



TRAINING CALENDAR 2023

DATE	DAY	TITLE	TRAINER	REMOTE ONLINE TRAINING/ CLASSROOM	FEES	
					MEMBER	NON-MEMBER
JANUARY						
Jan 9-10, 2023	Mon & Tues	Productivity Workshop: 6S Implementation	Mr Muhsin bin Ahamed	Classroom	RM1,166.00	RM1,378.00
Jan 16-17, 2023	Mon & Tues	Understanding Employment Act 1955 with its Amendments	Mr Sulaiman Husin	Classroom	RM1,166.00	RM1,378.00
FEBRUARY						
Feb 1-2, 2023	Wed & Thurs	Timeless Time Management Strategies	Ms Ng Yong Hooi	Classroom	RM1,060.00	RM1,272.00
Feb 7, 2023	Tues	Failure Mode & Effect Analysis (FMEA) - A Tool For Effective Risk Communication & Management	Mr Kenneth Ng	Remote Online Training	RM530.00	RM636.00
Feb 13, 2023	Thurs	Productivity Workshop: 6S Implementation	Mr Muhsin bin Ahamed	Remote Online Training	RM530.00	RM636.00
Feb 15-16, 2023	Wed & Thurs	Regulation of Classification, Packaging Labelling & Safety Data Sheet of Hazardous Chemical and Chemical Handling	Mr Mohd Azimie	Classroom	RM1,166.00	RM1,378.00
Feb 20-21, 2023	Mon & Tues	Effective Communication and The Art of Influencing Others	Mr Jude Selvaraj Jopesh	Remote Online Training	RM1,060.00	RM1,272.00
Feb 22-23, 2023	Wed & Thurs	Letter of Credit (LC) & The Effect of COVID 19 on LC Clauses	Puan Sharifah Mariam	Classroom	RM1,166.00	RM1,378.00
MARCH						
Mar 8, 2023	Wed	Cyber Security Awareness	Mr Rahul Thomas	Remote Online Training	RM530.00	RM636.00
Mar 14-15, 2023	Tues & Wed	Practical Business English & Effective Report Writing	Mr Kenneth Ng	Remote Online Training	RM1,166.00	RM1,378.00
Mar 20-21, 2023	Mon & Tues	Effective Records Management & Office Administrative Skills	Ms Irene Choong	Classroom	RM1,060.00	RM1,272.00
Mar 28-29, 2023	Tues & Wed	Microsoft Excel- Intermediate & Advance Level	Mr Rahul Thomas	Remote Online Training	RM1,166.00	RM1,378.00

APRIL						
April 3, 2023	Mon	Custom Documentation, Ruling & Facilities	Mr Devindran Raju	Remote Online Training	RM530.00	RM636.00
April 4-5, 2023	Tues & Wed	Hazard Identification, Risk Analysis & Risk Control at Workplace (HIRARC)	Mr Pramekumar Nair	Classroom	RM1,166.00	RM1,378.00
April 6, 2023	Thurs	Corporate Liability Provision- Anti-bribery & Anti-corruption	Mr Kenneth Ng	Remote Online Training	RM530.00	RM636.00
April 11-12, 2023	Tues & Wed	Complying with the Environmental Legal Requirements and Scheduled Waste Management in Malaysia	Mr Konasaigran	Remote Online Training	RM1,166.00	RM1,378.00
April 13, 2023	Thurs	Hearing Conservation Programme	Dr Syed Hamid	Classroom	RM530.00	RM636.00
April 18-19, 2023	Tues & Wed	Finance for Non-Finance Managers and Executives	Mr Lok Char Lee	Classroom	RM1,166.00	RM1,378.00

