



# FMM INSTITUTE SABAH BRANCH



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**IN-HOUSE  
TRAINING  
AVAILABLE!**

Can't send your staff out for training?

Don't worry! We'll bring the training to your company anywhere in Sabah!



# QUICK FACTS ABOUT FMM

## Federation of Malaysian Manufacturing

(Formerly known as Federation of Malaysian Manufacturers)

1968

Year Established



Over 50 years of  
empowering Malaysian  
industries.

4200+

Direct Members



Mainly from the  
manufacturing sector.

9100+

Indirect Members



Services & other  
industries.

## FMM Institute Network

The Head Office of FMM Institute is located in Wisma FMM at Bandar Sri Damansara, Kuala Lumpur, featuring fully equipped training facilities, including an IT laboratory and a business information center. With a network of ten branches nationwide, FMM Institute ensures accessible, high quality training across Malaysia.



**HQ and 10 Branches**



# FMM'S VISION & MISSION

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## FMM'S VISION



Making Malaysian industries globally competitive

## FMM INSTITUTE'S VISION



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

## OUR MISSION



To establish the FMM Institute as the centre of excellence to expand and diversify training and educational programmes and to professional and industry relevant qualification

## OUR QUALITY POLICY



Total Commitment to Service Excellent and Quality through Continuous Improvement

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# ABOUT US

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**FMM Institute** was established on **January 12, 1999**, as part of the Federation of Malaysian Manufacturers (FMM) to focus on developing skills and knowledge for the industry workforce. Its aim is to create a pool of skilled manpower capable of supporting Malaysia's growth as an industrialised nation.

The Sabah Branch was set up to meet the growing training needs of local industries by providing quality industrial and management programmes. FMM Institute serves as a one-stop training centre dedicated to continuous learning and professional development.

We offer a wide range of public, certificate, and in-house programmes for the manufacturing and services sectors. In-house training can be customised to meet a company's specific needs, ensuring quality and cost-effectiveness.

FMM Institute works closely with industry experts and trainers to design flexible, up-to-date, and practical programmes. We continuously evaluate our trainers and courses to maintain high standards and ensure participants gain relevant, applicable skills.

# FMM INSTITUTE NETWORK

## **Sabah Branch**

No. 143, 1st Floor, Block Q  
Lorong Plaza Permai 1, Alamesra Plaza Permai  
Sulaman Coastal Highway  
88400 Kota Kinabalu, Sabah  
Tel: 088-447 580  
Email: [fmmsabah@fmm.org.my](mailto:fmmsabah@fmm.org.my)

### **Head Office**

Wisma FMM, No 3, Persiaran Dagang, PJU 9  
Bandar Sri Damansara  
52200 Kuala Lumpur  
Tel: 03-62867200  
Fax: 03-62776712  
E-mail: [webmaster@fmm.org.my](mailto:webmaster@fmm.org.my)

### **Selangor & Kuala Lumpur Branch**

No 8A, Jalan Pensyarah U1/28,  
Hicom Glenmarie Industrial Park,  
40150 Shah Alam, Selangor Darul Ehsan  
Tel: 03-5569 2950/4471/4171  
Fax: 03-5569 4346  
Email: [fmmselangor@fmm.org.my](mailto:fmmselangor@fmm.org.my)

### **Kedah/Perlis Branch**

No 2, Lorong BLM 1/4  
Bandar Laguna Merbok  
08000 Sungai Petani, Kedah  
Tel: 04-4403273/3628  
Fax: 04-4426876  
E-mail: [fmmkedahperlis@fmm.org.my](mailto:fmmkedahperlis@fmm.org.my)

### **Johor Branch**

No 1 & 3, Jalan Kencana Mas 1/1  
Tebrau Business Park  
Kawasan Perindustrian Tebrau III  
81100 Johor Bahru, Johor  
Tel: 07-3577613  
Fax: 07-3577618  
E-mail: [fmmjohor@fmm.org.my](mailto:fmmjohor@fmm.org.my)

### **Penang Branch**

2767 Mukim 1, Lebuh Tenggiri 2  
Bandar Seberang Jaya  
13700 Prai, Penang  
Tel: 04-3992057  
Fax: 04-3994863  
E-mail: [fmmpenang@fmm.org.my](mailto:fmmpenang@fmm.org.my)

### **Eastern Branch**

(Pahang, Kelantan & Terengganu)  
B-4, Jalan Air Putih 2/1,  
25300 Kuantan, Pahang Darul Makmur  
Tel: 09-5606554/5244  
Fax: 09-5156855  
E-mail: [fmmeastern@fmm.org.my](mailto:fmmeastern@fmm.org.my)

### **Perak Branch**

No 1, Lorong Raja DiHilir  
30350 Ipoh, Perak Darul Ridzuan  
Tel: 05-5488660/8550/8770  
Fax: 05-5488221  
E-mail: [fmmperak@fmm.org.my](mailto:fmmperak@fmm.org.my)

### **Sarawak Branch**

Level 5 (South), Wisma STA,  
26, Jalan Datuk Abang Abdul Rahim  
93450 Kuching, Sarawak  
Tel: 082-3327874/2787  
Fax: 082-332785  
E-mail: [fmmsarawak@fmm.org.my](mailto:fmmsarawak@fmm.org.my)

### **Negeri Sembilan Branch**

No 123, Jalan S2 D31, City Centre  
Seremban 2, 70300 Seremban  
Negeri Sembilan Darul Khusus  
Tel: 06-6031616/26/27  
Fax: 06-6031628  
E-mail: [fmmnsembilan@fmm.org.my](mailto:fmmnsembilan@fmm.org.my)

### **Malacca Branch**

D3-4, Plaza Jayamuda  
Jalan Pelanduk Putih  
75300 Melaka  
Tel: 06-2831639/2812827  
Fax: 06-2838090  
E-mail: [fmmmalacca@fmm.org.my](mailto:fmmmalacca@fmm.org.my)

# CUSTOMISED IN-HOUSE PROGRAMMES

FMM Institute offers training courses to be conducted at your premise on dates of your choice as in-house training! This mode of training is cost effective and can be customized to meet your training objectives.

