



**FMM**

FMM INSTITUTE PENANG

# TRAINING CALENDAR 2026



# CUSTOMISED IN-HOUSE PROGRAMMES

## In-House Training

FMM Institute, Penang Branch offers soft skills programmes as customize in-house training at reasonable course fees. In-house training helps in developing leadership skills, motivation, loyalty, better attitude and other aspects that successful workers and managers usually display. It also demonstrates commitment to keeping employees on the cutting edge of knowledge and practice.

## Why Train with us?

**In-house training will save you money!**

### Years of Experience

With 50 years of experience, FMM Institute, Penang Branch is well positioned to provide customized training programmes for the manufacturing and service sectors. We are dedicated in providing top quality training and learning services to take your organization to the next level of performance. We are committed to seeing each and every training initiative achieve its desired results through the implementation of personnel and industry level customization.

### Relevance

We provide you with organization-specific case studies which are relevant to your staff and the needs of your organization.

### Convenience

You decide when and where the training session is to be held and because we come to you, time spent out of the office is reduced. Training times are crafted around your schedule.

### Cost-effective

Running an in-house training session can be a more economical way of training your staff. Customized Solutions – all of our training programmes, course contents, case studies and training activities can be specifically customized to your unique organizational and workforce training needs.

### Experienced and Highly Qualified Trainers

Our teams of professional trainers who specialize in their respective fields are highly qualified with years of experience in manufacturing industries and service sectors.

# CUSTOMISED IN-HOUSE PROGRAMMES

## Expertise Range of In-House Programmes

### Sales & Marketing & Customer Management

- Excellent Customer Service
- Customer Service Management
- Effective Marketing Management
- Sales Development Program
- Win-Win Sales & Excellent Customer Service
- Professional Grooming, Social and Business Etiquette
- Building a Solid Corporate Image
- Enhancing Your Business Competitiveness Through Effective Presentation Skills
- Finance for Non-Finance Executive
- Complain Management & Customer Satisfaction

### AI Fundamentals

- AI & Gen AI Integration in Manufacturing & Production
- Artificial Intelligence (Smart Factory 4.0 program)
- Lean Manufacturing with Artificial Intelligence (AI Integration: Smart Lean)

### Leadership

- High EQ Leaders
- Leadership Development
- Change Management
- Strategic Management
- Crisis Management
- Succession Planning
- Influencing Skills
- 7 Leadership Values (for Executives)
- 7 Leadership Values (for Non-Executives)
- Impactful Leadership Skills

# CUSTOMISED IN-HOUSE PROGRAMMES

## Performance and Productivity Management

- 8D Problem Solving
- Productivity Improvement Techniques
- Critical & Creative Thinking
- Balanced Scorecard
- Business Process Re-Engineering
- Cost Reduction Program
- Kaizen
- Key Performance Indicator (KPI)
- Performance Appraisal
- Key Performance Indicators & Key Results Areas (KPI & KRA)
- Training Needs Analysis (TNA)
- Positive Attitude Towards Productivity
- 8D Problem Solving
- Productivity Improvement Techniques
- Critical & Creative Thinking
- Balanced Scorecard
- Business Process Re-Engineering
- Cost Reduction Program
- Kaizen
- Key Performance Indicator (KPI)
- Performance Appraisal
- Key Performance Indicators & Key Results Areas (KPI & KRA)
- Training Needs Analysis (TNA)
- Positive Attitude Towards Productivity

# CUSTOMISED IN-HOUSE PROGRAMMES

## Manufacturing

- Cycle Time Reduction
- Total Productive Maintenance
- Procurement & Inventory Management
- HACCP/Good Manufacturing Practices
- Supply Chain Management
- Lean Manufacturing
- Line Balancing Techniques
- Production Scheduling & Control
- Manufacturing Productivity & Cost Improvement
- Value Stream Mapping
- Toyota Production System
- Programmable Logic Control (PLC)

## Quality Management

- 5S Implementation
- 5S Internal Auditing
- Quality Control Circles
- Total Quality Management
- Total Productive Maintenance
- Managing Suppliers for Materials Quality Excellence
- Supplier Quality Assessment for Reliable Supply Chain
- Poka Yoke (fool proofing system)
- Quality Leadership Excellence
- 6 Sigma
- QCC & 7 QC Tools
- 7 New QC Tools
- 14QC Tools
- Cost of Quality
- Failure Mode & Effect Analysis (FMEA)
- Value Stream Mapping
- Kaizen
- ISO9001:2015 Quality Management System
- Automotive 5 Core Tools Training
- Understanding & Implementing Gemba Kaizen ; ISO 45001:2018

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FEDERATION OF MALAYSIAN  
MANUFACTURING

