

Training Courses for Every Business

Dear Sir,

I am happy to present you our "Training Calendar" for January 2010. From January 2010 onwards, our Hyderabad (India) based training center will offer hosts of training courses on International Standards and topics of business interests.

We will release training calendar for every month at least a month in advance. We will also release a yearly plan soon to enable you to make your monthly training plan and budget,

The training will be conducted at our own training center at the Chennoy Trade Center, Paradise Circle, Secunderabad, which is in the center of the city and well connected from all parts of the city.

Please feel free to write back to include your training requirements in our training plan. We will be happy to conduct special training sessions to meet your specific requirements.

We can also plan trainings at your premises or your desired location with prior confirmation.

Thanks and Regards

**Manoj Jain,
Director and CEO
Innovative Matrix Softech Pvt Ltd.**

About Us

Innovative Matrix Softech Pvt. Ltd. (IMSPL) is promoted by Qualified Engineers, Software Professionals, Quality System Auditors having varied industrial experience in industry segments like Engineering, Wires and Cables, Textile, Rubber, Aluminum, Copper, Alloys, PVC, Chemicals, Cement, Industrial Additives, Pharmaceutical, and Software.

Our Team has wide experience to implement ISO 9000, ISO 14000, OHSAS 18001, SA 8000, ISO/TS 16949, ISO 17799, ISO 22000, ISO 27000 and host of other industry specific standards.

Our Do-It-Yourself ISO certification Kits, which includes e-Book, Training Kit, Documentation and Examination software, available at www.isohelpline.com, are very popular worldwide. Popular search engines like Google, Yahoo, Live lists our site on first or second page for ISO 9000 related searches, which shows its international popularity.

**Innovative Matrix Softech Pvt. Ltd.
Training Centre:
704 Chennoy Trade Centre, Paradise Circle,
Secunderabad – Hyderabad – 500 003,
India**

For Booking Contact: Master Consultancy and Productivity Pvt. Ltd., 7 Tirumala Commercial Complex, Paradise Circle, Secunderabad - Hyderabad – 500 003, India. Phone: 27810214, 27815288, 27818831. Fax No. 040 – 27810214. email: materiso7k@yahoo.co.uk

Training Calendar

Sr. No.	Month	Date / Day	Timings	Subject	Duration	Fees Per Person	Who should attend
1	January, 2010	8th - Friday	3 - 7 pm	QMS ISO 9001: 2008 Changes	4 Hours	INR 500	Those who are well aware of ISO 9001: 2000 requirements and wish to learn new changes
2	January, 2010	9th - Saturday	3 - 7 pm	QMS ISO 9001: 2008 Changes	4 Hours	INR 500	
3	January, 2010	11th - Monday	3 - 7 pm	Awareness Training: QMS ISO 9001	4 Hours	INR 500	Anyone who wants to have basic understanding of QMS / ISO 9000 Series and its benefits to an organization, employees and customers
4	January, 2010	12th - Tuesday	3 - 7 pm	Awareness Training: QMS ISO 9001	4 Hours	INR 500	
5	January, 2010	14th - Thursday	3 - 7 pm	5 S Awareness Training	4 Hours	INR 500	Anyone who wants to have basic awareness of 5 S, management technique
6	January, 2010	18th - Monday	3 - 7 pm	5 S Awareness Training	4 Hours	INR 500	
7	January, 2010	21st - Thursday	10 am- 6 pm	Foundation Training: QMS ISO 9001	1 Day: 8 Hours	INR 1000	Those who want to learn the QMS principles, requirements of ISO 9001: 2008
8	January, 2010	25th - Monday	10 am- 6 pm	5 S Foundation Training	1 Day: 8 Hours	INR 1000	Those who want to learn 5 S concepts and implement it in their organizations.

Note: Training Calendar will be released at least a month in advance for every month.

