














Training Calendar FY 2022-23

Things to remember












- Training nominations through HRIS-LMS **will only 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!

Aug - 22 Training Programs at Glance

 VMC Programming	 APQP
 Import Export Policy(BRC/FIRC Compliances)	 Financial Modelling
 Rejection Management	 E-Way Bill
 SPC Technique	 Basics of IPR
 Competency-based interviewing skills	 Presentation Skills
 Vision Mission & Values	

Sep - 22 Training Programs at a Glance

 Deeper Understanding of IPR- Patents & Designs	 8D Problem solving
 Problem Solving Techniques (Includes 7QC Tools)	 Yamazumi
 Planning & Organizing	 Basic Excel
 PLM Advance Configuration	 CNC Programming
 Vision Mission & Values	 Taxation Knowledge
 Process Validation	

Click on the Training Name or icon to know more about program details

VMC Programing

Date – 5th Aug 2022

- ▶ **Participant base**- 24 employees as per TNI
- ▶ **Trainer** – Viraj Bangal | **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 of batches planned for the FY2022-23** - 01

Key takeaways:

- ▶ VMC Programming topics
- ▶ G Code
- ▶ G Code examples

APQP

Date - 12th Aug 2022

- ▶ **Participant base** – 23 employees as per TNI
- ▶ **Trainer** – Girish Mestry | **Program** – Internal
- ▶ **Mode** – Virtual
- ▶ **Time and duration in hours** – 9:30 am to 6:00 pm | 8 Hours
- ▶ **ALP to be submitted** – Yes should be submitted to L&D team within 1 week
- ▶ **Total no of batches planned for the FY2022-23** – 01

Key takeaways:

- ▶ Introduction of the Trainer and Get expectations from Team Members
- ▶ Basic Introduction to IATF Core tool
- ▶ Conduct Pre-Test for the APQP, history and Why APQP
- ▶ Phases of APQP, detailed Requirements of APQP Phase
- ▶ APQP & QG 15, PPAP requirements, PPAP 18 Documents, level of PPAP (Short description)
- ▶ IPT, OPT, HVPT, IPP and IPC, formats Used for the APQP
- ▶ Case study on APQP
- ▶ Post test APQP



Import Export Policy(BRC/FIRC Compliances)

Date – 9th & 10th Aug 2022

- **Participant base** - 8 employees as per TNI
- **Trainer** – External | **Program** – External
- **Mode** - Virtual
- **Time and duration in hours** - 10:00 am to 1:00 pm | 6 Hours (2 Days)
- **ALP to be submitted** - No
- **Total no of batches planned for the FY2022-23** - 01

Key takeaways:

- Export Trade Regulatory Bodies Functions – DGFT, RBI, Customs
- Export Trade Documents – Principle Documents and Auxiliary Documents
- DGFT Regulations – EPCG, AAI, DFIA
- Customs Procedure – Statutory Export Inspections, Shipping Bill, Drawbacks
- Incoterms and Export Pricing
- Payment Methods – Open Transfer, Documentary collections, Letter of Credit
- Banking Regulations and Schemes – BRC, FIRC, Post and Pre Credits, Forward Contracts
- Foreign Trade Policy – An Overall View

Financial Modelling

Date - 16,18,22,24,26th Aug 2022

- **Participant base** – 3 employees as per TNI
- **Trainer** – External | **Program** – External
- **Mode** – Virtual
- **Time and duration in hours** – 6:00 pm to 8:30 pm | 18 Hours (5 days)
- **ALP to be submitted** – Yes should be submitted to HR within 1 week
- **Total no of batches planned for the FY2022-23**– 01

Key takeaways:

- To enable the participants carry out simple as well as complex financial model with the use of excel spreadsheets
- To analyze the financials of a company and carry out equity valuation
- To discuss how financial models can help in equity valuation, credit analysis, project finance, business valuation and other related areas
- To understand how the investment decisions in the equity/business of a company is undertaken
- To present the financial model in the most appropriate way



Rejection Management

Date – 17th Aug 2022

- **Participant Base** – 10 employees as per TNI
- **Trainer** – Pritesh Swadia | **Program** - External
- **Mode** – Virtual
- **Time and duration in hours** - : 2:00 pm to 6:00 pm | 4 Hours
- **ALP to be submitted** - No
- **Total no of batches planned for the FY2022-23** - 01

Key takeaways:

- Introduction
- Definition
- Rejection disposal system in Advik
- Significance and impact of the rejection handling system

E-Way Bill

Date – 22th Aug 2022

- **Participant Base** – 15 employees as per TNI
- **Trainer** – Prashant Gawade | **Program** - External
- **Mode** – Virtual
- **Time and duration in hours** - : 9:30 am to 1:30 pm | 4 Hours
- **ALP to be submitted** - No
- **Total no of batches planned for the FY2022-23** - 01

Key takeaways:

- Government Rules for E-way bill/ E-Invoice.
- Advik policy for E-way bill / E-invoice
- E-way bill/E-Invoice generation process from SAP.
- Reason for Errors during Generation and resolutions of errors.
- E-way bill/E-Invoice cancellation process from SAP/Portal.
- Advik policy for Invoice cancellation



SPC Technique

Date – 23rd Aug 2022

- ▶ **Participant base**- 25 employees as per TNI
- ▶ **Trainer** – Girish Mestry | **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 of batches planned for the FY2022-23** - 01

Key takeaways :

- ▶ IATF Core tool
- ▶ History and Background of SPC
- ▶ What are the Variation? & 8 Rules of Control Chart for Special Cause
- ▶ Precision and Accuracy Control chart Type of Control Charts and Rules for the Control chart
- ▶ How to construct control chart?
- ▶ Process Control vs Process Capability
- ▶ Process Capability index & Process Performance Index
- ▶ Standard Deviation & Normal Distribution
- ▶ Case study & Quiz/ Post Test on SPC

Basics of IPR

Date – 24th Aug 2022

- ▶ **Participant base** – All employees are open for enroll via HRIS-LMS
- ▶ **Trainer** – Shubham Gade | **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 of batches planned for the FY2022-23** - 01

Key takeaways:

- ▶ To create general awareness about different types of IP and its benefits
- ▶ To stimulate the creation and growth of IP in the company
- ▶ To trigger young minds for the development of innovative ideas
- ▶ To protect IP assets of a company
- ▶ To improve brand value of a company through commercialization of IPR



Competency-based interviewing skills

Date – 24th Aug 2022

- **Participant Base** – 1 employees as per TNI
- **Trainer** – External | **Program** - External
- **Mode** - Hybrid – Physical + Virtual
- **Time and duration in hours** - 9:30 am to 6:00 pm | 8 Hours
- **ALP to be submitted** - Yes
- **Total no of batches planned for the FY2022-23** - 01

Key takeaways:

- Experience of Conducting Interviews (Discussions)
- Competency Based Approach
- Demonstration of a BEI
- Ambiguity Exercise & Ladder of inference
- Discussion Guide
- Exercise on Competency Inventory
- BEI Practice

Presentation Skills

Date - 25th Aug 2022

- **Participant Base** – 41 employees as per TNI
- **Trainer** – External | **Program** - External
- **Mode** – Hybrid – Physical + Virtual
- **Time and duration in hours** - : 9:30 am to 6:00 pm | 8 Hours
- **ALP to be submitted** - Yes
- **Total no of batches planned for the FY2022-23** - 01

Key takeaways:

- Create executive presence to manage stakeholder expectation
- Strengthen self confidence through impactful presentations
- Able to establish & engage customers /stakeholders to meet business goals
- Customize presentation styles to suit the requirements



Vision Mission Values

Date – 26th Aug 2022

- ▶ **Participant Base** – New Joiner + existing employees
- ▶ **Trainer** –Upendra Chaturvedi | **Program** - Internal
- ▶ **Mode** – In-person
- ▶ **Time and duration in hours** - 9:30 am to 1:30 pm | 4 Hours
- ▶ **ALP to be submitted** - No
- ▶ **Total no of batches planned for the FY2022-23** - Monthly

Key takeaways:

- ▶ What is meant by Vision, Mission and Values
- ▶ Significance of Vision, Mission and Values
- ▶ To understand Vision, Mission and Values of ADVIK



Deeper Understanding of IPR- Patents & Designs

Date – 12th Sep 2022

- **Participant Base** – All employees are open for enroll via HRIS-LMS
- **Trainer** – Shubham Gade | **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 of batches planned for the FY2022-23** - 1

Key takeaways:

- To create general awareness about different types of IP and its benefits
- To stimulate the creation and growth of IP in the company
- To trigger young minds for the development of innovative ideas
- To protect IP assets of a company
- To improve brand value of a company through commercialization of IPR

8D Problem solving

ADVIK
Passionately Innovative

Date – 14th Sep 2022

- **Participant base** - 5 employees as per TNI
- **Trainer** – Pritesh Swadia | **Program** - External
- **Mode** - Virtual
- **Time and duration in hours** - 2:00 pm to 6:00 pm | 4 Hours
- **ALP to be submitted** – No
- **Total no of batches planned for the FY2022-23** – 1

Key takeaways:

- Information/introduction on 8D.
- All 8 disciplines.
- Application
- Examples



Problem Solving Techniques (Includes 7QC Tools)

Date - 15th Sep 2022

- **Participant base** - 46 employees as per TNI
- **Trainer** – Girish Mistry | **Program** - Internal
- **Mode** - Virtual
- **Time and duration in hours** – 9:30 am to 6:00 pm | 8 Hours
- **ALP to be submitted** - Yes should be submitted to L&D team within 1 week
- **Total no of batches planned for future training in FY2022-23** – 1 (Next is planned in Nov)

Key takeaways:

- 7 Steps of problem solving
- Approach
- Understanding on each QC tools with practical exercise
- Usage & Benefits
- Group Exercise
- Q & A

