

No.	Training Title	Targeted Participants (Name)	Training Coordinator	(Planned) / Actual - Please specify dates for actual												Min. Frequency	Venue	
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec			
1	Getting Ready For E-invoicing	Tan May Tin Ong Li Sin Lim Siew Cheun	Gerald Peries(Jerry)				X										1	On-line training
							4-Apr											
2	Forklift Safety Driving Skills	Muhammad Nur Amirul Muhammad Fariszuwan Ahmad Bahary	Tee Tuan Chuar								X						1	FMM Institute Malacca D3-4, Plaza Jayamuda, Jalan PelandukPutih, 75300 Melaka
											26 & 27							75300 Melaka
3	ISO 9001 Awareness Training	Muhammad Azizi Aswad Liyu Sic Cai	Philip Yong									X					1	On-line training

Remarks	Prepared by: Signature:  Name: TAN MAY TIN Appointment: HR Executive Date: 30/09/2024	Verified by: Signature: Name: PHILIP YONG Appointment: ISO Manager Date: 30/09/2024	Approved by:  Signature: Name: OON CHONG HUAT Appointment: MD Date: 30/09/2024	Recorded by: Signature:  Name: TAN MAY TIN Appointment: HR Executive Date: 30/09/2024
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