# CUSTOMISED IN-HOUSE PROGRAMMES

## ISO Programme

- IATF 16949:2016 Training
- IATF 16949:2016 A Process Approach to Risk-Based Thinking Internal Audit
- ISO 9001:2015 A Process Approach To Risk-Based Internal Audit
- ISO 14001:2015 Environmental Management System
- ISO 14001:2015 Internal Environment Audit
- ISO 14001:2015 Environmental Aspect & Impact Analysis
- ISO 26000:2010 Corporate Social Responsibility
- ISO 31000:2009 Guideline for Risk Management
- ISO 22301:2012 Business Continuity Management
- ISO 27001:2013 Information Security Management System

## Production Management

- Lean Management
- Cycle Time Management Strategies
- Lean Leadership
- Visual Control & Management
- Implementing 5S
- Cost Reduction Techniques for Production
- Cycle Time Management Strategies
- Production Capacity Planning
- Total Productivity Maintenance (TPM)
- Just-In-Time Production System (JIT)
- Supply Chain Management
- Root Cause Analysis

# CUSTOMISED IN-HOUSE PROGRAMMES

## Human Resource Management

- Employment Act 1955 & Latest Amendments
- How to Undertake an Effective Training Needs Analysis for Your Organization
- Undertaking and Effective & Fair Performance Appraisal Based on a Pay for Performance System
- Industrial Relations and Employment Act
- Discipline and Disciplinary Rules
- Discipline Counselling, Managing Employee Discipline & Grievance Management in the Workplace
- Domestic Inquiry
- Undertaking an Effective & Fair Performance Appraisal
- Performance Appraisal for Employers
- Employment Act 1955 & the Malaysian Industrial Relations System to Better Manage Our Employees
- Managing Employee Absenteeism
- Managing Employee Discipline & The Employment Act
- Managing Employee Disciplinary Issues in the Workplace & Domestic Inquiry
- Managing Employee Disciplinary Issues in the Workplace
- Managing Foreign Workers in Malaysia
- High Performance Recruit
- Understanding the Rights of Employers & Employees under the Industrial Relations & Trade Union Act to Better Manage our Employees
- Understanding and Managing Misconduct
- HR for Non- HR Managers
- Retrenchment
- Sexual Harassment in the Workplace
- Business Social Compliance Initiative (BSCI)
- Team Development & Goal Setting/ KPIs
- Performance Improvement Plan (PIP)
- Common Occupational Diseases & Socso Claim

# CUSTOMISED IN-HOUSE PROGRAMMES

## IT Programmes

- Microsoft Word/ Excel/ Powerpoint 2010/2013/2016/2019/365
- Microsoft Excel: Data Analysis
- Big Data Analysis
- PowerBi Tools
- Microsoft Windows XP/Vista/7/8.1/10 (Beginners)
- Microsoft Windows XP/Vista/7/8.1/10 (Intermediate)
- Microsoft Windows XP/Vista/7/8.1/10 (Advanced)
- Microsoft Office 2003/2007/2010/2013/2016
- Office VBA
- Visual Studio 2008/2010/2012
- Microsoft SQL Server 2008/2012
- Mac OSX
- iWorks
- Final Cut Pro
- Adobe InDesign
- Open Office

## English Programmes

- Business Report Writing Skills
- Technical Report Writing Skills
- English for Supervisors
- English Made Easy for Supervisors and Employees
- Boosting Your Confidence in English
- Business English
- Presentation and Public Speaking Skills

# CUSTOMISED IN-HOUSE PROGRAMMES

## Safety & Health Programmes

- Management & Leadership Skills for Environmental, Health and Safety Professionals
- How to Take Safety to the Next Level
- Management of Emergency Response Team
- Chemical Health Risk Assessment (CHRA)
- Chemical & Noise Management System
- Ergonomic Risk Assessment
- Ergonomics at Work
- Accident Investigation & Report Writing Methodology
- Effective Setup of Safety & Health Committee
- Crisis Management Training
- Permit To Work Training
- Electrical/ Mechanical Safety Training
- Construction Safety & Site Audit Training, OSH for Supervisors
- Environmental, Health and Safety for SMI and SME
- Hearing Conservation Programme; · HIRARC
- Understanding Malaysian Occupational Safety & Health Legislation
- Behavioural Safety & Accident Prevention
- Accident Investigation

