



**Training Calendar
FY 2022-23**


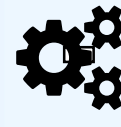










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Things to remember











- Training nominations through HRIS-LMS only will be considered for all participants intended to attend any training program organized by the company
- Employees who do not have an email ID or HRIS-LMS access but intended to attend the training program can provide their nominations to Unit ER lead of the respective units by 1st of every month.
- Training calendar will be published on bi-monthly basis while factoring the Training topic and participants list. Employees should check their details and enroll in HRIS-LMS on or before 15 days from the training date.
- Employees are suggested, encouraged & responsible to attend the required training program as per their annual TNI's as and when conducted because we do not have any provision for re-training.

Happy Learning!

April-22 Training Programs at Glance

 Conflict Management	 PLC Programming
 Kaizen PokaYoke	 POSH
 Laboratory Management & Internal Audit As per ISO/IEC 17025/2017	 MFO/MPCP/DWM
 FMEA + PFMEA	 CMM operation
 Supplier Evaluation	 Project Management
 Product Costing Calculation & Product Pricing Strategy	 Business Analytics for Data Driven Decisions

May-22 Training Programs at a Glance

 Die Casting	 Advance Level Hydraulics, Lubrication & Pneumatic Systems
 DFMEA	 Vision Mission & Values
 QSR -Quality Systems Regulation Methodology	 POSH
 Shanin Tool (DOE)	 GD & T
 First Aid Certified	 Train The Trainer

Click on the Training Name to know more about program details

Conflict Management

Date - 8th April 2022

- ▶ **Participant base**- 19 employees as per TNI
- ▶ **Trainer** – External | **Program** - External
- ▶ **Mode** - Hybrid – Physical (Pune Location) + Virtual Other locations
- ▶ **Time and duration in hours** – 9:15 am to 5:45 pm | 8 Hours
- ▶ **ALP to be submitted** – Yes, should be submitted to HR within 1 week
- ▶ **Total no batch planned for the FY2022-23 - 01**

Key takeaways:

- ▶ Explore Aggressive, Passive and Assertive approaches and the consequence of each response
- ▶ Understand why conflicts arise. Identify common responses to conflicts in terms of behavior, thoughts and attitude
- ▶ How to deal with difficult team members Learn effective conflict resolution methods and best practices for managing conflicts
- ▶ How to build trust and credibility with colleagues and team members
- ▶ Learn to hold difficult conversations calmly and assertively

PLC Programming

Date - 12th to 16th April 2022

- ▶ **Participant base** – 9 employees as per TNI
- ▶ **Trainer** – External | **Program** - External
- ▶ **Mode** - Hybrid – Physical (Pune Location) + Virtual Other locations
- ▶ **Time and duration in hours** – 9:15 am to 5:45 pm | 40 Hours(5 Days)
- ▶ **ALP to be submitted** – Yes, should be submitted to HR within 1 week
- ▶ **Total no batch planned for the FY2022-23 - 01**

Key takeaways:

- ▶ PLC Definition, features, differences and advantages over RLC
- ▶ Numbering Systems, Logic Gates
- ▶ Nomenclature, various I/O modules, selection on basis of application
- ▶ PLC architecture and execution Style
- ▶ Addressing of various I/O/M bits and word parameters
- ▶ Various FB's available and development of user FB.
- ▶ Concept presentation on advanced features like Barcode Scanner
- ▶ Printer connectivity, remote programming, remote I/O concept, Modbus connectivity, serial communication basics.
- ▶ Connecting a pressure switch, emergency switch, taking back-up programs



Kaizen and Poka Yoke

Date - 13th April 2022

- **Participant base** - 41 employees as per TNI
- **Trainer** – Ankit Mair | **Program** – Internal
- **Mode** - Virtual
- **Time and duration in hours** - 2:00 pm to 6:00 pm | 4 Hours
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23** - 02 (Next one is planned in August)

Key takeaways:

- Objective of Kaizen:

In today's world, we are going to see cyclic changes of smaller duration in the business environment. Companies have to be prepared to take up this challenge and be prepared for all seasons.