All FMM Institute's training programmes can be offered on in-house basis.

The benefits of in-house training:

- Customized to meet objectives
- Cost effectiveness
- Convenience and flexible scheduling
- On site practical session

All programmes are claimable under the HRD Corp Claimable Courses.

## **Experienced and Highly Qualified Facilitators with Relevant Industry Experience**

Our teams of professional facilitators who specialized in their respective fields are highly qualified with years of experience from manufacturing industries to service sectors.

## **Trending & New In-House Programmes**

### **Safety & Health Programmes**

- Occupational Safety & Health Coordinator (OSH-C)
- Occupational First Aid Skills & CPR
- Safe Forklift Driving Skills
- Kemahiran Pengawal Keselamatan Yang Berkesan (**New**)
- Behaviour Based Safety & Defensive Driving For Truck & Lorry Drivers
- Basic Firefighting & Emergency Response Team
- Hazard Identification, Risk Assessment, and Risk Control (HIRARC)
- Chemical Safety, Hazards & Handling
- Emergency Response Plan
- Scheduled Waste Management & Legal Requirements
- Overhead Crane & Lifting Safety
- Pengendalian dan Operasi Selamat Jentera Pertanian
- Noise Monitoring & Awareness
- Working At Height (Bekerja Di Tempat Tinggi)
- Ergonomics & Manual Handling
- Lock Out, Tag Out & System Interpretation

# CUSTOMISED IN-HOUSE PROGRAMMES

## Food Related Programmes

- Food Safety: MS 1480:2019 Awareness
- Effective Food Safety Management System: A Guide to ISO 22000:2018
- Halal, HACCP & GMP Certification (**New**)
- Halal Readiness: Dokumentasi Halal Yang Berkesan (**New**)
- Food Safety: GMP & HACCP Awareness

## Quality & Productivity Improvement

- 5S + 1S Housekeeping (**New**)
- ISO 37001:2016 Anti-Bribery Management System Awareness
- ISO 9001:2015 QMS Internal Auditor Training
- Awareness ISO 9001:2008 Internal Auditing Techniques
- MS 1480:2019 Internal Audit Training
- Effective Document Control & Record Management ISO Compliance
- Teknik Kawalan Kualiti Untuk QC
- Lean Production System

## Warehouse & Procurement

- The Best Warehouse & Inventory Management
- Pengurusan Stor & Inventori Yang Berkesan
- Effective Logistic & Supply Chain Management
- Purchasing Negotiation Skills
- Shipping Documentation, Procedure & Incoterms 2020
- 5S Practice in Warehouse (**New**)
- Digital Transformation in Procurement (**New**)
- Digital Transformation in Warehouse Operations (**New**)
- Leadership in Supply Chain Management (**New**)

## Human Resources

- Managing Discipline, Domestic Inquiry & Grievance
- Meeting Effectiveness and Minutes-Taking Techniques (**New**)
- Effective Human Resource Management & Administration Practices
- Conducting TNA & Evaluating Training Effectiveness
- Payroll Compliance & Administration
- Managing Misconduct & Poor Performance
- Dealing Effectively with Poor Performers, Absenteeism & Problematic Employees (**New**)

# CUSTOMISED IN-HOUSE PROGRAMMES

## Management & Performance Development

- Developing A Positive Work Attitude
- Project Management & Team Leadership
- Time & Stress Management
- Emotional Intelligence & Stress Management (**Executive Level Above**)
- Pengurusan Emosi dan Stress
- Designing Key Indicators & Managing Performance Measurement
- Staff Etiquette and Personal Grooming
- Effective Leadership & Supervisory Skills
- High Impact Communication & Negotiation Skills
- Effective Presentation Skills
- Kecemerlangan Perkhidmatan Pelanggan untuk Pekerja Operasi

## Sales & Marketing

- The Art of Marketing
- Professional Selling Skills
- Digital Marketing Strategies: Integrated Online Marketing Approach
- Leading an Effective Sales Team

## Finances & Account

- E-Invoice Mastery (**New**)
- Corporate Documentation for Tax Compliance (**New**)
- Finance For Non-Finance Managers/Executives
- Accounting Skills for Accounts Assistants & Clerks
- Cash Flow & Forecasting (**New**)
- Finance & E-Invoicing Skills for Non-Financial Individuals

## Maintenance & Technical

- FMM Certificate in Boilerman
- Internal Combustion Engine (ICE)
- Total Quality Management (TQM)
- Effective Plant Maintenance Challenging the Team to Zero Unplanned Machine Breakdown

## Information Technology (IT) & Artificial Intelligence (AI)

- Power BI Desktop Essential Skills (**New**)
- Microsoft Excel (Intermediate & Advance)
- Corporate Design Mastery with Canva (**New**)
- Smart Office: Leveraging AI for Everyday Office Tasks (**New**)

## Environmental, Social & Governance (ESG)

- Preparing Organisations for (ESG) Environmental, Social & Governance (**New**)
- Environmental, Social & Governance (ESG) Awareness (**New**)