# CUSTOMISED IN-HOUSE PROGRAMMES

## Safety & Health Programmes

- Accident Investigation and Workplace Investigation
- Chemical Safety Handling
- Chemical Safety Handling, Chemical Spillage and PPE Usage
- Classification, Labelling and Safety Data Sheet of Hazardous Chemicals (CLASS 2013)
- Emergency Evacuation Plan
- Emergency Response Team
- Fire-Fighting and Fire-Drill
- OHSAS18001 OHS Management System
- ISO 45001: OSH Management System
- Personal Protective Equipment (PPE)
- Total Chemical Management
- Workplace Safety Inspections
- Warehouse Safety
- Machine Safeguarding Safety
- Lock-Out Tag-Out (LOTO)
- Occupational First Aid Skills
- Occupational First Aid Skills and CPR

## Supply Chain Management & Procurement

- Effective Negotiation and Purchasing
- Inventory Performance and Materials Management
- Purchasing Management
- Inventory and Stock Management
- Supply Chain Management
- Vendor Management
- Warehouse Safety

# CUSTOMISED IN-HOUSE PROGRAMMES

## Electrical Programme

- Basic Maintenance of Rotating Equipment
- Electrical Safety & Lock-Out Tag Out
- Electrical Work And Wiring
- Energy Efficiency and Optimization of HVAC System
- Heating, Ventilation and Air Conditioning (HVAC) Maintenance
- Practical Techniques of Machine Safeguarding for Risk Reduction
- Electrical Safety for Non-Electricians
- Gap Analysis of the Electronics Industry Citizenship Coalition's Code of Conduct (V5.0)

## Forklift & Heavy Vehicle Programme

- Crane Operation Safety
- Competence Forklift Safety Training
- Defensive Driving

## Motivational Programme

- Developing Motivated High Performance Workforce/ Managers
- Building and Sustaining Dynamic Teams
- Effective Teamwork for Managers
- Leadership & Mind Mastery Skills
- Teambuilding Training
- Creative Thinking, Problem Solving & Decision Making
- The Winning Attitude for Employees

# CUSTOMISED IN-HOUSE PROGRAMMES

## Customs Programmes

- Customs Tariff Classification
- Licensed Manufacturing Warehouse
- Malaysian Import & Export Procedures
- Malaysian Customs Procedures
- Facilities & Incentives under the Customs Act
- Free Trade Areas- Customs Procedures
- Internal Procurement Centres
- Offences & Penalties under the Customs Act
- Customs Audit & Investigations
- Customs Refund and Drawback Requirements
- Incoterms 2020

## Other Programmes

- Security Guard Training
- Geometric Dimensioning & Tolerancing (GD & T)
- Gauge Repeatability & Reproducibility (GR & R)
- Effective Corporate Governance
- Effective QA/ QC
- Measurement System Analysis (MSA)
- Mapping & Managing the Business Processes
- Japanese Language Training
- Mandarin Language Training
- Bahasa Language Training



\*Training programmes are depending on trainer's date availability

\*Training medium could be in English/ Bahasa Malaysia, and Mandarin (on request)

# FMM CONSULTANCY SERVICES

**The FMM Institute, Penang Branch is proud to introduce our consultancy services to all valued customers, members and non-members alike.**

**The FMM Institute is one of the leading training institutes approved by the Human Resource Development Council (HRDC) or Pembangunan Sumber Manusia Bhd (PSMB) under Category A, which requires us to have our own training rooms and facilities.**

**Besides the wide range of training programmes that we have developed to assist you in training your valuable workforce to achieve the status of knowledge workers, these consultancy services will further enhance the productivity of your company in line with the aspiration of our nation in achieving a high income economy.**

**The FMM Institute, Penang Branch has a group of highly qualified consultants who are capable of providing consultancy services in the following areas:**

- Ø Human Resources**
- Ø Talent Development**
- Ø Lean Manufacturing**
- Ø 5S Management**
- Ø Energy Saving**
- Ø Strategic Management**
- Ø ISO Quality Standards (leading to certification):**

**The above consultancy services can be customised to suit your company's requirements.**

# PUBLIC PROGRAMMES

COURSE TITLE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>JANUARY 2026</b>			
Data Protection Officer	5-6/1/2026	RM1404	RM1512
Occupational Safety & Health Coordinator (OSH-C)	6-8/1/2026	RM1,026	RM1,350
Simplify Work With Excel Dynamic Arrays	7-8/1/26	RM1404	RM1512
Power BI	7-8/1/2026	RM1404	RM1512
Excellent Customer Service	12/1/2026	RM486	RM594
HIRADC Risk Management and Overview on Latest Requirement	12-13/1/2026	RM1404	RM1512
Ms Excel Data Analysis and Dashboard Reporting	14-15/1/2026	RM1404	RM1512
NoiseSmart: Effective Hearing Protection in the Workplace	15-16/1/2026	RM1404	RM1512
Generative AI for HR Productivity	19-20/1/2026	RM1404	RM1512
High Risk Operations (HRO)	20-21/1/2026	RM1404	RM1512
5S Implementation	21/1/2026	RM486	RM594
Advanced Ergonomics Assessment Series: REBA, RULA, ROSA, MAC, ART	21-22/1/2026	RM1404	RM1512
ISO 9001 QMS with Climate Change and AI Application	27-28/1/2026	RM1404	RM1512
Professional Grooming, Social and Business Etiquette	29/1/2026	RM486	RM594

