ADVIK
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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!

June-22 Training Programs at Glance

- MRP - Material requirements planning
- Why Why Analysis
- Vendor Development, Rating and Assessment
- PLM Software Training
- Ergonomics
- POSH – Awareness Training
- Process Design Techniques
- Vision Mission Values
- Special Process & HT + Metallurgical
- 5S Awareness Training

July-22 Training Programs at a Glance

- Export Packing Standard
- Vision Mission Values
- Communication Skills
- QMS/IATF
- MFO/MPCP/DWM
- Low Cost Automation
- Taxation Knowledge
- Problem Solving Techniques (Includes 7QC Tools)

Click on the Training Name to know more about program details

MRP - Material requirements planning

Why Why Analysis
(For Pune, Bangalore, Gujarat Locations)

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- **Participant base-** 7 employees as per TNI
- **Trainer –** Sandip Dukare **| Program -** Internal
- **Mode -** <u>Hybrid</u> – Physical + Virtual
- **Time and duration in hours –** 9:30 am to 1:30 pm | 4 Hours
- **ALP to be submitted** – No
- **Total no batch planned for the FY2022-23 -** 01

Key takeaways:

- Order Closing
- Schedule sheet working in excel sheet.
- Requirement punching in system.
- MRP RUN.
- Order Release.
- Objections discussion

- **Participant base –** 12 employees as per TNI
- **Trainer –** Amol Chaudhari | **Program** – Internal
- **Mode –** <u>Hybrid</u>- Physical for Pune Location + Virtual for Bangalore & Gujarat location
- **Time and duration in hours** – 9:30 am to 1:30 pm | 4 Hours
- **ALP to be submitted** – No
- **Total no batch planned for the FY2022-23 –** 01 **(**Respective location)

Key takeaways:

- Introduction to Why Why Analysis
- Problem solving sheet
- Case Study from Participant
- Live Case study
- TRC & MRC Concept
- Where to use Why Why Analysis
- How to Use Why Why Analysis
- Trend Analysis

Vendor Development, Rating and Assessment

Why Why Analysis

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- **Participant base -** 11 employees as per TNI
- **Trainer –** Ankit Saini **| 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:

- New Supplier assessment
- Supplier competency evaluation
- Supplier Risk assessment
- Supplier D-Risking
- Supplier Rating and assessment

- **Participant base –** 26 employees as per TNI
- **Trainer** – Rajesh Kumar | **Program** – Internal
- **Mode –** Physical for Pantanagar
- **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:

- Approach for Operational excellence
- Importance of Ergonomics(Linkage with human errors)
- Impact of bad Ergonomics on shop floor
- SSES and V3 analysis for Ergonomics evaluation
- Ergonomics Kaizen

PLM Software Training

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- **Participant base -** 9 employees as per TNI
- **Trainer** – Vinod Samai | **Program** – Internal
- **Mode -** Hybrid**-** Physical + Virtual
- **Time and duration in hours** - 9:15 am to 06:00 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:

- PLM Basics e-learning to for new joiners.
- PLM System enhancement for current users
- To learn more and adhere to system as per NEW SOP (RDD).
- PLM System built – to know how
- PLM Licences and work flow
- PLM preparation for program champions
- PLM solution provider personnel

Ergonomics

- **Participant base-** 5 employees as per TNI
- **Trainer -** External via MIQ **|** **Program -** External
- **Mode -** Virtual
- **Time and duration in hours -** 9:15 am to 6:00 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:

- Approach for Operational excellence
- Importance of Ergonomics(Linkage with human errors)
- Impact of bad Ergonomics on shop floor
- SSES and V3 analysis for Ergonomics evaluation
- Ergonomics Kaizen

POSH – Awareness Training
(Vasuli Location)

Process Design Techniques

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- **Participant base-** Employees of Vasuli location
- **Trainer –** Smita Autade | **Program -** Internal
- **Mode –** In-person for Vasuli location
- **Time and duration in hours -** 10:00 am to 12:00 am | 2 Hours
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23 –** 01

Key takeaways:

- Detailed overview of POSH Act 2013
- Difference between Sexual Harassment & Workplace harassment.
- Types of Sexual Harassment
- Whom do you complain about? What should the complaint cover?
- Redressed Mechanism in the Organization – Process of confidentiality – Internal Team
- Different scenarios of sexual harassment

- **Participant Base –** 4 employees as per TNI
- **Trainer** – Ajit Deokar | **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:

- What is Process design
- Importance of Process Design
- Factors for affecting Process Design
- Different Manufacturing Processes- Machining and Assembly
- Designing Process layout
- Monitoring output of Process Design

Vision Mission Values

- **Participant Base –** New Joiner + existing employees
- **Trainer** –Upendra Chaturvedi **|** **Program -** Internal
- **Mode –** In-person
- **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 -** 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

Special Process & HT + Metallurgical

- **Participant base -** 4 employees as per TNI
- **Trainer -** Tavashib Shekh **|** **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 -** 01

