



UNDERSTANDING & MANAGING ABSENTEEISM



October 31, 2025



FMM Sabah Branch, Alamesra



Objectives

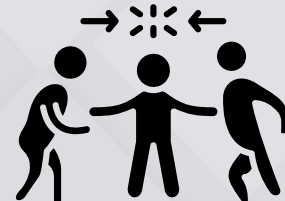
- Manage and deal with absenteeism
- Reduce absenteeism
- Develop counselling skills
- Use the appropriate counselling strategy & style in different situations
- Establish effective counselling relationship
- Motivate others
- Use effective techniques of motivation

Who Should Attend

HR, Admin, Section Heads, Managers, Executives and Supervisors

Course Contents

- Absenteeism
- How to control absenteeism
- Counselling Skills
- Why & What of Counselling
- When Should You Counsel?
- Counselling Process
- How To Conduct Counselling
- Disciplinary Action
- The Art of Motivation



Fees

RM648/head *FMM Members*
RM864/head *Non FMM Members*

CONTACT US

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fmmsabah@fmm.org.my



REGISTRATION FORM

UNDERSTANDING & MANAGING ABSENTEEISM

Time: 9.00 am - 5.00 pm

Venue: **FMM Sabah Branch**
No. 143, 1st Floor, Block Q, Lorong Plaza
Permai 1, Alamesra Plaza Permai
88400 Kota Kinabalu, Sabah

Please register the following participant
for the above program.

(To be completed in BLOCK LETTERS)

Date:
October 31, 2025

Registration due date: 22 Oct 2025

Please tick accordingly: ☒

Fees: ☐ **FMM Member: RM648 per pax**

☐ **Non Member: RM864 per pax**
(Fees is inclusive of 8% SST, certificate, training notes & meals)

NO.	NAME	DESIGNATION	NATIONALITY	NRIC	EMAIL
1					
2					
3					
4					
5					

(If space is insufficient, please attach a separate list)

We hereby confirmed that (please tick accordingly):

- ☐ **We will be claiming under SBL-KHAS Scheme. Full payment would made to FMM Sabah in the event that no disbursement from HRD Corp under any circumstances.**
- ☐ **We will NOT BE CLAIMING from HRD Corp. Payment will be made to FMM Sabah by bank transfer to MAYBANK Account No. 0-100-1303-4586**

Submitted by:

Name:	Designation:	H/P No:
Email:	Tel:	Fax:
Company	FMM Membership No:	MyCOLD:
Address:	Company Stamp & Signature	Date:

Terms and Conditions

- Registration is on a first-come first-served basis.
- All cancellations must be made in writing.
- Cancellation received 7 – 13 working days before the start of the class is subject to a cancellation fee of 50% of the training fees.
- Cancellation received within 6 working days before the start of the class is subject to a cancellation fee of 100% of the training fees.
- If the participant **fails to attend** the programme or **less than 75% attendance**, the **full training 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 programmes and all efforts will be taken to inform participants of the changes.