



FMM INSTITUTE (475427-W)
EASTERN BRANCH



FMM INSTITUTE
CENTRE FOR PROFESSIONAL
DEVELOPMENT

2025

TRAINING CALENDAR

EASTERN BRANCH

FMM EASTERN BRANCH

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W W W . F M M . O R G . M Y



FMM INSTITUTE

**CENTRE FOR PROFESSIONAL
DEVELOPMENT**

FMM'S VISION

Making Malaysian Industries Globally Competitive

FMM INSTITUTE'S VISION

To be the leading organization in providing a comprehensive range of training programme and advanced learning opportunities with educational excellence in manufacturing practices and technology in tandem with the nation's surge towards developed nation status.

FMM INSTITUTE'S MISSION

To establish FMM Institute as the centre of excellence to expand and diversify training and educational programmes and to offer qualifications from Certificate/ Diploma to Degree and Masters level.

OUR QUALITY POLICY

Total Commitment To Excellence And Quality

“CHANGE, TRANSFORM AND GROW WITH INTEGRITY”

FMM INSTITUTE

EASTERN BRANCH

CENTRE FOR PROFESSIONAL DEVELOPMENT

FMM Institute was incorporated as a separate company of the Federation of Malaysian Manufacturers (FMM) on January 12, 1999. This effort was specifically to expand and focus on its training functions, in line with the objectives of FMM to develop the potentials and enhance the skills of personnel at every level in the industry. This will create a pool of manpower trained in all aspects of industrial skills and management capabilities to face the challenges as the country moves into the status of an industrialised nation.

FMM Institute Eastern Branch which covers the states of Pahang, Kelantan and Terengganu was set up with a prime objective to meet and match the training demand and to provide adequate knowledge of industrial skills and management techniques for the industry. Dedicated to provide the best in training and continuous education, FMM Institute aims to be the ultimate one-stop training centre for the manufacturing industry.

FMM Institute offers a wide range of functional training programmes to cater to the diverse needs of the manufacturing and services sectors. Continuing professional education provides the opportunity for the working personnel to gain the necessary qualifications to upgrade themselves both professionally as well as for self development. This opportunity is made possible through FMM Institute's certificate, public and in-house programmes in selected areas of industrial and management skills.

FMM Institute's programmes could also be specially customised to meet the training needs of specific industries and conducted on in-house basis. Programme outlines and objectives are discussed with the companies and facilitators will be selected to develop the programmes accordingly. All in-house programmes are packaged to be cost effective for companies with no compromise on the quality of the programmes and the desired results. FMM Institute considers various factors such as inputs from the industry and engagements with training experts and consultants from relevant areas to deliver programmes of high degree of flexibility in terms of duration, learning and teaching resources and venues. In addition, FMM Institute constantly evaluates the performance of its facilitators and ensures that they keep abreast with the latest information and knowledge.

FMM Institute is an Approved Training Provider (Class A) registered with the Pembangunan Sumber Manusia Berhad (PSMB), Ministry of Human Resources since 1995. The Institute received the Private Higher Education Institution (IPTS) status from the Ministry of Education in July 2001 which is an approval to conduct MQA approved Diploma and Higher Level programmes. FMM Institute Eastern Branch currently offers Certificate, Public and In-House courses in various fields.

“CHANGE, TRANSFORM AND GROW WITH INTEGRITY”

COURSES BY MONTH



COURSE TITLE	DATE	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
JANUARY 2025			
Webinar Professional Skills for Office Administrators 	JAN 7-8, 2025	864.00	972.00
Emergency Preparedness and Planning	JAN 13-14, 2025	972.00	1,080.00
Defensive Driving for Truck & Lorry Driver	JAN 15, 2025	594.00	700.00
Webinar Sales & Marketing Skills for Sustainable Growth 	JAN 20-21, 2025	864.00	972.00