# MONTHLY TRAINING PROGRAMMES

COURSE TITLE	DATE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>JANUARY 2026</b>				
Microsoft Excel (Intermediate & Advance)	08 - 09	2	864	972
Pengurusan Stor & Inventori Yang Berkesan	19 - 20	2	864	972
Membina Skil Kepimpinan Yang Berkesan Untuk Eksekutif, "Engineer" & Penyelia	26 - 27	2	864	972
Occupational First Aid Skills & CPR	29 - 30	2	972	1,026
<b>FEBRUARY 2026</b>				
Dealing Effectively with Poor Performers, Absenteeism & Problematic Employees	04 - 05	2	864	972
Sayang Kerja	06	1	648	756
Smart Office: Leveraging AI for Everyday Office Tasks	09 - 10	2	864	972
5S + 1S Housekeeping	26 - 27	2	864	972
<b>MARCH 2026</b>				
Innovative & Creative Thinking in Decision Making	09 - 10	2	864	972
Effective Payroll Administration and HR Statutory Practices	11 - 12	2	864	972

# MONTHLY TRAINING PROGRAMMES

COURSE TITLE	DATE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>APRIL 2026</b>				
Kemahiran Pengawal Keselamatan Yang Berkesan	07 - 08	2	972	1,026
Safe Driving Training for Heavy Vehicle	14	1	TBA	
Procurement Best Practices	16 - 17	2	864	972
Hazard Identification, Risk Assessment, and Risk Control (HIRARC)	23 - 24	2	864	972
Occupational First Aid Skills & CPR	27 - 28	2	972	1,026
<b>MAY 2026</b>				
Occupational Safety & Health Coordinator (OSH-C)	06 - 08	3	972	1,026
Safe Forklift Driving Skills	11 - 12	2	864	972
The Best Warehouse & Inventory Management	14 - 15	2	864	972
ISO 9001:2015 QMS Awareness + Internal Audit	18 - 20	3	1,188	1,296
<b>JUNE 2026</b>				
Occupational Safety & Health Coordinator (OSH-C)	10 - 12	3	972	1,026
5S + 1S Housekeeping	22 - 23	2	864	972
FMM Certificate in Human Resource Practitioner	22 - 26	5	3,240	3,780
Chemical Management & Safety Awareness	25 - 26	2	864	972
Teknik Kawalan Untuk QC	29 - 30	2	864	972

# MONTHLY TRAINING PROGRAMMES

COURSE TITLE	DATE	DURATION (DAYS)	MEMBER PRICE (RM)	NON-MEMBER PRICE (RM)
<b>JULY 2026</b>				
FMM Certificate in Warehouse Management ( <i>Online Course</i> )	04, 11, 18, 25, 01	5	2,700	3,024
Kemahiran Kepimpinan Untuk Supervisor	06 - 07	2	864	972
10 Practical Stress Management Tools & EQ Towards Better Mental Health	08 - 09	2	864	972
Ergonomics & Manual Handling at the Workplace	15 - 16	2	864	972
Preparing Organisations for (ESG) Environmental, Social & Governance	27 - 28	2	864	972
<b>AUGUST 2026</b>				
Professional Selling Skills	13 - 14	2	864	972
Digital Transformation in Warehouse Operation	17 - 18	2	864	972
Managing Discipline, Domestic Inquiry & Grievance	17 - 18	2	864	972
Meeting Effectiveness & Minutes Taking Techniques	20 - 21	2	864	972
<b>SEPTEMBER 2026</b>				
Microsoft Excel (Intermediate & Advance)	03 - 04	2	864	972
ISO 45001:2018 Awareness + Internal Audit	07 - 09	3	1,188	1,296
7S Awareness and Practical Applications at Factory Workplace	21 - 22	2	864	972
Occupational Safety & Health Coordinator (OSH-C)	23 - 25	3	972	1,026

# MONTHLY TRAINING PROGRAMMES

## COURSE TITLE

## DATE

## DURATION (DAYS)

## MEMBER PRICE (RM)

## NON-MEMBER PRICE (RM)

### OCTOBER 2026

Safe Forklift Driving Skills	08 - 09	2	864	972
Bagaimana Membentuk Sikap Kerja Positif & Motivasi Diri	13 - 14	2	864	972
Perancangan Inventori & Kawalan Stok	19 - 20	2	864	972
Occupational First Aid Skills & CPR	28 - 29	2	972	1,026

### NOVEMBER 2026

Kemahiran Pengawal Keselamatan Yang Berkesan	02 - 03	2	972	1,026
Corporate Design Mastery with Canva	12 - 13	2	864	972
Emotional Intelligence & Crucial Conversations	23 - 24	2	864	972
Effective Leadership & Supervisory Skills	25 - 26	2	864	972

### DECEMBER 2026

Mastering Workplace AI: A Practical Course for Busy Professionals	02 - 03	2	864	972
Digital Marketing	07 - 08	2	864	972
5S Practice in Warehouse	09 - 10	2	864	972
Occupational First Aid Skills & CPR	14 - 15	2	972	1,026

# CERTIFICATE PROGRAMMES

## A. FMM Certificate in Human Resource Practitioner

DATE	June 22 – 26	MEMBER FEE	RM 3,240.00
DURATION	5 Days	NON-MEMBER FEE	RM 3,780.00

### Objective

- Provide comprehensive knowledge of key HR functions including recruitment, payroll, training, performance management, and industrial relations.
- Equip participants with practical HR skills aligned with current Malaysian labour laws and HR best practices.
- Develop the ability to handle day to day HR and administrative matters confidently and professionally.
- Strengthen understanding of strategic HR roles in supporting organisational goals and employee engagement.

### Who Should Attend

Aspiring HR practitioners, HR assistants, administrative officers, line supervisors, and professionals who are newly assigned or plan to pursue a career in Human Resource Management.

## B. FMM Certificate in Warehouse Management (Online)

DATE	04, 11, 18, 25 July & 01 August	MEMBER FEE	RM 2,700.00
DURATION	5 Days	NON-MEMBER FEE	RM 3,024.00

### Objective

- Provide structured knowledge on warehouse management concepts and practices.
- Enhance understanding of inventory control, space utilisation and safety.
- Equip participants with professional competency through flexible online learning.