Yamazumi

ADVIK
Passionately Innovative

Date - 16th Sep 2022

- **Participant base** - 6 employees as per TNI
- **Trainer** - Goutam Gosh | **Program** - Internal
- **Mode** - Virtual
- **Time and duration in hours** – 2.00 am to 6:00 pm | 4 Hours
- **ALP to be submitted** – No
- **Total no of batches planned for the FY2022-23** – 1

Key takeaways:

- How to improve productivity in a process
- What is Yamazumi
- What is line balancing and how to do it.
- Cycle time
- Throughout time and Yamazumi chart



Planning & Organising

Date - 19th Sep 2022

- ▶ **Participant Base** - 25 Employees as per TNI
- ▶ **Trainer** – External | **Program** - External
- ▶ **Mode** – Hybrid- Physical + Virtual
- ▶ **Time and duration in hours** - 9:30 am to 6:00 pm | 8 Hours
- ▶ **ALP to be submitted** - Yes
- ▶ **Total no of batches planned for future training in FY2022-23** - 01

Key takeaways:

- ▶ Professional Vs Personal Balance - Goals & priorities
- ▶ Monitor, Review & stay focused
- ▶ Business alignment – tracking & delivery within timeliness
- ▶ Result oriented approach & execution
- ▶ Take tools & techniques to manage time better

Basic Excel

Date - 20th Sep 2022

- ▶ **Participant Base** - 32 Employees as per TNI
- ▶ **Trainer** – Vijay Kharche | **Program** - Internal
- ▶ **Mode** - Virtual
- ▶ **Time and duration in hours** - 9:30 am to 1:30 pm | 4 Hours
- ▶ **ALP to be submitted** - No
- ▶ **Total no of batches planned for future training in FY2022-23** - 01

Key takeaways:

- ▶ Sum & Average formula
- ▶ Count, Upper case formula, Lower case formula
- ▶ Sum if formula, Wrap Text, Merge Cell
- ▶ Content Alignment
- ▶ Print Area, Print Title, Header & Footer
- ▶ Filter, Insert Cell & Column /Delete cell & Column
- ▶ Vlookup formula, Pivot Table, Hyperlink, Data Conversion, Multiple File linking
- ▶ Internal sheet linking, Table created in excel, Conditional formatting
- ▶ Insert Cell & Column /Delete cell & Column



PLM Advance Configuration

Date – 21st & 22nd Sep 2022

- **Participant base** - 5 employees as per TNI
- **Trainer** - External | **Program** - External
- **Mode** - Virtual
- **Time and duration in hours** - 9:30 am to 6:00 pm | 16 Hours (2 Days)
- **ALP to be submitted** - Yes should be submitted to L&D team within 1 week
- **Total no of batches planned for future training in FY2022-23 – 1**

Key takeaways:

- Creo Best Practices
- Part Document and BOM Management
- New User Training
- User Creation/Deletion, Folder creation, context team management at Admin level.
- New Product, library creation

CNC Programming

Date - 22nd Sep 2022

- **Participant base** – 23 employees as per TNI
- **Trainer** – Viraj Bangal | **Program** – Internal
- **Mode** - Virtual
- **Time and duration in hours** – 2.00 pm to 6.00 pm | 4 hour
- **ALP to be submitted** - No
- **Total no of batches planned for future training in FY2022-23 – 01**

Key takeaways:

- CNC Programming topics
- G Code
- G Code examples



Vision Mission Values

Date – TBD

- **Participant Base** – New Joiner + existing employees
- **Trainer** –Upendra Chaturvedi | **Program** - Internal
- **Mode** – In-person
- **Time and duration in hours** - 9:30 pm to 1:30 pm | 4 Hours
- **ALP to be submitted** - No
- **Total no of batches planned for future training in FY2022-23** - Monthly

Key takeaways:

- What is meant by Vision, Mission and Values
- Significance of Vision, Mission and Values
- To understand Vision, Mission and Values of ADVIK

Taxation Knowledge

Date – 23rd Sep 2022

- **Participant base** - 13 employees as per TNI (For Finance & Accounts Team)
- **Trainer** – Sandesh Ugare | **Program** - Internal
- **Mode** - Virtual
- **Time and duration in hours** - 02:00 pm to 06:00 pm | 4 Hours
- **ALP to be submitted** - No
- **Total no of batches planned for future training in FY2022-23** - 01

Key takeaways:

- Direct Tax and taxation: fundamentals
- Overview of Taxation
- Need, GST slabs, Compliance



Process Validation

Date – 27th Sep 2022

- **Participant base** - 3 employees as per TNI
- **Trainer** – Pandurang Gure | **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 – 1**

Key takeaways:

- Introduction of process validation
- Objective of process validation
- Benefits of process validation
- Types of process validation
- Phases of Validation
- Example of Validation



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.											

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Varsha.joshi@advik.co.in
Falguni.naik@advik.co.in

Thank You