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Details of Training Programme(s)

Sr. No.	Subject	Duration	Details	Objective
1	Internal Audit Training (Available for QMS ISO 9001, QMS ISO/TS 16949, EMS ISO 14001, OHSAS 18001, ISO 22001 Food and Safety)	2 Days: 16 Hours	<p>The extensive training of 16 hours (distributed over 2 calendar days) will be followed by 2 Hours written examination. Passing criteria is 70%.</p> <p>Those who pass the examination will be given "Certificate" of Internal Auditor, while others will be given "Certificate of Participation"</p> <p>Participants will be provided in-depth knowledge of process approach and how standards are</p> <p>Target Participants: Qualified graduates/diploma having about three years of working experience and basic understanding of management system.</p>	<p>Those who pass the examination are expected to be able to conduct audits internally for an organization. Participants will be able to plan and conduct the audit.</p> <p>They will also be able to design the documentation and implement the system in an organization</p>
2	Foundation Training (Available for QMS ISO 9001, QMS ISO/TS 16949, EMS ISO 14001, OHSAS 18001, ISO 22001 Food and Safety)	1 Day: 8 Hours	<p>The extensive training of 8 hours covering requirements of applicable standards clause-by-clause.</p> <p>The course will cover evolution of standard, principles, its requirements and how to implement these requirements in an organization.</p> <p>Target Participants: Qualified graduates/diploma/ anyone with deep desire to learn</p>	<p>Participants are expected to be able to understand and co-ordinate implementation of these standards in an organization after completion of training.</p>

Sr. No.	Subject	Duration	Details	Objective
3	Awareness Training (Available for QMS ISO 9001, QMS ISO/TS 16949, EMS ISO 14001, OHSAS 18001, ISO 22001 Food and Safety)	4 Hours	The 4 hours training will cover evolution of standard, principles and its requirements to give bird-eye-view of the systems requirements. Target Participants: Everyone	Participants are expected have basic awareness of the standard. The course will create basic understanding of the management system (either QMS, EMS, OHSAS, Food Safety etc.
4	5 S Foundation Training	1 Days: 8 Hours	The extensive training of 8 hours will cover concept of 5 S (customized and localized to SOBER). Implementation of "5-S" helps in implementing managements systems (QMS ISO 9001, QMS ISO/TS 16949, EMS ISO 14001, OHSAS 18001, ISO 22001 Food and Safety) as PROCESS APPROACH Target Participants: Everyone	Participants are expected to be able to understand and co-ordinate implementation of 5 S (or SOBER) in an organization.

Sr. No.	Subject	Duration	Details	Objective
5	5 S Awareness Training	4 Hours	<p>The extensive training of 4 hours will cover concept of 5 S (customized and localized to SOBER).</p> <p>Implementation of "5-S" helps in implementing managements systems (QMS ISO 9001, QMS ISO/TS 16949, EMS ISO 14001, OHSAS 18001, ISO 22001 Food and Safety) as PROCESS APPROACH</p> <p>Target Participants: Everyone</p>	Participants are expected to be able to support and maintain implementation of 5 S (or SOBER) in an organization.
6	ISO 9001 Documentation	1 Days: 8 Hours	<p>The extensive training of 8 hours only for preparing quality manual, procedures and preparing formats for data recording.</p> <p>You will be able to create documentation for your organization and you may not need a consultant to assist you in QMS implementation. Please note that we will provide our basic QMS documentation procedures free during this course.</p> <p>If you wish to make six sigma ready world class procedures meeting ISO 9001, ISO 14001, OHSAS 18001 requirements, you will be required to purchase those documentation sets separately, they are available online at www.isohelpline.com.</p> <p>Target Participants: Qualified graduates/diploma having about three years of working experience. Should have attended the ISO 9000 Foundation Course.</p>	Participants are expected to be able to understand how documents (manuals) are prepared in a organization and should be able to make for any type of organization.