MAY						
May 8-9, 2023	Mon & Tues	Planned Maintenance-PM Challenging the Team to Zero Unplanned Machine Breakdown	Mr Nyana Pragasam	Classroom	RM1,166.00	RM1,378.00
May 16, 2023	Tues	Microsoft Word- Advance Level	Mr Rahul Thomas	Remote Online Training	RM530.00	RM636.00
May 17-18, 2023	Wed & Thurs	Effective Sales & Marketing Skills	Mr Kenneth Ng	Classroom	RM1,166.00	RM1,378.00
May 24-25, 2023	Wed & Thurs	Import, Export Documentation, Procedures & INCOTERMS	Mr Devindran Raju	Remote Online Training	RM1,166.00	RM1,378.00
May 29-30, 2023	Mon & Tues	Forming A Winning Safety & Health Committee	Mr Aziz bin Hamid	Classroom	RM1,166.00	RM1,378.00

JUNE						
June 7-8, 2023	Wed & Thurs	Strategies for Fostering Safety Culture in Your Organization	Mr Aziz bin Hamid	Classroom	RM1,166.00	RM1,378.00
June 12, 2023	Mon	Fundamentals of Incoterms 2020	Mr Devindran Raju	Remote Online Training	RM530.00	RM636.00
June 13-14, 2023	Tues & Wed	First Aid, CPR & AED	Mr Mad Subhi	Classroom	RM1,166.00	RM1,378.00
June 20, 2023	Tues	Strategic Marketing for Enterprise	Mr Kenneth Ng	Remote Online Training	RM530.00	RM636.00
June 21-22, 2023	Wed & Thurs	Competent On-the-Job Trainer	Mr Muhsin bin Ahamed	Classroom	RM1,166.00	RM1,378.00

JULY						
July 4-5, 2023	Tues & Wed	Chemical Safety Handling & Spillage Control	Dr Syed Hamid	Classroom	RM1,166.00	RM1,378.00

Jul 6, 2023	Thurs	Implementing Effective Preventive Maintenance	Mr Nyana Pragasam	Remote Online Training	RM530.00	RM636.00
July 12-13, 2023	Wed & Thurs	Supervisory Development Programme	En Khairol Anuar bin Masuan	Remote Online Training	RM1,166.00	RM1,378.00
July 24-25, 2023	Mon & Tues	Operasi Stor & Gudang	Puan Siti Zaleha Ismail	Remote Online Training	RM1,166.00	RM1,378.00

AUGUST

Aug 2-3, 2023	Wed & Thurs	Safe Working in Explosive Atmosphere	Mr Mohd Azimie bin Ahmad	Classroom	RM1,166.00	RM1,378.00
Aug 8-9, 2023	Tues & Wed	AutoCAD (Basic to Intermediate)	Mr Shamsul bin Jamaluddin	Classroom	RM1,166.00	RM1,378.00
Aug 15-16, 2023	Tues & Wed	Supply Chain Management	Mr Tee Tuan Chuar	Remote Online Training	RM1,166.00	RM1,378.00
Aug 23-24, 2023	Wed & Thurs	Effective Communication Skills at the Workplace	Ms Amy Wan	Remote Online Training	RM1,060.00	RM1,272.00

SEPTEMBER

Sept 5-6, 2023	Tues & Wed	Self-Awareness "Motivation"	Mr Tee Tuan Chuar	Classroom	RM1,060.00	RM1,272.00
Sept 12-13, 2023	Tues & Wed	OSH Awareness for Workers	Mr Abdul Rahim	Classroom	RM1,166.00	RM1,378.00
Sept 20-21, 2023	Wed & Thurs	7 Leadership Skills of Effective Executive & Supervisory	Ms Irene Choong	Classroom	RM1,060.00	RM1,272.00
Sept 26, 2023	Tues	Teknik-Teknik Penyelesaian Masalah Untuk Penyelia	Dr Jasjit Kaur	Remote Online Training	RM477.00	RM583.00