### Who Should Attend

Warehouse officers, logistics executives, supply chain professionals and those seeking career advancement in warehouse management

# SAFETY & HEALTH PROGRAMMES

1

## 1.1 Occupational Safety & Health Coordinator (OSH-C)

DATE	May 06 - 08	Jun 10 - 12	Sept 23 - 25		
DURATION	3 Days	MEMBER FEE	RM 972.00	NON-MEMBER FEE	RM 1,026.00

### Objective

- Understand the key responsibilities and significance of an OSH Coordinator in ensuring workplace safety.
- Enhance legal knowledge and acquire essential skills to effectively fulfill the OSH Coordinator role.
- Promote a safety culture while ensuring compliance with OSH standards and regulations.
- Learn best practices for managing and maintaining Occupational Safety and Health documentation.

### Who Should Attend

Managers, Executives and Supervisors in Production, Planning, Purchasing, Warehousing and Distribution areas.

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## 1.2 Occupational First Aid Skills & CPR

DATE	Jan 29 - 30	Apr 27 - 28	Oct 28 - 29	Dec 14 - 15	
DURATION	2 Days	MEMBER FEE	RM 972.00	NON-MEMBER FEE	RM 1,026.00

### Objective

- Equip participants with the skills and confidence to act as competent First Responders.
- Introduce the proper use of AEDs during emergency situations.
- Ensure compliance with the Occupational Safety and Health Act 1994.
- Raise awareness about the life-saving impact of First Aid and CPR knowledge.

### Who Should Attend

Managers, Executives and Supervisors in Production, Planning, Purchasing, Warehousing and Distribution areas.

# 1

# SAFETY & HEALTH PROGRAMMES

## 1.3 Safe Forklift Driving Skills

DATE	May 11 - 12		Oct 08 - 09		
DURATION	2 Days	MEMBER FEE	RM 864.00	NON-MEMBER FEE	RM 972.00

### Objective

- Develop safe driving techniques for forklift operation.
- Identify potential hazards and apply proper load handling procedures.
- Ensure compliance with workplace safety standards and forklift regulations.

### Who Should Attend

Forklift operators, warehouse staff, safety officers, and supervisors overseeing material handling activities.

## 1.4 Kemahiran Pengawal Keselamatan Yang Berkesan

DATE	Apr 07 - 08		Nov 02 - 03		
DURATION	2 Days	MEMBER FEE	RM 972.00	NON-MEMBER FEE	RM 1,026.00

### Objektif

- Meningkatkan kemahiran asas pengawal keselamatan dalam melaksanakan tugas dengan profesional.
- Memahami prosedur keselamatan, etika kerja, dan pengendalian situasi kecemasan.
- Mengukuhkan kemahiran komunikasi dan disiplin kerja pengawal keselamatan.

### Siapa Patut Hadir

Pengawal keselamatan, penyelia keselamatan, pegawai keselamatan, dan kakitangan yang terlibat dalam operasi keselamatan.

## 1.5 Safe Driving Training for Heavy Vehicle

DATE	April 14	MEMBER FEE	TBA
DURATION	1 Day	NON-MEMBER FEE	TBA

### Objective

- Learn safe and defensive driving habits among heavy vehicle drivers.
- Identify potential hazards and apply accident prevention techniques.
- Understand vehicle inspection, load handling, and road safety regulations.

### Who Should Attend

Heavy-vehicle drivers, fleet supervisors, logistics and transport personnel responsible for vehicle operations.

# SAFETY & HEALTH PROGRAMMES

1

## 1.6 Hazard Identification, Risk Assessment, and Risk Control (HIRARC)

DATE	April 23 – 24	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Understand the concepts and methodology of HIRARC in workplace safety.
- Identify potential hazards and assess their risks systematically.
- Develop and implement effective risk-control measures.

### Who Should Attend

Safety & health officers, supervisors, OSH committee members, and employees involved in risk-management processes.

## 1.7 Chemical Management & Safety Awareness

DATE	June 25 – 26	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Understand types and hazards of workplace chemicals.
- Learn safe handling, storage, and disposal practices.
- Apply proper emergency and safety procedures.

### Who Should Attend

Supervisors, safety committee members, maintenance staff, and employees handling or exposed to chemicals.

## 1.8 Ergonomics & Manual Handling at the Workplace

DATE	July 15 – 16	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Identify ergonomic risks and poor manual handling practices.
- Learn proper lifting and posture techniques to prevent injuries.
- Apply ergonomic principles to create a safer and more comfortable workplace.

### Who Should Attend

All employees involved in lifting, carrying, or repetitive tasks, including production operators, maintenance staff, supervisors, and safety committee members.

# 2

# QUALITY MANAGEMENT & PRODUCTIVITY

## 2.1 5S + 1S Housekeeping

DATE	February 26 - 27		June 22 - 23		
DURATION	2 Days	MEMBER FEE	RM 864.00	NON-MEMBER FEE	RM 972.00

### Objective

- Understand the 5S + 1S concept and its importance in workplace organisation.
- Apply techniques to maintain cleanliness, efficiency, and safety at the workplace.
- Promote a culture of continuous improvement and discipline among employees.

### Who Should Attend

All levels of employees, especially production, maintenance, and warehouse staff involved in workplace improvement initiatives.

## 2.2 ISO 9001:2015 QMS Awareness + Internal Audit

DATE	May 18 - 20	MEMBER FEE	RM 1,188.00
DURATION	3 Days	NON-MEMBER FEE	RM 1,296.00

### Objective

- Understand ISO 9001:2015 requirements and quality-management principles.
- Learn to plan, conduct and report internal audits effectively.
- Enhance continual improvement and compliance in the QMS process.

### Who Should Attend

QA/QC officers, internal auditors, management representatives and staff involved in quality management systems.

