



FMM Institute (475427-W)



TRAINING  
PROGRAMMES

FMM-IM/RC/21/2006

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**For the attention of Human Resource/ Training/ Operation/ Safety/ Factory/ Production  
Managers & Executives**



**POPULAR  
TRAINING PROGRAMMES  
AVAILABLE AS IN-HOUSE**

FMM Institute would like to take this opportunity to highlight to you some of the POPULAR training programmes that we have been regularly conducting for manufacturing and services companies over the past 12 months. The benefits of conducting in-house programmes are cost effectiveness and programmes are conducted at you convenience in respect of time and date.

**5S CONCEPTS AND IMPLEMENTATION**

To maintain a permanently clean and safe environment for the workplace, it is important to introduce a highly effective (housekeeping) system to ensure a quality environment. This programme is designed to provide participants with a understanding of the concept of '5S'. It gives the guidelines on good housekeeping for improving quality, productivity and safety at the workplace. This 2-day programme also include hands-on practical for '3S' steps and helps participants prepare a one-year 5S implementation plan.

**SUPERVISORY EXCELLENCE WORKSHOP**

Supervisors are the most important link in the management chain of any business enterprise. Today, the task of supervising has become more complex with the role of being the bridge between management and employees. To meet this demanding challenge, supervisors are been specially tailored for newly appointed as well seasoned supervisors to gain a better understanding of their supervisory roles. By attending this programme, new and seasoned supervisors will gain insights on the core supervisory functions such a planning, organising, staffing, communicating, and controlling.

## **SIKAP KERJA POSITIF / BUDAYA KERJA CEMERLANG**

Most employees perceive work as a chore. Therefore their hearts and minds are not set on completing the task at hand efficiently and improve on the quality of the finished job. A dissatisfied employees will slowly spread his discontentment to fellow employees and this will have an adverse effect on the organisation as a whole. The main purpose of this programme is to open up an employee's potential in realising his personal vision and the organisation's objective through positive thinking and positive work attitude. Conducted in Bahasa Malaysia, this programme creates a positive work attitude among participants in order to increase productivity and efficiency in the workplace. This in turn would help create a conducive work environment for the employees to contribute positively in order to achieve the organisation's objectives.

## **OCCUPATIONAL FIRST AID AND CPR**

Prevention is still one of the best methods against accidents at the workplace. However, even the best prevention effort sometimes fail and it is therefore prudent to prepare for such eventualities. Casualties succumb to their injuries before they reach medical facility and the company will lose its most skilful, productive hand. It has been shown that proper initial handling of the accident victims contributes significantly to the final outcome and often determines if a life could be saved. This programme will impart the basic practical knowledge of First Aid and it includes a session on Cardiopulmonary Resuscitation (CPR) to help participants possess life-saving and life-sustaining skills. Knowledge in first aid makes the difference between life and death. First Aid Certification will be awarded to participants who pass both Theory and Practical Exam.

All programmes are offered under the SBL schemes from PSMB and are 100% claimable. Detailed course outlines and quotations of these courses are available upon request. Programmes can also be customised to suit your training requirements. Please contact Ms Ong Li Choo or Josephine at 03-6276 1211 or e-mail to [lichoo@fmm.org.my](mailto:lichoo@fmm.org.my) for further enquiries.

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