# PUBLIC PROGRAMMES

COURSE TITLE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>February 2026</b>			
Hazardous Chemical Exposure: Usage and Handling	3-4/2/2026	RM1404	RM1512
Electrical Safety -NFTA 7e	5-6/2/26	RM1404	RM1512
Understanding Industrial Relation Act and Its Amendment 2020	5-6/2/2026	RM1404	RM1512
Total Quality Management	9/2/2026	RM486	RM594
Employment Act 1955 [Incorporating Employment (Amendment) Act 2022 for HR Practitioners	9-10/2/2026	RM1404	RM1512
Comfort Leads to Success: Ergonomics for the Modern Workforce	9-10/2/26	RM1404	RM1512
Workflow Automation / Beginner's Guide to Workflow Automation	11-12/2/2026	RM1404	RM1512
Crisis Management	12/2/2026	RM486	RM594
Comprehensive Noise Control Practicability Assessment (NCPA) and Hearing Conversation Program (HCP)	23-24/2/2026	RM1404	RM1512
QCC & 7 QC Tools	25/2/2026	RM486	RM594

# PUBLIC PROGRAMMES

COURSE TITLE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>MARCH 2026</b>			
Understanding CHRA Implementation (specially design for Safety Officers)	2-3/3/2026	RM1404	RM1512
ISO 9001 QMS with Climate Change & AI Application	3-4/3/2026	RM1404	RM1512
Advanced Ergonomics Assessment Series: Manual Handling Advanced Assessment	4-5/3/2026	RM1404	RM1512
Occupational Safety & Health Coordinator (OSH-C)	10-12/3/2026	RM1,026	RM1,350
Influencing Skills	5/3/2026	RM486	RM594
Handling Misconduct and Domestic Inquiry	9-10/3/2026	RM1404	RM1512
Business English	10-11/3/2026	RM1404	RM1512
ISO45001:Occupational Safety & Health Management System	11-12/3/2026	RM1404	RM1512
Competency Based Interviewing Skills	16-17/3/2026	RM1404	RM1512
Strategic Management	17/3/2026	RM486	RM594
AI for Office Management	18-19/3/2026	RM1404	RM1512
Operasi Stor & Gudang	24-25/3/2026	RM1,080	RM1,620
Warehouse Management	31/3/2026	RM486	RM594

# PUBLIC PROGRAMMES

COURSE TITLE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>April 2026</b>			
Comfort Leads to Success: Ergonomics	1-2 /4/2026	RM1404	RM1512
Chemical Hazard Communication-Chemical Classification, Labelling and Safety Data Sheet	6-7/4/2026	RM1404	RM1512
HACCP/Good Manufacturing Practices	4/7/2026	RM486	RM594
ISO 45001 OSHMMS with Effective Risk Management and Operations Efficiency	8-9/4/2026	RM1404	RM1512
HIRARC for ISO45001	8-9/4/2026	RM1404	RM1512
Generative AI for Work & Business	13-14/4/2026	RM1404	RM1512
Employment Act 1955 [Incorporating Employment (Amendment) Act 2022 for HR Practitioners	15-16/4/2026	RM1404	RM1512
Lean Manufacturing	4/16/2026	RM486	RM594
Licensed Manufacturing Warehouse (LMW) Licensing, Facilitation & Control	20-21/4/2026	RM1404	RM1512
Manufacturing Productivity & Cost Improvement	4/22/2026	RM486	RM594
ISO 9001 QMS with Climate Change & AI Application	29-30/4/2026	RM1404	RM1512

# PUBLIC PROGRAMMES

COURSE TITLE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>May 2026</b>			
Training Needs Analysis	4-5/5/2026	RM1404	RM1512
Managing Employee Disciplinary Issues in the Workplace	5/5/2026	RM486	RM594
Pengiraan Stok	6-7/5/2026	RM1,080	RM1,620
How to Develop and Effective Safety & Health Committee	6-7/5/2026	RM1404	RM1512
Hazardous Chemical Exposure: Usage and Handling	11-12/5/2026	RM1404	RM1512
Strategic Managerial Skills	13-14/5/2026	RM1,080	RM1,620
Occupational Safety & Health Coordinator (OSH-C)	18-20/5/2026	RM1,026	RM1,350
Sexual Harassment in the Workplace	5/13/2026	RM486	RM594
Initial Ergonomics Risk Assessment Method for OSH Practitioners-Initial Level	13-14/5/2026	RM1404	RM1512
Law of Dismissal of Employee	18-19/5/2026	RM1404	RM1512
Electrical Safety – NFTA 7e	20-21/5/2026	RM1404	RM1512
Business Report Writing Skills	5/20/2026	RM486	RM594
MS Excel Data Analysis + AI	20-21/5/2026	RM1404	RM1512
Performance Management & Appraisal Skills	27-28/5/2026	RM1,080	RM1,620