OCTOBER

Oct 3-4, 2023	Tues & Wed	Advanced Financial Accounting Practices and Procedures	Mr Lok Char Lee	Remote Online Training	RM1,166.00	RM1,378.00
Oct 10-11, 2023	Tues & Wed	Succession Management Strategies & Implementation	Mr Sulaiman Husin	Remote Online Training	RM1,166.00	RM1,378.00
Oct 12, 2023	Thurs	Wokplace Ergonomic Programme	Mr Abdul Malek	Classroom	RM530.00	RM636.00
Oct 25-26, 2023	Wed & Thurs	Chemical Hazard Risk Assessment (CHRA)	Mr Prame Kumar Nair	Remote Online Training	RM1,166.00	RM1,378.00

NOVEMBER

Nov 1-2, 2023	Wed & Thurs	Understanding ISO 9001:2015 Quality Management System Requirements	Mr Ramalu Appalasamy	Remote Online Training	RM1,166.00	RM1,378.00
Nov 8-9, 2023	Wed & Thurs	Accident Revention, Investigation & Reporting	Tn Hj Sheik Azahar bin Sh Mohd Noor	Remote Online Training	RM1,166.00	RM1,378.00

Nov 22-23, 2023	Wed & Thurs	Negotiation Methods & Skills	Mr Jude Selvaraj Jopesh	Remote Online Training	RM1,060.00	RM1,272.00
Nov 29-30, 2023	Wed & Thurs	How to Prepare and Maintain Full Set of Accounts	Mr Lok Char Lee	Remote Online Training	RM1,166.00	RM1,378.00

DECEMBER						
Dec 5-6, 2023	Tues & Wed	Logistics Management in Manufacturing	Mr Sethuraman	Remote Online Training	RM1,166.00	RM1,378.00
Dec 7, 2023	Thurs	Effective Performance Management : Using KPI As A Measurement Tool	Dr Jasjit Kaur	Remote Online Training	RM530.00	RM636.00
Dec 11-12, 2023	Mon & Tues	Achieving Administrative Excellence	Ms Irene Choong	Remote Online Training	RM1,166.00	RM1,378.00
Dec 13-14, 2023	Wed & Thurs	Presentation and Facilitation of Meeting Skills	Ms Amy Wan	Remote Online Training	RM477.00	RM583.00

CERTIFICATE PROGRAMME

DATE	DAY	TITLE	HOUR	REMOTE ONLINE TRAINING/ CLASSROOM	FEE	
					MEMBER	NON MEMBER
Feb 10-13, 2023	Friday - Monday	FMM Certificate in Boilerman	4 days	CLASSROOM	1,908.00	2,544.00
March 18-26, 2023	Saturday & Sunday	FMM Certificate in Industrial Relations Management and Practices in Malaysia	4 days	CLASSROOM	2,650.00	3,180.00
May 11-14, 2023	Thursday - Sunday	FMM Certificate in Steam Engineer	4 days	CLASSROOM	2,332.00	2,968.00
June 10-18, 2023	Saturday & Sunday	FMM Certificate in Malaysian Employment Law	4 days	CLASSROOM	2,650.00	3,180.00
July 1 - 23, 2023	Saturday & Sunday	FMM Jurulatih On-Job-Training (OJT) Yang Kompeten	8 days	CLASSROOM	5,300.00	6,360.00
Aug 17-19, 2023	Thursday - Saturday	Occupational Safety Health Coordinator (OSH-C)	3 days	CLASSROOM	954.00	1,272.00
Oct 7-8, 14-15, 2023	Saturday & Sunday	FMM Certificate In Procurement and Inventory Management	4 days	CLASSROOM	3,312.50	3,975.00
Oct 17,24,31 - Nov 7,14,21 & 28, 2023	Every Tuesday	FMM Certificate in English Language For Business Communication	40 hours	CLASSROOM	1,378.00	1,696.00

In House Training Available
for all programmes listed

(Inclusive 6% SST)

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 Ms Wan Hui / Ms Norelysya at FMM Institute, Eastern Branch at 09-515 6857 / 6858 or email: wanhui@fmm.org.my/ fmmeastern@fmm.org.my