COURSE TITLE	DATE	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
FEBRUARY 2025			
Webinar Intensive English Online Workshop 	FEB 5-6, 2025	864.00	972.00
Total Quality Management	FEB 6-7, 2025	972.00	1,080.00
Anti-Money Laundering Compliance	FEB 10, 2025	594.00	700.00
EQ Management for Successful Leadership	FEB 13-14, 2025	972.00	1,080.00
Lock-Out, Tag-Out and System Interpretationn	FEB 17-18, 2025	972.00	1,080.00
Microsoft Powerpoint	FEB 19-20, 2025	972.00	1,080.00
Cost Reduction Strategies for the Manufacturing Industry	FEB 24-25, 2025	972.00	1,080.00

COURSE TITLE	DATE	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
MARCH 2025			
Stress Management Workshop	MAR 3, 2025	594.00	700.00
Webinar Pembentukan Penyelia Yang Efektif & Berkebolehan 	MAR 4-5, 2025	864.00	972.00
Webinar Managing Pay Reduction, Lay-Off, Retrenchment VSS & MSS 	MAR 12-13, 2025	864.00	972.00
ISO 9001: 2015 Awareness	MAR 24-25, 2025	594.00	700.00

COURSES BY MONTH



COURSE TITLE	DATE	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
APRIL 2025			
Championing the Customer	APRIL 8-9, 2025	972.00	1,080.00
Schedule Waste Management & Legal Requirement	APRIL 14-15, 2025	972.00	1,080.00
Lean Production System Training	APRIL 21-22, 2025	972.00	1,080.00
Effective Warehouse & Inventory Cost Reduction	APRIL 22-23, 2025	972.00	1,080.00
Human Resources Planning	APRIL 24-25, 2025	972.00	1,080.00

COURSE TITLE	DATE	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
MAY 2025			
Developing A Safety and Health Manual	MAY 5-6, 2025	972.00	1,080.00
Kemahiran OJT 2: Kemahiran Tunjuk-Ajar yang Berkesan	MAY 7-8, 2025	972.00	1,080.00
Chemical Safety, Spills Response & Scheduled Waste	MAY 14-15, 2025	972.00	1,080.00
Project Management Fundamental	MAY 19-20, 2025	972.00	1,080.00
Comprehensive Communication Skills for Leaders	MAY 26-27, 2025	972.00	1,080.00
LinkedIn Mastery for Business Growth	MAY 28-29, 2025	972.00	1,080.00

COURSE TITLE	DATE	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
JUNE 2025			
Positive Impact Masterclass	JUNE 17-18, 2025	972.00	1,080.00
Effective People Manager	JUNE 23-24, 2025	972.00	1,080.00

COURSES BY MONTH



COURSE TITLE	DATE	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
JULY 2025			
Strategic Procurement, Negotiations & Costs Reduction Excellent Practices	JULY 1-2, 2025	972.00	1,080.00
Identification of Building Defects & Maintenance	JULY 7-8, 2025	972.00	1,080.00
OSH at Workplace and Effective Safety Committee	JULY 10-11, 2025	972.00	1,080.00
Compensation & Benefits	JULY 15-16, 2025	972.00	1,080.00
OSHA Audit Training	JULY 21-22, 2025	972.00	1,080.00
Seven Quality Control Tools for Problem Solving 	JULY 23-24, 2025	864.00	972.00

COURSE TITLE	DATE	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
AUGUST 2025			
The Ninth Revision- INCOTERMS 2020-	AUG 6-7, 2025	972.00	1,080.00
Cost Accounting Technique for Cost Monitoring and Control 	AUG 11-12, 2025	864.00	972.00
ISO 19001: 2018 Guidelines for Quality Auditing	AUG 13-14, 2025	972.00	1,080.00
Microsoft Outlook	AUG 18-19, 2025	972.00	1,080.00
Building Dynamic Human Resource Assistant/ Clerk	AUG 25-26, 2025	972.00	1,080.00
Handling Workplace Conflict Effectively	AUG 26-27, 2025	972.00	1,080.00
Quality Workshop: Root Cause Analysis and Systematic Problem Solving-	AUG 27-28, 2025	972.00	1,080.00

