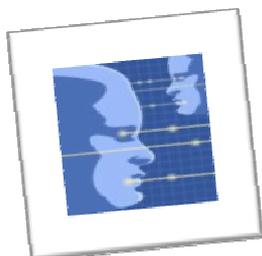


VKT Training Catalogue 2010

Purpose is Education - Professional



We provide profession training and consulting services both in-house and public training courses which related to management Systems and Standards such as ISO and BS, also Marketing & Business Communication, English Course, Microsoft Office, Other Management Skills and H.R. & Legal as following;

MANAGEMENT SYSTEMS & STANDARDS

- **General Management Systems**

Quality Management (ISO 9001:2008)		
No.	Course	Period (Days)
1	Introduction and Awareness	1
2	Implementation	2
3	Internal Auditor	2

Environmental Management (ISO 14001:2004)		
No.	Course	Period (Days)
1	Introduction and Awareness	1
2	Implementation	2
3	Internal Auditor	2
4	Update Environmental Law	1

Occupational Health & Safety Management (OHSAS 18001 : 2007)		
No.	Course	Period (Days)
1	Introduction and Awareness	1
2	Implementation	2
3	Internal Auditor	2
4	Update Safety Law	1

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- **Integrated Management Systems**

System Integrations (ISO 9001 / ISO 14001 / OHSAS 18001)		
No.	Course	Period (Days)
	<u>ISO 9001 & ISO 14001</u>	
1	Integrated Implementation	3
2	Integrated Internal Auditor	3
	<u>ISO 9001 & OHSAS 18001</u>	
3	Integrated Implementation	3
4	Integrated Internal Auditor	3
	<u>ISO 14001 & OHSAS 18001</u>	
5	Integrated Implementation	3
6	Integrated Internal Auditor	3
	<u>ISO 9001 & ISO 14001 & OHSAS 18001</u>	
7	Internal Auditor	3

- **Health Care & Medical Devices**

Medical Devices (ISO 13485:2003 / ISO 14971:2009 / MDD 93/42/EEC / CDMCAS / 17025:2005 GMP)		
No.	Course	Period (Days)
	<u>ISO 13485</u>	
1	Introduction	1
2	Implementation	2
3	Internal Auditor	2
	<u>ISO 14971</u>	
4	Risk Management	2
	<u>MDD 93/42/EEC</u>	
5	Introduction	1
6	Implementation	2
7	Internal Auditor	2
	<u>CDMCAS</u>	
8	Introduction	1
	<u>ISO 17025</u>	
9	Requirements	1
10	Internal Auditor	2
11	Method Validation	1
12	Measurement Uncertainty	1
13	Pre-audit for ISO 17025	1
	<u>GMP</u>	
14	Requirement	1
15	Implementation	2
16	Internal Auditor	2

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- **Food Safety Management Systems**

Food Safety (ISO 22000:2005, HACCP, GMP, HALAL)		
No.	Course	Period (Days)
	<u>ISO 22000</u>	
1	Introduction and Awareness	1
2	Implementation	2
3	Internal Auditor	2
	<u>HACCP</u>	
4	Introduction and Awareness	1
5	Implementation	2
6	Internal Auditor	2
	<u>GMP</u>	
7	Introduction and Awareness	1
8	Implementation	2
9	Internal Auditor	2
	<u>HALAL</u>	
10	Introduction and Awareness	1
11	Implementation	2
12	Internal Auditor	2

- **Business Continuity Management Systems & Risk Management**

Business Continuity Management (BS 25999:2006)		
No.	Course	Period (Days)
1	Introduction and Awareness	1
2	Implementation	2
3	Internal Auditor	2
4	Business Impact Assessment	1
5	Crisis and Incident Management	2
6	Writing The Business Continuity Plan	1
Risk Management (ISO 31000:2009)		
No.	Course	Period (Days)
1	Introduction and Awareness	1
2	Implementation	2

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- **Energy Saving Management Systems**

Energy Saving (BS/EN 16001:2009)		
No.	Course	Period (Days)
1	Introduction and Awareness	1
2	Implementation	2
3	Internal Auditor	2

- **Information Security & IT Services Management Systems**

Information Security (ISO/IEC 27001:2005)		
No.	Course	Period (Days)
1	Introduction and requirements	2
2	Implementation	2
3	Internal Auditor	2

IT Service (ISO/IEC 20000:2005)		
No.	Course	Period (Days)
1	Introduction and requirements	2
2	Implementation	2
3	Internal Auditor	2

- **Telecommunication Management Systems**

Telecommunication Management (TL 9000)		
No.	Course	Period (Days)
1	Introduction and Requirement	2
2	Interpretation and Measurement	2
3	Internal Auditor	2