## 2.3 Teknik Kawalan Untuk QC

DATE	June 29 - 30	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objektif

- Memahami teknik asas kawalan kualiti (QC) dalam proses pengeluaran.
- Menggunakan alat QC seperti check sheet, histogram dan cause and effect diagram.
- Meningkatkan keupayaan menganalisis dan menyelesaikan masalah kualiti.

### Siapa Patut Hadir

Operator pengeluaran, juruteknik, pegawai QA/QC dan penyelia pengeluaran.

# QUALITY MANAGEMENT & PRODUCTIVITY

2

## 2.4 7S Awareness and Practical Applications at Factory Workplace

DATE	September 21 – 22	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Understand the principles, importance, and benefits of implementing the 7S system in factory operations.
- Apply the 7S methodology effectively to improve workplace organisation, productivity, safety, and employee morale.
- Develop the ability to identify wastes, hazards, and inefficiencies and implement practical improvement actions to achieve a clean, efficient, and disciplined workplace.

### Who Should Attend

Factory supervisors, production leaders, maintenance personnel, quality inspectors, safety officers, and all employees involved in manufacturing, operations, and continuous improvement activities.

## 2.5 ISO 45001:2018 Awareness + Internal Audit

DATE	September 07 – 09	MEMBER FEE	RM 1,188.00
DURATION	3 Days	NON-MEMBER FEE	RM 1,296.00

### Objective

- Understand the ISO 45001:2018 Occupational Health & Safety Management System.
- Learn audit planning, execution and reporting techniques.
- Enhance OSH performance through continuous improvement and compliance.

### Who Should Attend

Safety officers, OSH committee members, internal auditors and managers involved in OSH management systems.

# 3

# WAREHOUSE & PROCUREMENT

## 3.1 Pengurusan Stor & Inventori Yang Berkesan

DATE	January 19 - 20	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objektif

- Memahami kepentingan pengurusan stor dan inventori yang sistematik untuk mengurangkan kos operasi.
- Mengenalpasti kaedah kawalan stok dan penyimpanan yang berkesan bagi memastikan kelancaran operasi.
- Meningkatkan kecekapan dalam penyimpanan, pengeluaran dan pengauditan inventori.

### Siapa Patut Hadir

Penyelia stor, pegawai logistik, eksekutif gudang, pembantu stor dan kakitangan yang terlibat dalam pengurusan inventori.

## 3.2 Procurement Best Practices

DATE	April 16 - 17	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Understand the principles of effective procurement and supply-chain management.
- Learn techniques for supplier evaluation, cost control, and negotiation.
- Strengthen transparency and compliance in purchasing activities.

### Who Should Attend

Procurement officers, purchasing executives, supply-chain professionals, and managers overseeing procurement functions.

## 3.3 The Best Warehouse & Inventory Management

DATE	May 14 - 15	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Optimise warehouse layout, inventory accuracy and space utilisation.
- Learn effective stock control techniques to improve operational efficiency.
- Implement best practices in material handling and storage safety.

### Who Should Attend

Warehouse managers, logistics executives, store supervisors and inventory controllers.

# WAREHOUSE & PROCUREMENT

# 3

## 3.4 Digital Transformation in Warehouse Operation

DATE	August 17 – 18	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Understand the impact of digital technologies on warehouse management.
- Use automation, IoT and data analytics to improve operations.
- Strengthen decision making through real time information and integration.

### Who Should Attend

Warehouse managers, logistics professionals, IT executives and supply chain specialists adopting digital solutions.

## 3.5 Perancangan Inventori & Kawalan Stok

DATE	October 19 – 20	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objektif

- Memahami prinsip asas perancangan inventori yang berkesan.
- Menggunakan teknik ramalan dan analisis permintaan untuk mengekalkan tahap stok optimum.
- Mengurangkan kos melalui kawalan inventori yang sistematik.

### Siapa Patut Hadir

Pegawai logistik, penyelia gudang, pembantu stor dan eksekutif yang terlibat dalam pengurusan inventori.

## 3.6 5S Practice in Warehouse

DATE	December 09 – 10	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Implement 5S principles to create a clean, organised and safe warehouse.
- Improve workflow efficiency and space utilisation.
- Promote continuous improvement and team discipline.

### Who Should Attend

Warehouse supervisors, storekeepers, logistics staff and employees involved in warehouse operations.

## 4.1 Dealing Effectively with Poor Performers, Absenteeism & Problematic Employees

DATE	February 04 – 05	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Identify causes of poor performance, absenteeism, and misconduct.
- Use effective communication, coaching, and discipline to improve performance.
- Apply strategies to prevent recurring issues and build a positive work culture.

### Who Should Attend

Managers, Supervisors, Executives, Team Leaders, and HR personnel involved in handling employee performance, attendance, and disciplinary issues.

## 4.2 Effective Payroll Administration and HR Statutory Practices

DATE	March 11 – 12	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Understand payroll fundamentals and statutory compliance requirements.
- Learn accurate computation of wages, EPF, SOCSO, EIS, and PCB deductions.
- Manage payroll records and reporting in line with Malaysian labour laws.

### Who Should Attend

Payroll administrators, HR executives, finance officers, and administrative staff managing employee payments.

## 4.3 Managing Discipline, Domestic Inquiry & Grievance

DATE	August 17 – 18	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- To equip participants with essential skills to manage employee misconduct effectively.
- To conduct domestic inquiries in compliance with proper procedures.
- To handle employee grievances professionally and maintain workplace harmony.

### Who Should Attend

Heads of Department, Executives, Engineers, Supervisors, and Human Resource personnel who are involved in managing employee discipline, handling grievances, and participating as panel members in Domestic Inquiry proceedings.

