<b>FEBRUARY</b>					
Excel - Templates & Financial Modelling	Mr Alex Ng	Feb 3-4, 2021	Wed & Thur	RM1,166	RM1,378
Delivering a Five-Star Customer Service Experience	Mr Vigneswaran Applasamy	Feb 8-9, 2021	Mon & Tues	RM1,060	RM1,272
Behavioural-Based-Safety	En Aziz bin Abdul Hamid	Feb 24-25, 2021	Wed & Thur	RM1,166	RM1,378
<b>MARCH</b>					
Effective Supervisory Skills	En Khairol Anuar bin Masuan	Mac 9-10, 2021	Tues & Wed	RM1,060	RM1,272
Reporting of Income in The 2020 Form EA in Line with The Act and Public Rulings	Pn Shalina Jaafar / Pn Monaliza	Mac 15-16, 2021	Mon & Tues	RM1,166	RM1,378
Effective Environmental Occupational Health and Safety Management	En Abdul Mutalib bin Mohamed Ali	Mac 22-23, 2021	Mon & Tues	RM1,166	RM1,378
Strategic Procurement and Negotiation Skills	Mr Tee Tuan Chuar	Mac 24-25, 2021	Wed & Thur	RM1,166	RM1,378
ISO 9001:2018 Internal Audit Training	En Muhsin Ahamed	Mac 29-30, 2021	Mon & Tues	RM1,166	RM1,378
Employers! Know Your Legal Right (Understanding Employment Act 1955 with its Amendments)	Mr Kesavan a/l A.S. Karuppiah	Mac 31, 2021	Wednesday	RM530	RM636
<b>APRIL</b>					
Mandarin Conversation - Elementary	Mr Tee Tuan Chuar	April 5-6, 2021	Mon & Tues	RM530	RM636
Occupational Safety & Health Management System	Mr Konasaigran Alagan	April 8, 2021	Thursday	RM1,060	RM1,272
Effective Communication & Interpersonal Skills for Difficult People	Dr Jasjit Kaur	April 20-21, 2021	Tues & Wed	RM1,060	RM1,272
<b>MAY</b>					
Shipping Documentation, Procedures & INCOTERMS 2020	Mr Devindran Raju	May 4-5, 2021	Tues & Wed	RM1,166	RM1,378
Sales Communication Skills	En Mohamed Zaidi Mahidin	May 19-20, 2021	Wed & Thur	RM1,166	RM1,378
Process Capability Study : Data Analysis Training Using Graphical and Statistical Tools	En Zamree Yusuf	May 24-25, 2021	Mon & Tues	RM1,166	RM1,378
<b>JUNE</b>					
ISO 37001:2016 Anti Bribery Management System (ABMS) - Awareness	Mr Sethuraman Ramasamy	June 14-15, 2021	Mon & Tues	RM1,166	RM1,378
Procurement and Contract Management	Pn Siti Zaleha Ismail	June 14-15, 2021	Mon & Tues	RM1,166	RM1,378
Hazard Identification Risk Assessment & Risk Control (HIRARC) & Introduction Risk & Opportunities	En Abdul Mutalib bin Mohamed Ali	June 16-17, 2021	Wed & Thur	RM1,166	RM1,378
Conducting Training Need Analysis (TNA) and Evaluate Training Effectiveness	En Ahmad Fauzi Wahab	June 29-30, 2021	Tues & Wed	RM1,060	RM1,272

JULY					
Professional Selling Skills	Ms Ewan Lee	July 7-8, 2021	Wed & Thur	RM1,166	RM1,378
Grammar for Speaking and Writing	Pn Hajjah Noor Azlinda bt Zainal Abidin	July 12-13, 2021	Mon & Tues	RM1,060	RM1,272
Planning and Control for Production Efficiency	En Muhsin Ahamed	July 26-27, 2021	Mon & Tues	RM1,166	RM1,378
Microsoft Excel (Advanced)	Mr Alex Ng	July 28-29, 2021	Wed & Thur	RM1,166	RM1,378