Categories:

1. Restoration
2. Renovation
3. Innovation
4. Breakthrough

- Objective of Poka Yoke

To error is Human. Human Beings are very forgetful and tend to make mistakes. Many times, we end up saying “Operator Carelessness/Negligence” or “Operator Inattentiveness”. If we carefully look at such processes, we can reason out that these are a combination of many factors rather than just “Operator Carelessness”.

POSH Awareness Session

Date - 14th April 2022

- **Participant base** - 98 employees of Plant P3/P9
- **Trainer** - External | **Program** - External
- **Mode** - Physical
- **Time and duration in hours** - 9:15 am to 11:30 pm | 2:15 Hours
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23** - Different batches for different location

Key takeaways:

- Detailed overview of POSH Act 2013 (Understanding of legal terms such as Sexual Harassment, Aggrieved Woman, Employer, Workplace, Principles of Natural Justice, Various Timelines, Inquiry procedures, Report Formats, etc.)
- Genesis of Law and the Social Need
- Difference between Sexual Harassment & Workplace harassment. Case Studies
- Types of Sexual Harassment (Quid Pro Quo and Hostile Work Environment)
- Whom do you complain about? What should the complaint cover?
- Redressal Mechanism in the Organization – Process of confidentiality – Internal Team
- Different scenarios of sexual harassment & Impact on involved parties/case studies.



Laboratory Management & Internal Audit As per ISO/IEC 17025/2017

Date - 14th April 2022

- **Participant base-** 8 employees as per TNI
- **Trainer** - Bhavesh Pednekar | **Program** - Internal
- **Mode** - Virtual
- **Time and duration in hours** - 2:00 pm to 6:00 pm | 4 Hours
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23** - 01

Key takeaways:

- Facilities and environmental condition of testing and calibration laboratories
- Handling of testing and calibration items
- Validation methods of testing and calibration.
- Specific requirements of calibration certificate.
- Metrological traceability
- Internal audit of Laboratory.

MFO/MPCP/DWM

Date - 16th April 2022

- **Participant Base** - 162 new joiner employees
- **Trainer** - Vishal Bhangre | **Program** - Internal
- **Mode** - Hybrid – Physical (Pune Location) + Virtual Other locations
- **Time and duration in hours** - 2:00 pm to 6:00 pm | 4 Hours
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23** - 04

Key takeaways:

- Evolve of MFO in AHPL
- Setting of MFO (Company Level / Individual Level)
- Cascading of MFO
- Setting of MPCP (Individual Level)
- What is DWM?
- Importance of DWM



Date - 19th April 2022

- ▶ **Participant base** - 48 employees as per TNI
- ▶ **Trainer** - Nayan Makude | **Program** - Internal
- ▶ **Mode** - Virtual
- ▶ **Time and duration in hours** – 09:15 am to 05:45 pm | 8 Hours
- ▶ **ALP to be submitted** - Yes should be submitted to HR within 1 week
- ▶ **Total no batch planned for the FY2022-23** - 02 (Next one is planned in August)

Key takeaways:

- ▶ FMEA History
- ▶ To Understand the use of Failure Modes & Effect Analysis (FMEA)
- ▶ What is FMEA?
- ▶ Team Members Roles
- ▶ PFMEA Terminology
- ▶ Getting Started with an PFMEA
- ▶ To learn the steps to Developing FMEA's
- ▶ PFMEA Scoring
- ▶ To learn how to link the PFMEA to other Process Tools

Date - 22nd April 2022

- ▶ **Participant Base** - 5 employees as per TNI
- ▶ **Trainer** – Mahesh Kad | **Program** - Internal
- ▶ **Mode** - Virtual
- ▶ **Time and duration in hours** - 2:00 pm to 6:00 pm | 4 Hours
- ▶ **ALP to be submitted** - No
- ▶ **Total no batch planned for the FY2022-23** - 01

Key takeaways:

- ▶ Basic Knowledge of CMM
- ▶ Type of CMM
- ▶ Dimensions and Drawing
- ▶ GD & T concepts & modifiers
- ▶ Position Application
- ▶ Geometrical Elements
- ▶ Probing Strategy
- ▶ CNC Programming
- ▶ Documentation.