# MANAGEMENT & PERSONAL DEVELOPMENT

# 5

## 5.1 Membina Skil Kepimpinan Yang Berkesan Untuk Eksekutif, "Engineer" & Penyelia

DATE	January 26 - 27	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objektif

- Membangunkan kemahiran kepimpinan dan komunikasi yang berkesan.
- Memahami peranan dan tanggungjawab sebagai pemimpin.
- Meningkatkan keupayaan membuat keputusan dan mengurus pasukan.

### Siapa Patut Hadir

Eksekutif, jurutera, penyelia dan ketua pasukan yang mengurus pekerja atau operasi harian.

## 5.2 Sayang Kerja

DATE	February 06	MEMBER FEE	RM 648.00
DURATION	1 Day	NON-MEMBER FEE	RM 756.00

### Objektif

- Menanam sikap positif dan semangat kerja yang tinggi dalam diri pekerja.
- Meningkatkan rasa tanggungjawab serta kesetiaan terhadap organisasi.
- Menggalakkan budaya kerja berpasukan dan produktiviti di tempat kerja.

### Siapa Patut Hadir

Semua pekerja dari pelbagai jabatan, penyelia dan ketua pasukan yang ingin memperkuuh motivasi dan etika kerja.

## 5.3 Innovative & Creative Thinking in Decision Making

DATE	March 09 - 10	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Develop creative thinking skills to generate innovative solutions in problem solving.
- Apply creativity tools and methods for effective decision making.
- Overcome mental blocks and encourage innovative thinking in the workplace.

### Who Should Attend

Managers, executives, supervisors, and team leaders involved in planning, innovation, and problem solving.

# 5

# MANAGEMENT & PERSONAL DEVELOPMENT

## 5.4 Kemahiran Kepimpinan Untuk Supervisor

DATE	July 06 – 07	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Mengembangkan kemahiran kepimpinan yang berkesan bagi menyelia pasukan kerja.
- Meningkatkan komunikasi, motivasi dan keupayaan membuat keputusan.
- Membentuk sikap bertanggungjawab dan contoh teladan kepada pekerja bawahan.

### Who Should Attend

Penyelia, ketua pasukan, eksekutif dan pengurus baru yang ingin meningkatkan kemahiran kepimpinan di tempat kerja.

## 5.5 10 Practical Stress Management Tools & EQ Towards Better Mental Health

DATE	July 08 – 09	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Recognise key causes and effects of stress at work.
- Apply simple stress management and EQ techniques.
- Build emotional awareness and resilience for better well-being.

### Who Should Attend

Managers, supervisors, executives, and employees who want to manage stress effectively and enhance emotional balance at work.

## 5.6 Meeting Effectiveness & Minutes Taking Techniques

DATE	August 20 – 21	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Conduct productive and structured meetings with clear objectives.
- Learn effective note taking and minute writing skills.
- Enhance follow up and documentation for organisational efficiency.

### Who Should Attend

Administrative assistants, executive secretaries, managers and staff responsible for meeting coordination and documentation.

# MANAGEMENT & PERSONAL DEVELOPMENT

# 5

## 5.7 Bagaimana Membentuk Sikap Kerja Positif & Motivasi Diri

DATE	October 13 – 14	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objektif

- Membentuk sikap positif dan meningkatkan semangat kerja dalam kalangan pekerja.
- Menyedarkan peserta tentang kepentingan disiplin, tanggungjawab dan nilai diri.
- Menggalakkan motivasi berterusan bagi meningkatkan prestasi kerja.

### Siapa Patut Hadir

Semua kakitangan, penyelia, ketua pasukan dan pengurus yang ingin membina budaya kerja positif di organisasi.

## 5.8 Emotional Intelligence & Crucial Conversations

DATE	November 23 – 24	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Understand emotional intelligence and its impact on workplace relationships.
- Develop self awareness, empathy and emotional regulation.
- Manage difficult conversations confidently and constructively.

### Who Should Attend

Managers, executives, supervisors and employees who want to enhance communication, collaboration and leadership effectiveness.

## 5.9 Effective Leadership & Supervisory Skills

DATE	November 25 – 26	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Develop essential leadership and supervisory skills to manage teams effectively.
- Improve communication, motivation, and conflict handling techniques.
- Strengthen teamwork, accountability and performance at the workplace.

### Who Should Attend

Supervisors, team leaders, executives, and newly promoted managers seeking to enhance their leadership and people management skills.

# 6

# SALES & MARKETING

## 6.1 Professional Selling Skills

DATE	August 13 – 14	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Learn key traits of a successful salesperson.
- Understand different prospecting techniques.
- Master face to face selling and closing techniques.
- Improve sales call organization, paperwork management, and time management.

### Who Should Attend

Sales Professionals looking to enhance their skills, New Sales Team Members, and Anyone interested in developing effective sales strategies and communication styles to increase success in their role.

## 6.2 Digital Marketing

DATE	December 07 – 08	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Understand digital marketing fundamentals and strategies.
- Learn to use social media, SEO and content marketing effectively.
- Develop digital campaigns that increase brand awareness and engagement.

### Who Should Attend

Marketing executives, entrepreneurs, business owners and professionals responsible for digital promotion.

# INFORMATION TECHNOLOGY (IT) & ARTIFICIAL INTELLIGENCE (AI)

7

## 7.1 Microsoft Excel (Intermediate & Advance)

DATE	January 08 - 09		September 03 - 04		
DURATION	2 Days	MEMBER FEE	RM 864.00	NON-MEMBER FEE	RM 972.00

### Objective

- Strengthen participants' ability to manage and analyse complex data using advanced Excel functions.
- Apply formulas, pivot tables, and data visualisation for business analysis and decision-making.
- Automate repetitive tasks using tools such as Macros and data validation.

### Who Should Attend

Executives, supervisors, administrative staff, and professionals who regularly work with data, reports, or spreadsheets.