Sr. No.	Subject	Duration	Details	Objective
7	Data Analysis: Tools and Techniques	4 Hours	How various types of data should be analyzed. The course will cover various six sigma techniques of data analysis initiating appropriate corrective and preventive actions. Target Participants: Qualified graduates/diploma and working professionals	Participants are expected to be able to analysis data related to their work and activities.
8	QMS ISO 9001: 2008 Changes	4 Hours	The training will cover changes in 2008 edition of International Standard ISO 9001 and will discuss how it will effect you as an ISO 9001: certified company. Target Participants: Participants should have good knowledge of QMS ISO 9001:2000	Participants are expected to be able to have in-depth understanding of changes in the new version of ISO 9001.
9	Motivation / Positive Thinking	4 Hours	The training will cover various aspects of working environments and how to self-motivate yourself to achieve personal goals. Target Participants: Everyone	Participants are expected to have higher level of motivation and will feel new energy levels in themselves.

Notes:

We also have training packages for **Leadership** / Pyramid Energy / Marketing Tools and Techniques etc., Please contact us for details at mail@isohelpline.com.

Lead Auditor Courses will be planned based on customer requirement. Please send your requirements to mail@isohelpline.com

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Training Fees

Sr. No.	Subject	Duration	Fees per person	Remarks
1	Internal Audit Training: QMS ISO 9001	2 Days: 16 Hours	INR 2000	Fee includes Training Material, Lunch and high tea (twice) on both days.
2	Internal Audit Training: QMS ISO/TS 16949	2 Days: 16 Hours	INR 4000	Fee includes Training Material, Lunch and high tea (twice) on both days.
3	Internal Audit Training: EMS ISO 14001	2 Days: 16 Hours	INR 2000	Fee includes Training Material, Lunch and high tea (twice) on both days.
4	Internal Audit Training: OHSAS 18001	2 Days: 16 Hours	INR 2000	Fee includes Training Material, Lunch and high tea (twice) on both days.
5	Internal Audit Training: ISO 22001 Food and Safety	2 Days: 16 Hours	INR 2000	Fee includes Training Material, Lunch and high tea (twice) on both days.
6	Foundation Training: QMS ISO 9001	1 Day: 8 Hours	INR 1000	Fee includes Training Material, Lunch and high tea (twice)
7	Foundation Training: QMS ISO/TS 16949	1 Day: 8 Hours	INR 2000	Fee includes Training Material, Lunch and high tea (twice)
8	Foundation Training: EMS ISO 14001	1 Day: 8 Hours	INR 1000	Fee includes Training Material, Lunch and high tea (twice)
9	Foundation Training: OHSAS 18001	1 Day: 8 Hours	INR 1000	Fee includes Training Material, Lunch and high tea (twice)
10	Foundation Training: ISO 22001 Food and Safety	1 Day: 8 Hours	INR 1000	Fee includes Training Material, Lunch and high tea (twice)

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Sr. No.	Subject	Duration	Fees per person	Remarks
11	Awareness Training: QMS ISO 9001	4 Hours	INR 500	Fee includes Training material and high tea
12	Awareness Training: QMS ISO/TS 16949	4 Hours	INR 1000	Fee includes Training material and high tea
13	Awareness Training: EMS ISO 14001	4 Hours	INR 500	Fee includes Training material and high tea
14	Awareness Training: OHSAS 18001	4 Hours	INR 500	Fee includes Training material and high tea
15	Awareness Training: ISO 22001 Food and Safety	4 Hours	INR 500	Fee includes Training material and high tea
16	5 S Foundation Training	1 Days: 8 Hours	INR 1000	Fee includes Training Material, Lunch and high tea (twice)
17	5 S Awareness Training	4 Hours	INR 500	Fee includes Training material and high tea
18	Preparing QMS ISO 9001 Documentation	1 Days: 8 Hours	INR 4000	Fee includes Training Material, Lunch and high tea (twice) You will also get ISOhelpline ISO 9001: 2008 Professional Documentation Kit Free
19	Data Analysis: Tools and Techniques	4 Hours	INR 500	Fee includes Training material and high tea
20	QMS ISO 9001: 2008 Changes	4 Hours	INR 500	Fee includes Training material and high tea
21	Motivation / Positive Thinking	4 Hours	INR 500	Fee includes Training material and high tea

We can conduct training programme at your location also. Please contact mail@isohelpline.com for details

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