COURSES BY MONTH



COURSE TITLE	DATE	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
SEPTEMBER 2025			
Malaysian Custom Procedures and Bonded Warehouse Management	SEPT 10-11, 2025	972.00	1,080.00
Hazard Identification, Risk Assessment and Risk Control (HIRARC)	SEPT 18-19, 2025	972.00	1,080.00
The Art of Marketing	 SEPT 24-25, 2025	864.00	972.00
Domestic Inquiry: Misconduct	SEPT 29-30, 2025	972.00	1,080.00

COURSE TITLE	DATE	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
OCTOBER 2025			
Needs Assessment & Training Evaluation	 OCT 1-2, 2025	864.00	972.00
Productivity Workshop: 5S Auditor Training	OCT 6-7, 2025	972.00	1,080.00
Implementing Effective Predictive and Preventive Maintenance-	OCT 9-10, 2025	972.00	1,080.00
Financial Statements Analysis and Budgeting	OCT 13-14, 2025	864.00	972.00
ISO 22000:2018 Food Safety Management System Requirements	OCT 22-23, 2025	972.00	1,080.00

COURSE TITLE	DATE	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
NOVEMBER 2025			
Train the Trainer: Presentation Skills	NOV 5-6, 2025	972.00	1,080.00
Developing & Writing Effective KPIs	NOV 10-11, 2025	972.00	1,080.00
Effective Negotiation Skills	 NOV 11-12, 2025	864.00	972.00
ISO 37001: 2016 and MACC Act Section 17A	NOV 19-20, 2025	972.00	1,080.00
Effective Book Keeping and Accounting Skills for Full Set Accounts	 NOV 26-27, 2025	864.00	972.00

COURSES BY MONTH



COURSE TITLE	DATE	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
DECEMBER 2025			
Technical Troubleshooting and Decision Making Value of Machine Troubleshooting-	DEC 1-2, 2025	972.00	1,080.00
The 7 Habits of Highly Effective People- in Mandarin (从心出发- 营销服务技巧)	DEC 8-9, 2025	864.00	972.00
Excellent Customer Service for F&B	DEC 15-16, 2025	864.00	972.00
ISO 14001: 2015 Awareness Training	DEC 17-18, 2025	972.00	1,080.00

ADDITIONAL INFORMATION

New programmes will be added from time to time.

Please contact FMM Institute Eastern Branch for further details and schedule of programmes.



FMM EASTERN BRANCH

TRAINING ROOM



DISCOVER WHAT'S NEXT!

SCAN THE QR CODE TO DIVE INTO OUR 2025 BROCHURES AND TRAINING SCHEDULE!!



SCAN ME!
FOR BROCHURE DETAILS



CERTIFICATE PROGRAMMES

FMM Executive Certificate in Warehouse Management

01



Intake Month:

- June 2025
- Nov 2025

- Define warehouse management, and inter-departmental relationships.
- Describe the warehouse operation, warehouse storage systems and conventional storage methods.
- Plan warehouse improvement programme.
- Carry out warehouse measurements and effective stocktaking and facility development.
- Organise warehouse in view of manpower management and profitability.

FMM Certificate in Boilerman Grade 2/ Grade 1

02



Intake Month:

- March 2025
- Sept 2025

- Specially developed to upgrade the Theoretical and Operational Skills of Boiler Supervisors, Operators, Assistants and Apprentice in handling Steam Boilers.
- Prepare participants for the Boilerman Grade 2/ Grade 1 examinations conducted by Jabatan Keselamatan dan Kesihatan Pekerjaan (JKKP).