# PUBLIC PROGRAMMES

COURSE TITLE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>June 2026</b>			
Competency Based Interviewing Skills	2-3/6/2026	RM1404	RM1512
ISO 14001 EMS with ESG Sustainability and Environmental Protection	3-4/6/2026	RM1404	RM1512
Mastering Sustainability Reporting & Engineering Strategies for Senior Executives	4-5/6/2026	RM1404	RM1512
Effective Negotiation and Purchasing	6/8/2026	RM486	RM594
Understanding Electrical Power Supply In Manufacturing Industries	8-9/6/2026	RM1404	RM1512
Business English	10-11/6/2026	RM1,080	RM1,620
HIRADC Risk Management and Overview on Latest Requirement	10-11/6/2026	RM1404	RM1512
Operasi Stor & Gudang	17-18/6/2026	RM1,080	RM1,620
Inventory and Stock Management	6/22/2026	RM486	RM594
Occupational Safety & Health Coordinator (OSH-C)	23-25/7/2026	RM1,026	RM1,350
Employment Act 1955 [Incorporating Employment (Amendment) Act 2022 for HR Practitioners	22-23/6/2026	RM1404	RM1512
Accident Investigation & Report Writing Methodology	6/30/2026	RM486	RM594

# PUBLIC PROGRAMMES

COURSE TITLE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>July 2026</b>			
High Risk Operations	1-2/7/2026	RM1404	RM1512
Understanding CHRA Implementation(Specially Design for Safety Officers)	6-7/7/2026	RM1404	RM1512
NoiseSmart: Effective Hearing Protection in the Workplace	8-9/7/2026	RM1404	RM1512
Grooming and Interpersonal Skills	8-9/7/2026	RM1404	RM1512
Emergency Response Team	7/9/2026	RM486	RM594
Office Ergonomics and Lighting (Based on Lighting DOSH Guideline 2018)	13-14/7/2026	RM1404	RM1512
Agentic AI for Workflow Productivity	15-16/7/2026	RM1404	RM1512
Effective Teamwork for Managers	7/16/2026	RM486	RM594
Corporate ESG & Sustainability	20-21/7/2026	RM1404	RM1512
Performance Management & Appraisal Skills	22-23/7/2026	RM1,080	RM1,620
Creative Thinking, Problem Solving & Decision Making	7/23/2026	RM486	RM594

# PUBLIC PROGRAMMES

COURSE TITLE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>August 2026</b>			
Comprehensive Noise Control Practicability Assessment (NCPA) and Hearing Conversation Program (HCP)	3-4/8/2026	RM1404	RM1512
8D Problem Solving	8/4/2026	RM486	RM594
Occupational Safety & Health Coordinator	5-6/8/2026	RM1,026	RM1,350
Machine Safeguarding and Lock Out/Tag Out	5-6/8/2026	RM1404	RM1512
Online-Hazardous Chemical Exposure: Usage and Handling	10-11/8/2026	RM1404	RM1512
Comfort Leads to Success: Ergonomics	12-13/8/2026	RM1404	RM1512
Finance For Non-Finance Executives & Managers	8/11/2026	RM486	RM594
Data Protection Officer	12-13/8/2026	RM1404	RM1512
Power BI	17-18/8/2026	RM1404	RM1512
Process Failure & Effect Analysis (PFMEA)	8/18/2026	RM486	RM594
ISO 9001 QMS with Climate Change and AI Application	19-20/8/2026	RM1404	RM1512

# PUBLIC PROGRAMMES

COURSE TITLE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>September 2026</b>			
ISO 14001 EMS with ESG Sustainability and Environmental Protection	2-3/9/2026	RM1404	RM1512
Initial Ergonomics Risk Assessment Method for OSH Practitioners-Initial Level	7-8/9/2026	RM1404	RM1512
ISO9001:2015 Awareness & Implementation	9/8/2026	RM486	RM594
Business English	9-10/9/2026	RM1,080	RM1,620
Mastering AI for Work and Business Productivity	9-10/9/2026	RM1404	RM1512
Emotional Intelligent for Managers	14-15/9/2026	RM1404	RM1512
Lean Manufacturing	9/15/2026	RM486	RM594
Transforming Data Analysis with Power BI	21-22/9/2026	RM1404	RM1512
Microsoft Excel Intermediate Level	9/22/2026	RM486	RM594
Electrical Safety – NFTA 7e	23-24/9/2026	RM1404	RM1512
* Electrical Safety & Lock Out Tag Out	23-24/9/2026	RM1404	RM1512
Practical AI for SME Productivity & Digital Efficiency	28-29/9/2026	RM1404	RM1512

