

Course Description

Course Contents

Module I (4 Days)

Management and Leadership

Focus of this module will be the role of the modern managers roles in achieving organisation's vision and goals. This module helps the newly appointed managers develop self awareness and better management values and to cultivate better leadership skills and techniques to enhance a better working environment.

Module II (4 Days)

Effective Communication at Workplace

This module gives an overview of the communication processes such as Listening, Verbal and Non Verbal Communication and Assertive Skills and how communication feedback is given and how to handle conflict. This module helps to improve communication and interpersonal skills and techniques and to play an effective role as managers.

Module III (4 Days)

Finance for Non-financial Executives

This module equips the Non Financial Executives and Managers with an understanding of the financial aspects underpinning the management of organizations. It will assist participants judge the financial performance of companies and operations; make decisions on investments and understand the relationship between cost and price, and able to develop and manage budgets.

Module IV (4 Days)

International Business Management

This module gives an overview of the changes that take place in the global market as well as the theories and trade restriction of the international business. Global Manufacturing and Distribution Channels are other areas covered in this module.

Module V (4 Days)

Basics of Employment Laws and Industrial Relations Practices

This module will equip participants with basic overview of the employment laws and industrial relations practices so as to guide and motivate staff, in line with the provisions of the legislations.

Module VI (4 Days)

Safety and Health Management

Understanding of the OSHA Act 1994 and Factory and Machinery Act 1967. This module will also focus on Job Safety Analysis and Safe System of Work and Personal Protection Equipment and the different types of Inspections.

Module VII (4 Days)

Productivity Improvement

This module runs through the core principles of Total Quality Management and the Kaizen Concept including the 7QC tools.

Module VIII(4 Days)

Operations Management

This module will focus on the Operations and Productivity and the manager's role in applying operation strategies across the organisations. Others include understanding Project Management, Process Flow Analysis, Supply Chain Management, Forecasting and Material Requirement Planning (MRP)

Module IX (4 Days)

Project

This module requires students to prepare a project related to problems and situations at their workplace and presenting the topic.

FMM Executive Diploma in Management



INTAKE

22 September 2012

Conducted and Awarded by:

**FMM Institute (475427-W)
Centre for Professional Development**

FMM EXECUTIVE DIPLOMA in MANAGEMENT

This programme is specially designed to prepare potential managers to manage the complexities and to face the challenging needs of industries in respect of organizational development.

TRAINING METHODOLOGY

The training sessions will be conducted through lectures and discussions. Learning techniques are reinforced with case studies and practical exercises.

CERTIFICATION

- ◆ Participants who have passed all assessments and evaluation will be awarded the **FMM Executive Diploma in Management**

PROGRAMME STRUCTURE

The Executive Diploma in Management consists of 9 modules:

Modules :

Level I

- ◆ Management and Leadership
- ◆ Effective Communication at Workplace
- ◆ Finance for Non-Financial Executives
- ◆ International Business Management

Level II

- ◆ Basics of Employment Laws and Industrial Relations Practices
- ◆ Safety and Health Management
- ◆ Productivity Improvement
- ◆ Operations Management
- ◆ Project

COURSE DURATION

The duration of this programme is 12 months and conducted on part-time basis.

Classes are held on Sundays from 9am till 5pm.

Lecture Hours : 9.00am-5.00pm

ASSESSMENT

Participants are assessed based on assignment, where students would be required to complete an individual assignment, to be submitted at the end of each module:

*Project Paper will be assessed based on the research conducted by the students. Students are required to present their final research findings and submit a written report.

COURSE FEE

FMM Member / Self Sponsored : RM7,200
Non Member : RM7,900

Self Sponsored students can opt for instalment payments as follows:

-9 instalments to be paid every month

HUMAN RESOURCE DEVELOPMENT FUND (HRDF)

The Executive Diploma in Management is claimable from the HRDF under the **SBL** scheme.

This programme can be further customized for In-House customers.



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FMM Executive Diploma
in
Management

IN-HOUSE
AVAILABLE

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