FMM Certificate in Occupational Safety and Health Coordinator (OSH-C)

03



Intake Month:

- Feb 2025
- April 2025
- June 2025
- Oct 2025
- Dec 2025

- Provide in-depth professional knowledge of the purpose, objective and importance of OSH Coordinator in an organization.
- Enhance the legal knowledge pertaining to OSH Coordinator and be acquainted with necessary know-how and techniques for performing duties as OSH Coordinator.
- Create and promote the safety culture in the workplace, and provide the knowledge pertaining to OSH compliance and
- Provide the knowledge to manage and maintain the Occupational Safety and Health documents.

FMM Certificate in Production Planning and Control

04



Intake Month:

- Aug 2025

- Understanding the concepts and tools used in planning and operating an effective manufacturing system.
- Understand the approaches and techniques needed to ensure the effectiveness and efficiency in daily production operations.
- Develop potential team leaders in the manufacturing industry



**FMM INSTITUTE (475427-W)
EASTERN BRANCH**

FMM INSTITUTE EASTERN BRANCH IN-HOUSE CUSTOMISED TRAINING

FMM Institute Eastern Branch is able to tailor-make In-House Training Programmes to suit individual company's need. Course outlines and objectives are discussed with companies in order to customise the courses and the facilitators will develop the training materials accordingly.

ALL FMM Institute Training Programmes can be offered on In-House basis. The benefits are:

- Contents are customised to suit training objectives;
- Conducted at own premise;
- Cost effective and flexible scheduling;
- Pool of experienced trainers with relevant experiences.



**For further details,
please contact:**

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**Find out
about our
FMM Institute
In-House
Training**

TOP MOST POPULAR IN-HOUSE PROGRAMMES

MANAGEMENT AND PERFORMANCE DEVELOPMENT

- ✓ Leadership Development Coaching
- ✓ Coaching and Mentoring Skills
- ✓ Developing EQ and Problem Solving Skills
- ✓ Creative Thinking and Problem Solving

SUPERVISORY AND MOTIVATIONAL SKILLS

- ✓ Kemahiran Penyeliaan Berkesan
- ✓ Effective Supervisory Skills
- ✓ Perancangan dan Kawalan Pengeluaran untuk Penyelia
- ✓ Enhancing Emotional Intelligence at Work

QUALITY SYSTEMS AND PRODUCTIVITY IMPROVEMENT

- ✓ Teknik Kawalan Kualiti untuk QC
- ✓ Quality Improvement Tools and Techniques
- ✓ ISO 9001: 2008 QMS Internal Auditing
- ✓ Teknik Peningkatan Productiviti

INDUSTRIAL SAFETY AND ENVIRONMENT MANAGEMENT

- ✓ First Aid, CPR and AED Training
- ✓ Occupational Safety and Health Management
- ✓ Safe Forklift Driving Skills
- ✓ Safe Handling of Chemical

HUMAN RESOURCE AND INDUSTRIAL RELATIONS

- ✓ Handling Misconduct and Discipline
- ✓ Understanding The Employment Act 1955
- ✓ Conducting Domestic Inquiries
- ✓ Coaching and Counselling Skills

PROCUREMENT, LOGISTICS AND OPERATIONS

- ✓ Production Planning and Control
- ✓ Effective Negotiation Skills for Purchasers
- ✓ INCOTERMS 2020, Import and Export Documentation
- ✓ Operasi Stor dan Gudang

SALES AND MARKETING

- ✓ Excellent Customer Service
- ✓ Winning Back Lost Customers
- ✓ Handling Customer Complaints
- ✓ Sales Negotiation Skills

SALES AND MARKETING

- ✓ Root Cause Analysis for Maintenance
- ✓ Total Productive Maintenance
- ✓ Basic Electricity and Troubleshooting
- ✓ Penyelenggaraan Asas untuk Juruteknik



FMM INSTITUTE (475427-W)
EASTERN BRANCH

***FMM INSTITUTE EASTERN
BRANCH WOULD LIKE TO***

Thank You

***FOR YOUR CONTINUOUS SUPPORT
GIVEN TO US***

**MORE
INFO**

*For further details,
please contact:
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Tel No.: 09-560 5244/ 6554
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