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## 7.2 Smart Office: Leveraging AI for Everyday Office Task

DATE	February 09 - 10	MEMBER FEE	RM 864.00
DURATION	2 Days	NON-MEMBER FEE	RM 972.00

### Objective

- Introduce participants to AI tools that enhance daily productivity and workflow automation.
- Learn to use AI for writing, research, scheduling, and document management. Improve efficiency and collaboration through digital transformation in office operations.

### Who Should Attend

Administrative staff, executives, managers, and professionals seeking to improve productivity using AI technologies.

# 7

# INFORMATION TECHNOLOGY (IT) & ARTIFICIAL INTELLIGENCE (AI)

## 7.3 Corporate Design Mastery With Canva

DURATION	2 Days	NON-MEMBER FEE	RM 972.00
DATE	November 12 – 13	MEMBER FEE	RM 864.00

### Objective

- Master Canva tools for professional and creative corporate designs.
- Create marketing materials, reports and presentations efficiently.
- Apply branding principles to maintain a consistent corporate image.

### Who Should Attend

Marketing executives, administrative staff, trainers and individuals interested in improving their design and visual communication skills.

## 7.4 Mastering Workplace AI: A Practical Course for Busy Professionals

DURATION	2 Days	NON-MEMBER FEE	RM 972.00
DATE	December 02 – 03	MEMBER FEE	RM 864.00

### Objective

- Discover AI tools that boost productivity in writing, reporting and communication.
- Learn prompt design for effective interaction with AI systems.
- Apply AI in daily office workflows to save time and improve quality.

### Who Should Attend

Office professionals, executives, HR staff and managers interested in integrating AI into workplace productivity.

# ENVIRONMENTAL, SOCIAL & GOVERNANCE (ESG)

8

## 8.1 Preparing Organisations for (ESG) Environmental, Social & Governance

DURATION	2 Days	NON-MEMBER FEE	RM 972.00
DATE	July 27 - 28	MEMBER FEE	RM 864.00

### Objective

- Introduce ESG concepts and their impact on business sustainability.
- Develop strategies and policies that align with ESG goals.
- Enhance reporting and stakeholder engagement on sustainability practices.

### Who Should Attend

Executives, managers and officers in CSR, sustainability, environmental management and corporate governance.

# REGISTRATION FORM

**FMM INSTITUTE (Sabah Branch)**

**Tel: 088-447 580**

**E-mail: [fmmsabah@fmm.org.my](mailto:fmmsabah@fmm.org.my) / [leonard@fmm.org.my](mailto:leonard@fmm.org.my) / [nelly@fmm.org.my](mailto:nelly@fmm.org.my)**

**Dear Miss/Madam,**

**Please register the following participant(s) for the programme(s) below:**

**Programme:** .....

**Date** : .....

**Name** : ..... **Designation:** .....

**Name** : ..... **Designation:** .....

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

**Submitted by:**

**Name** : .....

**Designation :** .....

**Company** : .....

**Address** : .....

**Tel No** : ..... **Fax No:**.....

**E-mail** : .....

## **Registration Details**

- **Registration is on a first-come-first served basis. All fees for public programmes include course materials, meal and Certificate of Attendance.**
- **Completed registration form that is faxed, mailed or e-mailed to FMM Institute would be deemed as confirmed.**
- **Upon sending the registration form, you are deemed to have read and accepted the terms and conditions.**
- **The FMM Institute reserves the right to cancel or reschedule the above programme and all efforts will be taken to inform participants of the changes.**
- **Cancellation:**
  - **Must be in 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**
  - **However, replacement can be accepted at no additional cost.**

# SABAH STATE PUBLIC HOLIDAYS FOR 2026

Listed below are the official public holidays for the State of Sabah in the Year 2026.

Occasion	Day	Date
New Year	Thursday	1 January
Chinese New Year	Tuesday	17 February
Chinese New Year (2nd Day)	Wednesday	18 February
Hari Raya Puasa	Saturday	21 March
Hari Raya Puasa (2nd Day)	Sunday	22 March
Sabah Yang di-Pertua's Birthday	Monday	30 March
Good Friday	Friday	03 April
Workers' Day	Friday	1 May
Hari Raya Qurban	Wednesday	27 May
Harvest Festival	Saturday	30 May
Harvest Festival (2nd Day)	Sunday	31 May
Wesak Day	Sunday	31 May
SPB Yang di Pertuan Agong's Birthday	Monday	1 June
Awal Muharam (Maal Hijrah)	Wednesday	17 June
Prophet Muhammad's Birthday	Tuesday	25 August
National Day	Monday	31 August
Malaysia Day	Wednesday	16 September
Sabah Yang di-Pertua's Birthday	Saturday	4 October
Deepavali	Sunday	8 November
Christmas Eve	Thursday	24 December
Christmas	Friday	25 December

# CALENDAR 2026

## January

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

## May

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## June

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## August

S	M	T	W	T	F	S
				1		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September