AUGUST					
Mastering INCOTERMS 2020	Mr Devindran Raju	Aug 4-5, 2021	Wed & Thur	RM1,166	RM1,378
Payroll Health Check: Getting Ready for a Statutory Audit	Pn Shalina Jaafar / Pn Monaliza	Aug 12, 2021	Thursday	RM530	RM636
Safety Culture Development	En Aziz bin Abdul Hamid	Aug 18-19, 2021	Wed & Thur	RM1,166	RM1,378
Maintenance Cost Control, Reductions and Energy Saving Activities.	Hj Baseri Bakar	Aug 23-24, 2021	Mon & Tues	RM1,166	RM1,378

SEPTEMBER					
Achieving Zero Defect Through Poka Yoke	Mr Parameswaran	Sep 8-9, 2021	Wed & Thur	RM1,166	RM1,378
Practical Cost and Costing Management for Planning and Control (for Manufacturing Industries)	Mr Tan Kok Tee	Sept 13-14, 2021	Mon & Tues	RM1,166	RM1,378
Clerical Development Programme	En Ahmad Fauzi	Sept 21-22, 2021	Tues & Wed	RM1,060	RM1,272
Supervisory Development Programme	En Khairoi Anuar bin Masuan	Sept 27-28, 2021	Mon & Tues	RM1,060	RM1,272
Important Tools For Leaders	Dr Jasjit Kaur	Sept 29-30, 2021	Wed & Thur	RM1,060	RM1,272

OCTOBER					
Basic Electrical for Non Electrical Engineer	Mr Harpajan Singh	Oct 11-12, 2021	Mon & Tues	RM1,166	RM1,378
Effective Purchasing Management	Pn Siti Zaleha Ismail	Oct 13-14, 2021	Wed & Thur	RM1,166	RM1,378
Professional Communication	Pn Hajjah Noor Azlinda bt Zainal Abidin	Oct 25-26, 2021	Mon & Tues	RM1,060	RM1,272
Chemical Handling at the Workplace	Dr. Syed Abdul Hamid bin Syed Hassan	Oct 27-28, 2021	Wed & Thur	RM1,166	RM1,378

NOVEMBER					
Statistical Process Control (SPC) using SPC Charts	En Zamree Yusuf	Nov 9-10, 2021	Tues & Wed	RM1,166	RM1,378
Kemahiran Mendisiplin, Membimbing dan Kaunseling Yang Berkesan	En Ahmad Fauzi Wahab	Nov 15-16, 2021	Mon & Tues	RM1,060	RM1,272
Microsoft Excel (Beginner to Intermediate)	Mr Alex Ng	Nov 24-25, 2021	Wed & Thur	RM1,166	RM1,378
Finance for Non Finance Executives and Managers	Mr Tan Chee Wan	Nov 29-30, 2021	Mon & Tues	RM1,166	RM1,378

DECEMBER					
Pengurusan Operasi Stor/Gudang Yang Efektif	Mr Devindran Raju	Dec 6-7, 2021	Mon & Tues	RM1,166	RM1,378
Total Quality Management	Mr Parameswaran	Dec 8-9, 2021	Wed & Thur	RM1,166	RM1,378
LEAN MANAGEMENT IN OSH Legal Requirement, Application & Implementation	En Abdul Mutalib bin Mohamed Ali	Dec 13-14, 2021	Mon & Tues	RM1,166	RM1,378
The Art of Marketing : Promote Your Products to Reach the Target Customers Effectively	Ms Ewan Lee	Dec 22-23, 2021	Wed & Thur	RM1,166	RM1,378

(Inclusive 6% SST)

**In House Training Available  
for all programmes listed**

New programmes will be added from time to time. Please contact FMM Institute Eastern Branch for further details and schedule of programmes.

For further enquiries, please contact Puan Hanis / Ms Norelysya at FMM Institute, Eastern Branch at 09-515 6857 / 6858 or email: nurul\_hanis@fmm.org.my / fmmeastern@fmm.org.my