# PUBLIC PROGRAMMES

COURSE TITLE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>October 2026</b>			
Advanced Ergonomics Assessment Series: REBA,RULA,ROSA,MAC, ART	5-6/10/2026	RM1404	RM1512
Occupational Safety & Health Coordinator	7-8/10/2026	RM1,026	RM1,350
Data Protection Officer	7-8/10/2026	RM1404	RM1512
Employment Act 1955 [Incorporating Employment (Amendment) Act 2022 for HR Practitioners	12-13/10/2026	RM1404	RM1512
Incoterm 2020	10/13/2026	RM486	RM594
ISO 45001 OSHMMS with Effective Risk Management and Operations Efficiency	14-15/10/2026	RM1404	RM1512
Workflow Automation / Beginner's Guide to Workflow Automation	14-15/10/2026	RM1404	RM1512
Comprehensive Noise Control Practicability Assessment (NCPA) and Hearing Conversation Program (HCP)	19-20/10/2026	RM1404	RM1512
Crisis Management	10/20/2026	RM486	RM594
Strategic Managerial Skills	21-22/10/2026	RM1,080	RM1,620
Accident Investigation & Report Writing Methodology	10/27/2026	RM486	RM594

# PUBLIC PROGRAMMES

COURSE TITLE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>November 2026</b>			
Office Ergonomics and Lighting (Based on Lighting DOSH Guideline 2018)	2-3/11/2026	RM1404	RM1512
Pengiraan Stok	4-5/11/2026	RM1,080	RM1,620
Warehouse Management	11/4/2026	RM486	RM594
Agentic AI for Workflow Productivity	4-5/11/2026	RM1404	RM1512
Corporate ESG & Sustainability	10-11/11/2026	RM1404	RM1512
Operasi Stor & Gudang	11-12/11/2026	RM1,080	RM1,620
Geametric Dimensioning & Telerancing	11/11/2026	RM486	RM594
Building and Effective Safety & Health Committee	12-13/11/2026	RM1404	RM1512
Occupational Emergency First Aid and Cardiopulmonary Resuscitation (CPR)	16-17/11/2026	RM1404	RM1512
Comfort Leads to Success: Ergonomics	18-19/11/2026	RM1404	RM1512
Business Report Writing Skills	11/18/2026	RM486	RM594

# PUBLIC PROGRAMMES

COURSE TITLE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>December 2026</b>			
Microsoft Excel Advanced Level	12/1/2026	RM486	RM594
ISO 9001 QMS with Climate Change and AI Application	2-3/12/2026	RM1404	RM1512
Effective Training Needs Analysis	7-8/12/2026	RM1404	RM1512
How to Prepare Full Set of Accounts	12/8/2026	RM486	RM594
NoiseSmart: Effective Hearing Protection in the Workplace	9-10/12/2026	RM1404	RM1512
Occupational Safety & Health Coordinator	8-10/12/2026	RM1,026	RM1,350
Industry Security Management	9-10/12/2026	RM1404	RM1512
Initial Ergonomics Risk Assessment Method for OSH Practitioners-Initial Level	14-15/12/2026	RM1404	RM1512
ISO9001:2015 Internal Auditing	12/15/2026	RM486	RM594
Performance Management & Appraisal Skills	16-17/12/2026	RM1,080	RM1,620
Competency Based Interviewing Skills	16-17/12/2026	RM1404	RM1512
Electrical Safety – NFTA 7e	16-17/12/2026	RM1404	RM1512
Emotional Intelligent for Managers	21-22/12/2026	RM1404	RM1512
Chemical Hazard Communication-Chemical Classification, Labelling and Safety Data Sheet	23-24/12/2026	RM1404	RM1512

# CERTIFICATE PROGRAMMES

## FMM CERTIFIED QUALITY ENGINEER

### Course Contents

- Module I : CQE Introduction, Management and Leadership
- Quality Management Systems 1 (QMS 1)
- Quality Management Systems 2 (QMS 2)
- Module II : The Quality Systems
- Module III : Product and Process Design
- Module IV : Product and Process Control
- Module V: Continuous Improvement
- Module VI: Quantitative Methods and Tools

**Target Group:** Supervisors, Executives, Engineers and Managers who have a few years working experience in quality related field.