Supplier Evaluation

Date - 25th April 2022

- ▶ **Participant base** - 5 employees as per TNI
- ▶ **Trainer** - Niles Deshpande | **Program** – Internal
- ▶ **Mode** - Virtual
- ▶ **Time and duration in hours** – 2:00 pm to 6:00 pm | 4 Hours
- ▶ **ALP to be submitted** - No
- ▶ **Total no batch planned for the FY2022-23** - 01

Key takeaways:

- ▶ Production Capacity
- ▶ Quality
- ▶ Performance
- ▶ Risk
- ▶ Environmental Impact

Project Management

Date - 30th April 2022

- ▶ **Participant Base** - 6 Employees as per TNI
- ▶ **Trainer** - Rohan Chemate | **Program** - Internal
- ▶ **Mode** - Virtual
- ▶ **Time and duration in hours** - 2:00 pm to 6:00 pm | 4 Hours
- ▶ **ALP to be submitted** - No
- ▶ **Total no batch planned for the FY2022-23** - 01

Key takeaways:

- ▶ Identify the key activities in the project life cycle.
- ▶ Recognize the components of a project charter and how to be appropriately scale them based on the size of a project.
- ▶ Keep projects on track by managing project risks and effectively using a communication plan.
- ▶ Capture valuable project lessons and use them to define and improve project management practices within your organization.
- ▶ Develop an action plan for continuing to expand your project management knowledge.



Product Costing Calculation & Product Pricing Strategy Training

Date -13th April 2022

- ▶ **Participant base** - 2 employees as per TNI
- ▶ **Trainer** – Bhagwat Yadav | **Program** – Internal
- ▶ **Mode** - Virtual
- ▶ **Time and duration in hours** – 03.00 pm to 05.00 pm | 1 hour 30min
- ▶ **ALP to be submitted** - No
- ▶ **Total no batch planned for the FY2022-23** - 01

Key takeaways:

- ▶ New Product Costing mechanism.
- ▶ Product Costing understanding from SAP.
- ▶ Overhead head absorption method on product.
- ▶ Product Profitability analysis and its driving factor.



Die casting techniques

Date -10th May 2022

- ▶ **Participant base** - 13 employees as per TNI
- ▶ **Trainer** - Joshith KP | **Program** - Internal
- ▶ **Mode** - Virtual
- ▶ **Time and duration in hours** - 2:00 pm to 6:00 pm | 4 Hours
- ▶ **ALP to be submitted** - No
- ▶ **Total no batch planned for the FY2022-23** - 01

Key takeaways:

- ▶ Fundamental techniques to reduce die casting defect
- ▶ Basic Concept dies
- ▶ Setting of machine parameter

Advance Level Hydraulics, Lubrication & Pneumatic Systems

ADVIK
Passionately Innovative

Date - 11th May 2022

- ▶ **Participant Base** -18 Employees as per TNI
- ▶ **Trainer** - Sujit Zirpe | **Program** - Internal
- ▶ **Mode** - Virtual
- ▶ **Time and duration in hours** - 2:00 pm to 6:00 pm | 4 Hours
- ▶ **ALP to be submitted** - No
- ▶ **Total no batch planned for the FY2022-23** - 01

Key takeaways:

- ▶ **Advance Level Hydraulics** : Types Of Hydraulic Valves, Types Of Hydraulic Pumps, Working of Hydraulics Valve, Working of Hydraulics Pump System, Hydraulic Oil Viscosity
- ▶ **Lubricants** : Types Of Lubricant, Types of Lubrication Oils, Types of System, Importunes of Lubrication, Working of Lubrication System
- ▶ **Pneumatic Systems** : Types Of Pneumatic Valves, Types Of Pneumatic Connector, Types Of Pneumatic Cylinder, Working of Valve & Cylinder



Date - 12th & 13th May 2022

- **Participant base** - 13 employees as per TNI
- **Trainer** - External | **Program** - External
- **Mode** - Virtual
- **Time and duration in hours** - 09:15 am to 5:45 pm | 16 Hours(2 Days)
- **ALP to be submitted** - Yes should be submitted to HR within 1 week
- **Total no batch planned for the FY2022-23** - 01

