

each step better

We design and deliver customized training with focus on effectiveness

Each Step Better!



Quality
Engineering
Logistics
Maintenance
Technological trainings
Human Resources
Problem Solving
Lean
Microsoft Business Solutions



# Catalogue extract by training categories

**Quality** A comprehensive quality training solution aligned to the last industry standards

Aligned with the industries standard: : IATF 16949 Standard Requirements, Process and Design FMEA (new AIAG - VDA, ed. 1/2019), Core Tools (SPC, MSA, PFMEA, APQP, PPAP and Control Plan, Standard Requirements SR EN ISO / IEC 27001, VDA 6.3 process audit, VDA 6.5 product audit, Customer Specific Requirements, FMEA with APIS

**Health & Safety** Environment and HSE training programs

The most demanded: **IMDS** (International Material Data System), **ISO 14001**, **ISO 45001** or **Waste Management** 

<u>Management</u> Training programs designed for the Management Team and Middle Management

First Time Manager, Operational Leadership, Hoshin Kanri, Leadership and Management or Leadership for Leaders are just a few of our training programs' list that we deliver to our customers

**Process Optimization** Improving and optimizing the processes

Training sessions focused more than 60% on practical applications: TWI: On-the-job training (OJT), Production planning, Standardization and Ergonomics, Workplace design, standardization and optimization, Time study for production processes (applicative) or Introduction to time study, just to name a few.

### **<u>Lean</u>** Continuously eliminating the waste

The most important Lean tools and concepts for the production companies: Introduction, 5S and Standardization, Target agreement and visual management, Kaizen, OEE & SMED, Value Stream Mapping, TPM, Poka Yoke or Kanban

## Catalogue extract by training categories

## **Process Engineering** Time Study and line balancing

**Time Study** based on **REFA** (Methods of Work Design and Methods of Data Determination) or **MTM** (Basic System, Universal Analysis System and Practitioner seminar), **Time Study**, **GD&T**, **Technical drawing**, **Autocad** (**2D** & **3D**), **PTC Creo Basic Modeling Process** 

#### **Maintenance** Full support and expertise

Concept and application of Preventive, Autonomous and Predictive maintenance

### **Problem Solving** Numerous tools and methodologies

From the simplest to more complex problem solving techniques such as: Basic Problem Solving, **PDCA**, **8D** Problem Solving, **(QRQC)**, **SWOT** Analysis, **FTA** Fault Tree Analysis, **Statistical techniques** for data processing and analysis (using **Minitab** or **SigmaXL**), **DOE** Introduction

### **<u>Six Sigma</u>** Theory, statistics and coaching for real projects

**Yellow Belt**, **Champion**, **Green Belt** and **Black Belt**. For the Green and Black Belt programs, the program includes statistical tools (with Minitab or SigmaXL) and coaching for real projects from customer processes.

## **<u>Logistics</u>** Elements of Supply Chain Management

The trainings covers Supply Chain as well as internal logistics: Supply Chain Management (SCM), Materials Supply Planning, Logistics of Production Processes, Transport Management, MMOG/LE, Customs Legislation, Stock Management

# Catalogue extract by training categories

### **<u>Technological Trainings</u>** For direct operators and technicians

Customised training programs for all of our clients: **CNC** (introduction), Introduction to **Plastic Products**, **Injection processing**, Electrostatic Discharge (**ESD**) based on IEC 61340, **Locksmith** practical training, Introduction in **PL7** or **IEC 60335** Standard Requirements

### **Microsoft Business Solutions** Increase efficiency in your organization offices

Microsoft Excel (beginner, intermediate, advanced, expert, VBA), Data analysis with Excel and Power BI, Microsoft Access, Word, PowerPoint and Excel Business, Introduction to Microsoft Project, Microsoft Visio, Introduction to Computers and Office Productivity Software, Microsoft Office 365, Digitalization processes with Microsoft Power Platform

## **Personal And Organizational Development** Solutions for your employees

Introduction in Sales, Finance for non-finance, GDPR: Practical implementation, Time Management, Presentation techniques, Basics of communication or we can even learn how to Asses the effectiveness of training programs

### **<u>Human Resources</u>** Trainings for optimizing processes in the HR department

Training programs specially designed by and for the human resources employees: **Basics of communication**, **Presentation techniques**, **On the job training**, **First Time Manager**, **Staff recruitment and selection**, **Integration of new employees**, **Employee performance evaluation** or **Employee development** 