**Course Fees:** FMM Members – RM5,400.00/participant Others – RM6,264.00/participant

**Intake:** January & July 2026

## FMM CERTIFIED QUALITY MANAGER (CQM)

### Course Contents

- Leadership
- Strategic Plan Development and Deployment
- Management Elements and Methods
- Quality Management Tools
- Customer-Focused Organizations
- Supply Chain Management
- Training and Development

**Target Group:** This program is meant for Engineers and Managers who have several years of working experience in quality-related field

**Course Fees :** FMM Members – RM4,536.00/participant Others – RM5,000.00/participant

**Intake:** March & September 2026

# CERTIFICATE PROGRAMMES

## FMM CERTIFICATE IN BOILERMAN

### Course Contents

- Acts and Regulations Related to Boilers
- Types of Steam Boilers
- Boiler Operation (Theory)
- Essential Fittings and Mountings
- Preparation for Mandatory Inspection
- Types of Test Related to Boilers.
- Boiler Maintenance
- Boiler House/Room Requirements
- Construction of Boilers
- Water Treatment
- Boiler Commissioning
- Boiler Accessories
- Oral Revision

**Target Group:** Boiler Supervisors, Operators, Assistant and Apprentice on matters relating to operations, mounting & fittings, inspections and maintenance of boilers at the workplace.

**Course Fees:** FMM Members – RM2,4840.00/participant Others – RM3,132.00/participant

**Intake:** January, April, July, October 2026

## FMM CERTIFICATE IN SUPPLY CHAIN MANAGEMENT

### Course Contents

- Module 1: Supply Chain Management (SCM) and Traditional Supply Chain
- Module 2: Setting Service Standards
- Module 3: Objectives and Issues with Supply Chain Management
- Module 4: Seven Principles of Supply Chain Management
- Module 5: Total Cost Analysis (TCA)
- Module 6: Enterprise Resource Planning (ERP), Internet and Supply Chain Improvement

**Target Group:** Managers, Executives, Officers and Supervisors who deal with a whole spectrum of business and organisation, process, sales, purchasing, manufacturing, warehousing, logistics, etc.

**Course Fees:** FMM Members – RM3,402.00/participant Others – RM3,726.00/participant

**Intake:** January, June & November 2026

# CERTIFICATE PROGRAMMES

## FMM CERTIFICATE IN PRODUCTION PLANNING AND CONTROL

### Course Contents

- **Module 1: Operation Management System**
- **Module 2: Decision Making process**
- **Module 3: OM Process**
- **Module 4: Time Horizon - Planning & Control Systems**
- **Module 5: Forecasting**
- **Module 6: Production - Capacity Planning and Scheduling**
- **Module 7: Layout and Location**
- **Module 8: Total Quality**
- **Module 9: Supply Chain Management**

**Target Group:** Department Supervisors and leaders, Entrepreneurs, Line Managers, Technicians / Mechanics, Executives

**Course Fees:** FMM Members – RM3,402.00/participant    Others – RM3,726.00/participant

**Intake:** February, May & September 2026

## FMM CERTIFICATE IN PROCUREMENT & INVENTORY

### Course Contents

- **Module 1 – Overview of Purchasing, Purchasing Modes and Organisation**
- **Module 2 – Procedures, Documentation and Records**
- **Module 3 – The Economics of Purchasing and Support Tools**
- **Module 4 – Negotiation Techniques, Sourcing and Approaches to Supply**
- **Module 5 – Cost, Prices and Value Analysis**
- **Module 6 – Computer-Based Purchasing Systems and Purchasing Quality**
- **Module 7 – Inventory and Least Total Cost Logistics**

**Target Group:** Executives, officers, assistants and clerks who are involved in areas of Procurement and / or Inventory Management

**Course Fees:** FMM Members – RM3,402.00/participant    Others – RM3,726.00/participant

**Intake:** March, August & October 2026

# CERTIFICATE PROGRAMMES

## FMM CERTIFICATE IN WAREHOUSE MANAGEMENT

### Course Contents

- Module 1 – Introduction to Warehouse Management and Warehouse Operations
- Module 2 – Packing and Picking Operations
- Module 3 – Warehouse Measurement Techniques
- Module 4 – Warehouse Improvement and Effective Stocktaking
- Module 5 – Development of Facility and Warehouse

**Target Group:** Executives, officers, assistants and clerks who are involved in areas of store and warehouse

**Course Fees:** FMM Members – RM3,402.00/participant    Others – RM3,726.00/participant

**Intake:** March, June & November 2026

## FMM CERTIFICATE IN MEDICAL DEVICE AUDIT - NEW

- Auditing Essentials: Fundamentals, roles, and ethical considerations.
- Audit Processes: Planning, performance, and impactful reporting.
- Quality Management Systems: Regulatory laws, IVD specifics, and international standards.
- Technical Knowledge: Risk management, design controls, and quality standards.
- Quality Tools: Control tools, process improvement, and data analysis.