Key takeaways:

- Briefing on FMEA
- Structural Analysis
- Function Analysis
- Failure Analysis
- Risk Analysis
- Optimization
- Results Documentation
- Special Characteristic (CC/SC)

Date - 13th May 2022

- **Participant Base** - 140 employees
- **Trainer** - Upendra Chaturvedi | **Program** - Internal
- **Mode** - Hybrid – Physical (Pune Location) + Virtual Other locations
- **Time and duration in hours** - 9:30 am to 01:30 pm | 4 Hours
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23** - 03 (Next batches are planned in Aug & Jan)

Key takeaways:

- To understand the Vision, Mission and Values of ADVIK
- To understand AHPL's "Defense" to improve continuously in our approach
- To follow the TPM way and continuously improve our own & our vendor partner's capabilities of
 1. Development
 2. Engineering
 3. Manufacturing



QSR – Quality Systems Regulation Methodology

Date - 14th May 2022

- **Participant base**- 6 employees as per TNI
- **Trainer** - Somnath Kotgire | **Program** - Internal
- **Mode** - Virtual
- **Time and duration in hours** – 2:00 pm to 6:00 pm |4 Hours
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23** - 01

Key takeaways:

- Background and Definitions
- QS Subsystems Covered
- Management Responsibility
- Quality Audit and Personnel
- Corrective and Preventive Action
- Complaint Handling
- Production and Process Controls
- Process Validation

POSH Awareness Session

Date - 18th May 2022

- **Participant Base** - 81 employees of Plant P5
- **Trainer** - External | **Program** - Internal
- **Mode** - Physical (Baner office)
- **Time and duration in hours** - 9:30 am to 01:30 pm | 4 Hours
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23 for P05** - 01

Key takeaways:

- Detailed overview of POSH Act 2013 (Understanding of legal terms such as Sexual Harassment, Aggrieved Woman, Employer, Workplace , Principles of Natural Justice , Various Timelines, Inquiry procedures, Report Formats, etc.)
- Genesis of Law and the Social Need
- Difference between Sexual Harassment & Workplace harassment. Case Studies
- Types of Sexual Harassment (Quid Pro Quo and Hostile Work Environment)
- Whom do you complain about? What should the complaint cover?
- Redressal Mechanism in the Organization – Process of confidentiality – Internal Team
- Different scenarios of sexual harassment & Impact on involved parties/case studies.



Shanin Tool (DOE)

Date - 20th May 2022

- **Participant base** - 4 employees as per TNI
- **Trainer** - Sagar Bhosale | **Program** - Internal
- **Mode** - Virtual
- **Time and duration in hours** - 9:30 am to 01:30 pm | 4 Hours
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23** - 01

Key takeaways:

- Fundamentals of DOE
- Why Shanin DOE?
- Key features of Shanin Tools
- Major steps in Shanin Tools
- Fundamentals of Problem solving
- Initial Shanin Tools & Methodology

GD&T

Date - 24th May 2022

- **Participant Base** - 41 employees as per TNI
- **Trainer** - Prasad Jadhav | **Program** - Internal
- **Mode** - Virtual
- **Time and duration in hours** - 09:15 pm to 5:45 pm | 8 Hours
- **ALP to be submitted** - Yes should be submitted to HR within 1 week
- **Total no batch planned for the FY2022-23 for P05** – 02 (Next one is planned in Jan 2023)

Key takeaways:

- Understand that datum's determine alignment
- Understand that tolerance zone values are diameters, widths, or thicknesses
- Recognize the most common GD&T characteristics
- Identify the difference between the GD&T categories
- Be able to discuss GD&T with a basic understanding



Train The Trainer

Date - 23rd & 24th May 2022

- ▶ **Participant base** - 15 employees as per TNI
- ▶ **Trainer** - External | **Program** - External
- ▶ **Mode** - Physical (Pune Location) Virtual (Other Plants)
- ▶ **Time and duration in hours** - 09:15 pm to 5:45 pm |16 Hours(2 Days)
- ▶ **ALP to be submitted** - Yes should be submitted to HR within 1 week
- ▶ **Total no batch planned for the FY2022-23** - 01