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- **Market Research & Customer Satisfaction Management Systems**

Market Research (ISO 20252:2006)		
No.	Course	Period (Days)
1	Introduction and Awareness	1
2	Implementation	2
3	Internal Auditor	2

Customer Satisfaction (ISO 10002:2004)		
No.	Course	Period (Days)
1	Introduction and Awareness	1
2	Implementation	2
3	Internal Auditor	2

- **Social Responsibility Management Systems**

Social Accountability (SA 8000)		
No.	Course	Period (Days)
1	Introduction and Awareness	1
2	Implementation	2
3	Internal Auditor	2

- **Automotive Management Systems**

Automotive (ISO/TS 16949:2009)		
No.	Course	Period (Days)
1	Introduction and Requirement	2
2	Implementation	2
3	Internal Auditor	2
4	APQP: Advanced Product Quality Planning & Control Plan (2nd edition) & PPAP : Production Part Approval Process (4th edition)	1
5	FMEA: Failure Mode Effect Analysis (4th edition)	1
6	SPC : Statistical Process Control (2nd edition)	1
7	MSA : Measurement System Analysis(3rd edition)	1
8	Train the Trainer - TS 16949	3

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- **Aerospace Management Systems**

Aerospace (AS 9100, AS 9001, AS 9102)		
No.	Course	Period (Days)
1	Introduction and Awareness	1
2	Implementation	2
3	Internal Auditor	2

MARKETING & BUSINESS COMMUNICATION

Marketing & Business Communication		
No.	Course	Period (Days)
1	Public Speaking (Basic)	2
2	Public Speaking & Personality Improvement (Basic & Intermediate)	4
3	Presentation & Meeting Techniques	1
4	SWOT Analysis	1
5	IMC (Integrated Marketing Communication)	2
6	CRM (Customer Relationship Management)	2
7	Communication Technique a Cross Function	1
8	Writing for Public Relations	2
9	Human Relationship	1
10	Excellent Service	1

H.R. & LEGAL

HR. & Legal		
No.	Course	Period (Days)
1	Labor Law	2

IMPROVEMENT ENGLISH SKILLS

English Language Course		
No.	Course	Period (Days)
1	Foundation English Skill (Recovery English 1-2, Basic Reading, Basic Conversation, Business Conversation & Basic Writing)	48
2	Intermediate English (Recovery English, Basic Reading, Basic Conversation, Business Conversation, Basic Writing & Advanced Business Communication)	48

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**COMPUTER & MICROSOFT OFFICE 2007**

Microsoft Office		
No.	Course	Period (Days)
	<u>Computer & Microsoft Office 2007</u>	
1	Basic Computer Skill (Window, Internet, Microsoft Word, Microsoft Excel, Microsoft PowerPoint & Microsoft Outlook)	3
2	Microsoft Office 2007 New Version (Microsoft Word, Microsoft Excel, Microsoft PowerPoint & Microsoft Outlook)	2
3	Diagram Technique by Office 2007	1
	<u>Microsoft Project 2007</u>	
4	Foundation & Intermediate	3
	<u>Microsoft Office Publisher 2007</u>	
5	Foundation	1
	<u>Microsoft Word 2007</u>	
6	Foundation	1
7	Intermediate	2
8	Advanced	1
	<u>Microsoft Excel 2007</u>	
9	Foundation	1
10	Intermediate	2
11	Advanced	2
12	Advanced (For Accounting)	1
	<u>Microsoft PowerPoint 2007</u>	
13	Foundation	1
14	Intermediate	2
15	Advanced	1
	<u>Microsoft Access 2007</u>	
16	Foundation	1
17	Intermediate	3
18	Advanced	3
	<u>Microsoft Outlook 2007</u>	
19	Foundation	1
20	Intermediate	1
21	Advanced	1
	<u>Window 7</u>	
22	Upgrade to Window 7	2

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**MANAGEMENT SKILLS**

Management Skills		
No.	Course	Period (Days)
1	Lean Management	2
2	Basic of Six Sigma	2
3	QC 7 Tools	2
4	Cost Reduction	2
5	Total Preventive Maintenance (TPM)	2
6	Total Quality Management (TQM)	2
7	Cause & Effect Analysis	1
8	Corrective & Preventive Action Techniques	1
9	Root Cause Analysis	1
10	Effective Accident Investigation	1
11	5S	1
12	Balanced Scorecard & Performance Evaluation	1
13	Key performance Indicator (KPI)	1
14	Strategic Thinking	1
15	Strategy Business Plan	1
16	Positive Thinking	1
17	Problem Solving Technique	1
18	Selling Skills Management	1
19	Leadership	1
20	Supervisor Skill Development	1
21	Work Building	1
22	Walk Rally Team	2

**For more information or any training courses,
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