### Target Group

Professionals in medical device industries focusing on regulatory compliance, quality assurance, and system audits.

**Course Fee:** FMM Members - RM4,050.00 / participant / Others- RM4,320.00/participant

**Intake :** March & September 2026

# CERTIFICATE PROGRAMMES

## FMM EXECUTIVE CERTIFICATE IN INDUSTRIAL RELATIONS MANAGEMENT

### Course Contents

- Industrial Relations Practices in Malaysia
- Malaysian Employment Law
- Compensation and Benefits
- Collective Bargaining and Negotiation

**Target Group:** This programme is specially designed for Human Resource personnel who want to acquire an in-depth knowledge and applications of Industrial Relations Management in an organization.

**Course Fees:** FMM Members - RM3,500.00/participant      Others - RM3,750.00/participant

**Intake:** April & December 2026

## FMM EXECUTIVE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

### Course Contents

- Human Resource Management (Assignment)
- Organizational Behaviour (Assignment)
- Training and Development (Assignment)
- Occupational Safety and Health Management (Assignment)

**Target Group:** Human Resource personnel who want to acquire an in-depth knowledge and applications of Human Resource Management in an organization

**Course Fees:** FMM Members - RM3,500.00/participant      Others- RM3,750.00/participant

**Intake:** March & August 2026

# CERTIFICATE PROGRAMMES

## FMM CERTIFICATE IN SAFETY & HEALTH OFFICER

### Course Contents

- Occupational Safety and Health Legislation
- Occupational Safety and Health Management
- Occupational Health
- Occupational Safety

**Target Group:** Safety and Health Officers, Human Resource Officers, Engineers and Supervisors in the manufacturing sector

- Course Fees: FMM Members - RM3,700.00/participant    Others - RM4,000.00 per participant
- Intake: June & November 3 2026

## FMM CERTIFICATE IN ENERGY MANAGEMENT

### Course Content

- Introduction to Energy Management
- Energy Efficiency in HVAC Systems
- Energy Efficiency in Electrical Systems
- Energy Efficiency in Mechanical Systems
- Energy Audit
- Economic Analysis
- Advances and New Technologies in Energy Efficiency

**Target Group:** Factory, facility, maintenance, service managers and engineers, senior managerial production and technical personnel who are involved in managing, maintaining and operating energy-related matters in their organisations.

**Course Fee:** FMM Members- RM3,900.00/participant    Others - RM4,500.00/participant

**Intake:** September 2026

# CERTIFICATE PROGRAMMES

## CONTINUOUS DEVELOPMENT PROGRAMME (CDP)

**Target Group:** Factory, facility, maintenance, service managers and engineers, senior managerial production and technical personnel who are involved in managing, maintaining and operating energy-related matters in their organisations

No.	Programme Title	DURATION	CDP POINTS	COURSE FEES
1.	FMM Certificate in Energy Management	14 DAYS	8 POINTS	M – RM 3,900 NM – RM 4,500
2.	Introduction to Energy Management	1 ½ DAYS	6 POINTS	M – RM 400 NM – RM 500
3.	Energy Efficiency in HVAC Systems	2 DAYS	8 POINTS	M – RM 800 NM – RM 900
4.	Energy Efficiency in Electrical Systems	2 DAYS	8 POINTS	M – RM 800 NM – RM 900
5.	Energy Efficiency in Mechanical Systems	2 DAYS	8 POINTS	M – RM 800 NM – RM 900
6.	Energy Audit	2 DAYS	8 POINTS	M – RM 800 NM – RM 900
7.	Energy Analysis	2 DAYS	8 POINTS	M – RM 800 NM – RM 900
8.	Advances and New Technologies in Energy Management	1 DAY	4 POINTS	M – RM 500 NM – RM 600

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**2767, Mukim, 1, Lebuh Tenggiri 2, 13700 Seberang Jaya,  
Penang**



## **Head of Branch**

Ms Owe Yean Roei : [yean\\_roei@fmm.org.my](mailto:yean_roei@fmm.org.my)



## **Public programmes**

Ms Nazliza : [nazliza@fmm.org.my](mailto:nazliza@fmm.org.my)



## **Customised In-House Programmes**

Mr Hasrulnizar : [hasrunizar@fmm.org.my](mailto:hasrunizar@fmm.org.my)



## **Certificate Programmes**

Ms Sharrlini : [sharrlini@fmm.org.my](mailto:sharrlini@fmm.org.my)



## **Branch Email**

**[fmm penang@fmm.org.my](mailto:fmm penang@fmm.org.my)**