Key takeaways:

- ▶ **Recreational** : Feelings, Conversations, FANTASY framework, Emphasis On Action, Is undesirable, Evaluation, Anchoring & Reunion.
- ▶ **Educational** : Conversations & Interviews, REALITY frames , Reflection - Learning Lesson, Funneling & Filtering, Evaluation, Anchoring & Action Planning.
- ▶ **DEVELOPMENTAL** : Conversations, Instrument & Interviews, CONTEXTUAL frame, Transferring to Life, Direct & Frontloading.
- ▶ **RE-DIRECTIONAL** : Feelings, Thinking, Behavior & Change, Conversations, Instrument, Interviews & Observation, Sustaining Change, Indirect & Frontloading, Evaluation, Anchoring, Action Planning & Anchoring.

First Aid Certified

Date - 28th May 2022

- ▶ **Participant Base**- 15 employees from plant P14
- ▶ **Trainer** - External | **Program** – External
- ▶ **Mode** - Physical
- ▶ **Time and duration in hours** - 9:30 am to 01:30 pm | 4 Hours
- ▶ **ALP to be submitted** – No
- ▶ **Total no batch planned for the FY2022-23** - 01

Key takeaways:

- ▶ Able to understand how and when to administer first aid.
- ▶ Able to provide appropriate treatment for the purpose of preserving life.
- ▶ Able to minimize the consequences of injury until the arrival of medical assistance.
- ▶ Able to provide appropriate treatment for an injury which does not require the attention of a medical practitioner or nurse.
- ▶ Familiar with health & safety legislation on first aid in the workplace (e.g. Contents of First Aid Box).
- ▶ How to do CPR?



ALP Format Technical

ADVIK		ACTION LEARNING PROJECT - (Technical Training)			
Employee Name					
Department					
Training Topic					
Date of Training		Duration of Training			
Project Name					
Project Start Date		Project End Date			
Project Facilitator					
Introduction, overview or background: Brief description, including a business need, problem or opportunity that the project addresses, and the events/Training Imparted -leading to the formulation of the project:					
What are the project goals? And how will you know if the project has been successful at the end?					
Sr. No	Project Goals	Measurement Criteria	weigh tage	Self Score	HOD Score
1			10		
2			10		
3			10		
Constraints, Assumption and risks					
Constraints					
Assumptions					
Risks					
How will working on this project enhance your knowledge and skills?					
Is project aligned with the current strategic or operational plan (Select 1, 2 or 3) - (Tick the right Option)					
1		2		3	
No link to current		Supports a strategic or		Directly aligned with a specific strategic or operational initiatives	
Submission of ALP to HR (After 7 Days from date of completion of Training)		Submission of ALP to HR (On Completion of Project)			
Employee Sign		HOD Sign		Employee Sign	
***If ALP is training based then employee should submit to HR (within 7 Days) from date of completion of training.					
***Employee should take the final score from HOD after completion of Project					
***Employee to submit training effectiveness progress and /or training effectiveness closure through ALP evaluation within one month from date of completion of Project.					

ALP Format Behavioural

ACTION LEARNING PROJECT	Name:		Employee Code:		Department:		Manager's Name:		ADVIK		
	To be Used For Action Learning Project For Behavioural Training More Than 08 Hours										
	Topic Nos.	Focussed Areas	Scope of Improvement	Key Action to be Taken	Target Date	Learning	Behavioural Results	Status	Open/Closed		
	Topic 1										
	Topic 2										
	Topic 3										
	Topic 4 (Optional)										
	Topic 5 (Optional)										
	Brief About Overall Improvement & Consistency		1. 2. 3.								
	HOD Feedback On Overall Improvement & Consistency		1. 2. 3.								
Accountability Partner: Select a person from the task group who can help in framing the developmental plan and give the inputs as and when needed											
***If ALP is training based then employee should submit to HR (within 7 Days) from date of completion of training.											

[Click here to download the format](#)

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Write to us with your feedback,
suggestions, queries
@

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Thank You