



FMM INSTITUTE

(C10626805080/ 199901000527/ 475427-W)

Centre for Professional Development



PROJECT MANAGEMENT & TEAM LEADERSHIP WORKSHOP

INTRODUCTION

This course is designed to teach participants all the principles of good project management. Participants will learn how to identify and schedule project resources and create project flow to ensure end-to-end result deliverables. These learning objectives are reinforced by a course project that allows the participants to apply the principles and use the tools they learn.

TARGET AUDIENCE

Executives, supervisors, managers, head of departments, sales or project leaders and business owners who are involved directly in a project or team in a company

ADMINISTRATIVE DETAILS

Date : **January 1-2, 2026**
(Thursday-Friday)

Time : **2 Days (9:00 am - 5:00 pm)**

Venue : **FMM Institute, Johor Branch**
No. 1 & 3, Jalan Kencana Mas 1/1,
Tebrau Business Park III,
81100 Johor Bahru, Johor

Fees : **RM 1,215.00 (FMM Member)**
RM 1,350.00 (Non member)
The fee inclusive Service Tax at 8%
(SST No: W10-1901-32000105)

Closing Date : **December 18, 2026 (Thursday)**

Training Provider : **FMM Institute Johor**
MYCOID: 475427W_JOHOR

All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the programme. Cancellation received 5 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 3 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.



COURSE OUTLINE

DAY 1 - PROJECT MANAGEMENT	DAY 2 - TEAM LEADERSHIP
<p>Module 1 : The Project Management Life Cycle</p> <ul style="list-style-type: none"> • Operations vs Project • Project Management Plan • Project Management Lifecycle : 5 Processes & 10 Knowledge Areas • The role of Project Manager vs Project Leader 	<p>Module 5 : The Team</p> <ul style="list-style-type: none"> • Understanding team • The teamwork challenges • Selecting team members • Roles & Responsibilities • Team development
<p>Module 2 : Process Groups</p> <ul style="list-style-type: none"> • Understanding 5 process group, the typical level of activity for each and the interactions among them • Understand how the project management process group relate to the project management 10 knowledge areas 	<p>Module 6 : Team Leadership</p> <ul style="list-style-type: none"> • Management vs Leadership • 7 common Management Styles • Effective Leadership Styles • Strategies to build an effective team
<p>Module 3 : Work Breakdown Structure, WBSA</p> <ul style="list-style-type: none"> • Advantages and Key components of WBS • 4 levels of WBS • Schedule Management 	<p>Module 7: Application</p> <ul style="list-style-type: none"> • KPIs/ Goals setting with SMART • Chunking techniques • Design Success Plan
<p>Module 4 : Management Quick Look</p> <ul style="list-style-type: none"> • Risk Management • Stakeholder Management 	<p>Check for Understanding Summary</p>

FACILITATOR

MR. GERALD LEE CHIH PING is also an award-winning Sales Leader with over 25 years of corporate experience, who has previously held senior leadership positions in reputable organizations such as Unilever Malaysia, Celcom Axiata, Ferrero Asia Limited, Etika Group, Red Bull and JobStreet.com, as well as pioneering an FMCG start-up. His expertise includes NLP Coaching, Leadership, Team Management, Sales & Business Development, Branding & Business Growth Strategies; Go-to-Market, Channel & Distribution Strategies and Traditional & Key Account Management.

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PROJECT MANAGEMENT & TEAM LEADERSHIP WORKSHOP

JANUARY 1-2,2026 | VENUE: FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)

Puan Sabrina / Pn. Astri / Pn. Ain**Email : sabrina@fmm.org.my / astri@fmm.org.my****/ nur_ain@fmm.org.my****Tel: 07-357 7613 / 14 / 15 / 16 Fax: 07-357 7618****Please tick accordingly:**Fees: ☐ **FMM Member: RM 1,215.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))☐ **Non Member: RM 1,350.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Dear Sir/Madam,

Please register the following participant (s) for the above programme:

(To be completed in BLOCK LETTERS)

1.Name:	IC No:	Nationality:
Designation:	Email:	Mobile No.:
2.Name:	IC No:	Nationality:
Designation:	Email:	Mobile No.:

*(if space is insufficient, please attach a separate list)***Disclaimer**

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the webinar. **Cancellation received 5 working days** before the start of the webinar is **subject to a cancellation fee of 50%** of the webinar fees. **Cancellation received 3 working days and below** before the start of the webinar is **subject to a cancellation fee of 100%** of the webinar fees. **If the participant fails to attend the programme, the full webinar fees are payable.** However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

☐ We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

☐ I (self-sponsor) / We will **NOT BE CLAIMING** under **HRD CORP CLAIMABLE**. Payment will be made to the account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.

Tin No. : C10626805080**BRO No. : 475427-W****SST No. : W10-1901-32000105****Submitted by:**

Name: _____ Email: _____

Designation: _____ Tel No: _____ Moblie No: _____

Company: _____ Address: _____

Tin No. : (Company Tax Number)	Business Registration No. (New/Old)	SST No (If Applicable):
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Company Stamp & Signature:	Date:
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