S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## October

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## December

S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# MEMO

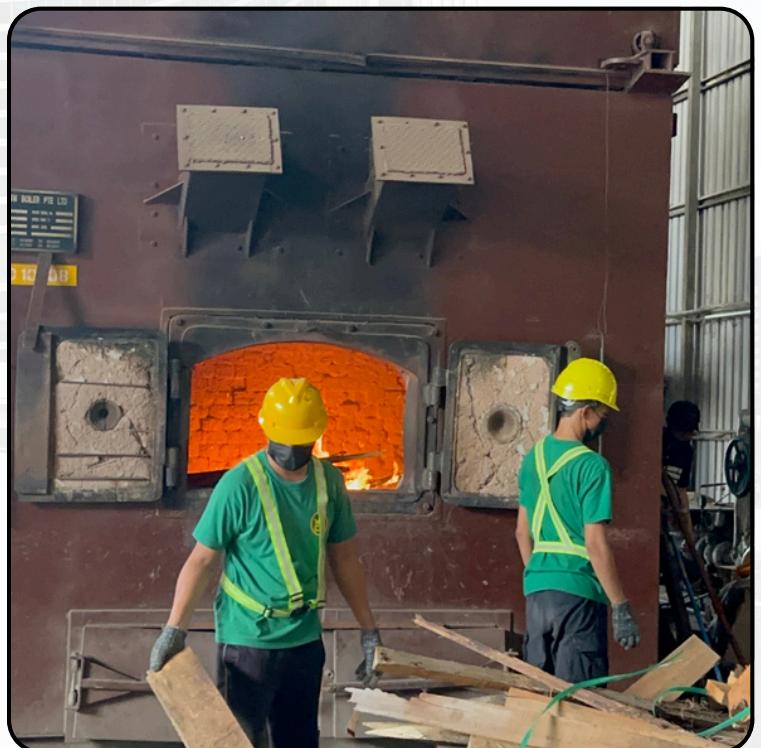


# PROGRAMME HIGHLIGHTS



## **Kemahiran Kepimpinan Untuk Supervisor**

## **FMM Certificate in Boilerman**



# PROGRAMME HIGHLIGHTS



## Defensive Driving For Four-Wheel (4WD) Vehicle Drivers

## Working At Height



# PROGRAMME HIGHLIGHTS



## Safe Forklift Driving Skills

## Pengendalian & Operasi Selamat Jentera Pertanian



# PROGRAMME HIGHLIGHTS

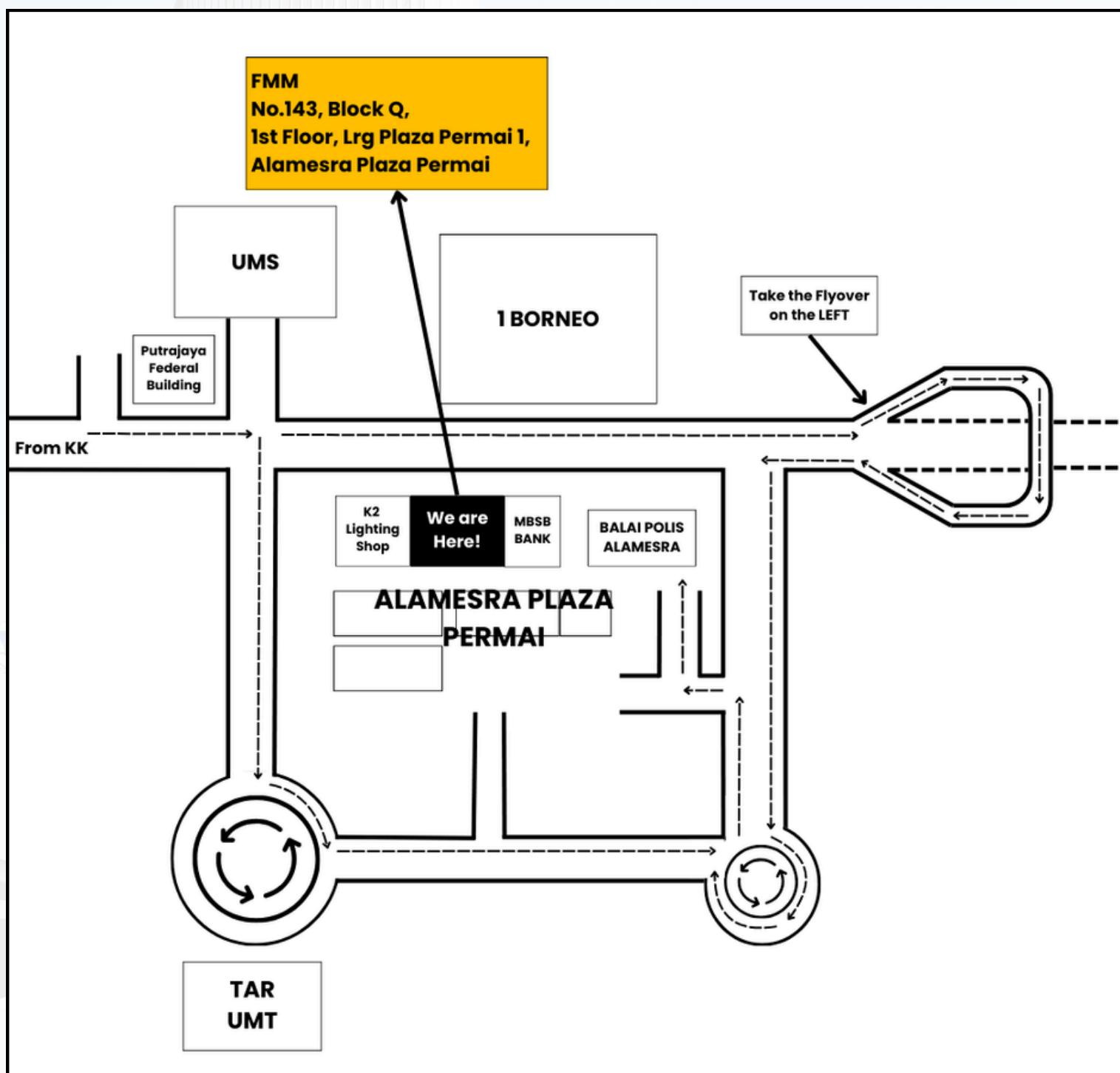


## Hazard Identification, Risk Assessment & Risk Control (HIRARC)

### ISO 9001:2015 QMS Internal Audit



# DIRECTIONS TO FMM INSTITUTE SABAH BRANCH



# CONNECT WITH US



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