Key takeaways:

- To demonstrate ability to consistently provide product that meets customer and applicable regulatory requirements
- Enhance the Customer satisfaction through the effective application of the system of special process
- To Enhance the basic Knowledge of Transformation of Steel and its structure
- Information related to Theory of Heat Treatment
- Heat treatment types, Equipment, Metallurgical inspection
- HT defects and corrective actions
- Surface treatment processes and coating techniques
- AIAG CQI – 9 contents and description AIAG CQI – 11 contents and description AIAG CQI – 12 contents and description

5S Awareness Training

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- **Participant Base –** 39 employees as per TNI

- **Trainer** – Ankit Mair **|** **Program -** Internal

- **Mode –** In-person for Pune and Virtual for other location

- **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:

- 5S: Step-by-Step Implementation is intended to explain the 5S concept in a simplified format.

- practical guidelines and actual examples from leading organisations on how the 5S management techniques work.

- how organisations should integrate each 'S' into their business function as their organisational culture to enhance continuous improvement.

Export Packing Standard

- **Participant base-** 7 employees as per TNI
- **Trainer –** External – IIP Chennai **| Program -** Internal
- **Mode -** Virtual
- **Time and duration in hours –** 10:00 am to 01:00 pm | 3 Hours
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23 -** 01

Key takeaways:

- Introduction to packaging components and their functions.
- Types of packaging materials and their applications.
- Classification of light engineering goods and its packaging system.
- Corrosion prevention of light engineering goods (VCI types, film and applications).
- Introduction to cushioning materials for packaging of light engineering goods.
- Recent trends in packaging of light engineering goods, returnable packaging and pooling system.
- Transport worthiness test.

Vision Mission Values

- **Participant Base –** New Joiner & Existing employees
- **Trainer –** Upendra Chaturvedi **| Program -** Internal
- **Mode –** Hybrid **-** In-person + Virtual for other location
- **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 -** 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

Communication Skills

QMS/IATF

Date - 13th July 2022

- **Participant base -** 78 employees as per TNI
- **Trainer –** Falguni Naik **|** **Program –** Internal
- **Mode -** Virtual
- **Time and duration in hours –** 09:30 am to 01:30 pm | 4 Hours
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23 –** 01 (Next one is planned in November)

Key takeaways:

- Introduction to Effective Communication
- Elements of Effective Communication
- Non-Verbal Communication
- Power of listening
- Beauty of Questioning

Date - 15th July 2022

- **Participant Base -** 4 Employees as per TNI
- **Trainer** – Girish Mestry **|** **Program -** Internal
- **Mode -** Virtual
- **Time and duration in hours** - 09:30 am to 6:00 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:

- Introduction of Participants, Expectation From Training.
- Pre-Test on IATF QMS.
- Why IATF?
- History of ISO, IATF, IATF Members
- Understand the specific requirements of IATF 16949:2016
- Understand Sanction Interpretation, Customer specific requirements
- Understand the types of internal audits required by IATF 16949:2016 (system, process, and product auditing) Understand the audit phases of planning, execution, and follow-up
- Gain necessary skills to create audit schedules, follow audit trails, and write non-conformance and audit reports Department wise IATF requirements and formats, Advik QMS requirements. Post Test
- Case Study on IATF Clauses..

MFO/MPCP/DWM

Date -16th July 2022

- **Participant base –** New Joiners
- **Trainer –**Vishal Bhange **|** **Program –** Internal
- **Mode -** Virtual
- **Time and duration in hours –** 09.30 pm to 01.30 pm | 4 hour
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23 –** 04(Next batch is planned in October)

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.

LOW Cost Automation

Date -16th July 2022

- **Participant base –** 19 Employees as per TNI
- **Trainer – Goutam Gosh | Program –** Internal
- **Mode -** Virtual
- **Time and duration in hours –** 09.30 pm to 01.30 pm | 4 hour
- **ALP to be submitted** - No
- **Total no batch planned for the FY2022-23 -** 01

Key takeaways:

- How to develop expert equipment maintenance infrastructure
- How to eliminates the necessity for operation and maintenance training
- Preparation for software updates and emergency repairs

Taxation Knowledge

- **Participant base -** 42 employees as per TNI
- **Trainer – Sandesh Ugare** | **Program -** External
- **Mode -** Virtual
- **Time and duration in hours -** 09:30 am to 01:30 pm | 4 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:

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

Problem Solving Techniques (Includes 7QC Tools)

- **Participant base -** 47 employees as per TNI
- **Trainer -** External | **Program -** External
- **Mode -** Virtual
- **Time and duration in hours -** 09:15 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 –** 04 (Next batch in September)

Key takeaways:

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

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 HOD 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

		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
ACTION LEARNING PROJECT	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]

Refer 'Knowledge in Advik' Under Gurukul Tab

Write to us with your feedback, suggestions, queries
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Thank You