



EFFICIENT & EFFECTIVE INCIDENTS REPORTING

APRIL 2-3, 2026 | 9AM | FMM EASTERN



OVERVIEW

Incident reports play a vital role in organisations that prioritise occupational health, safety, and employee wellbeing. As these reports often contain extensive data and complex findings, they must be clearly analysed and presented to support sound decisions and effective recommendations. This course is designed for individuals who wish to improve their incident report writing and data presentation skills, as well as strengthen their overall written and verbal communication. Participants will learn the fundamentals of crafting organised, clear, and concise reports for both technical and non-technical audiences. The programme also emphasises grammar, vocabulary, and useful report-writing phrases. Additionally, participants will receive feedback on their own reporting styles to help them recognise and enhance their existing strengths and communication abilities.

OBJECTIVES

- Strengthen report writing skills with confident, clear, objective, and well-structured writing.
- Develop analytical thinking, stay focused on objectives, and understand reader expectations.
- Learn tools and techniques to organise ideas and translate complex data into clear, concise reports.
- Identify common pitfalls and present data and findings effectively to engage and impress the audience.

OBJECTIVES

- Presentation
- Discussion
- Workshop
- Quiz

PARTICIPANTS?

Relevant to all levels of employees

COURSE CONTENT

DAY 1

8.45AM	Registration of Participants
9.00AM	Essentials in Occupational Safety & Health
10.30AM	Morning Tea Break
10.45AM	Safety & Health Legislations
1.00PM	Lunch Break
2.00PM	Benchmarking a Safety & Health Committee
3.30PM	Evening Tea Break
3.45PM	Common Incidents & Accidents in Construction Industry
5.00PM	End of Programme Day 1

DAY 2

8.45AM	Registration of Participants
9.00AM	Nadopod
10.30AM	Morning Tea Break
10.45AM	Continue Topics : Nadopod
1.00PM	Lunch Break
2.00PM	Best Practice in Improving Incident Reporting
3.30PM	Evening Tea Break
3.45PM	Report Writing Skills
5.00PM	End of Programme Day 2



FEES

Member: RM972
Non-Member: RM1,080
(Inclusive of SST 8%)

CLOSING DATE:
MARCH 23, 2025



fmmeastern@fmm.org.my
09-560 6554/5224



EFFICIENT & EFFECTIVE INCIDENTS REPORTING
APRIL 2-3, 2026 | 9AM-5PM | FMM EASTERN BRANCH

...ADMINISTRATIVE DETAILS...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider : **FMM Institute Eastern**
- MyCoID : **475427W_EASTERN**
- HRD Corp Programme No : **Provided upon registration**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes,

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

ENQUIRIES & REGISTRATION

Ms Wanhui/ Ms Elly
Email : fmmeastern@fmm.org.my
Tel: 09-560 6554/ 5244

Please tick accordingly:

- Fees:** ☐ **FMM Member: RM 972.00/pax**
(inclusive of 8% Service Tax)
- ☐ **Non Member: RM 1,080.00/pax**
(inclusive of 8% Service Tax)

Fees include course materials and Certificate of Attendance

CANCELLATION

- Must be writing with reasons.
- 7 days before the course - No payment charged.
- 3-6 days before the course - 50% payment charged.
- < 3 days before the course - Full payment charged.
- Participants who did not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Eastern.
- For **HRD Corp claimable course**, an **attendance of 100% is a must**, in any case, **employers will be billed in full**.

Closing Date

Mar 23, 2026

REGISTRATION FORM

Dear Sir / Madam, please register the following participant(s) for the above programme.

No	Name	Designation	I/C Number	Email	H/P No.
1.					
2.					

(Please attach a separate list if space is insufficient)

- ☐ We will **be claiming under HRD Corp Claimable Courses (SBL-Khas)** but full payment would be made to FMM Institute in the event that no disbursement from HRD CORP under any circumstances.
- ☐ We will **NOT BE CLAIMING under training grant from HRD Corp**. Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **MAYBANK Account No. 5560-1106-3275**

Submitted by:

Name : _____ Designation: _____

Company : _____ FMM Membership No. : _____

Address : _____

Email : _____ Tel: _____ Fax: _____

TIN No. : _____ SST No: _____

Company Stamp