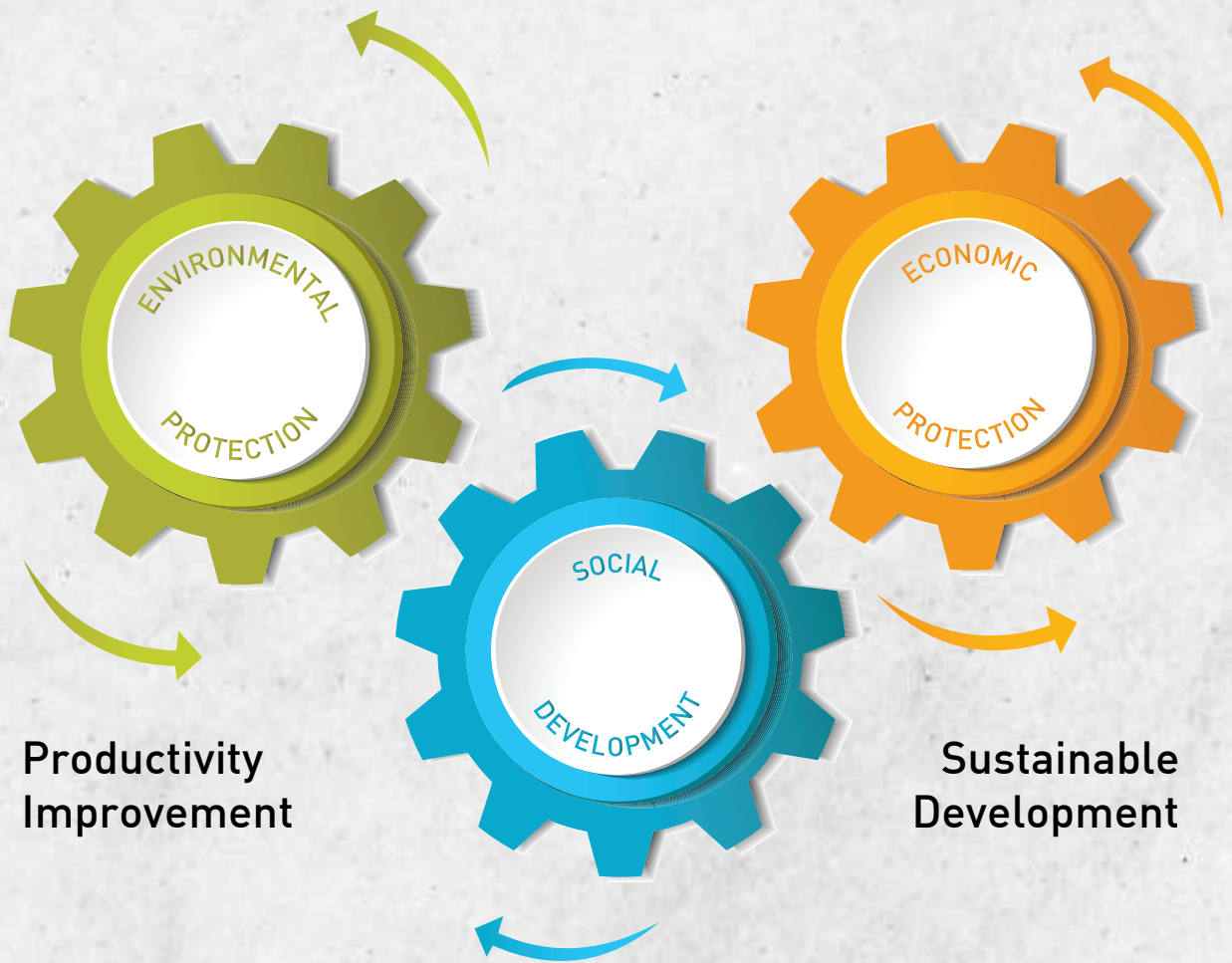


SCHEDULE OF TRAINING PROGRAMMES 2023 - 24



**Kerala State
Productivity Council**

Productivity promotes prosperity

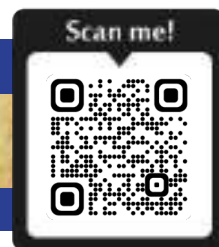


Kerala State Productivity Council

SCHEDULE OF TRAINING PROGRAMMES - 2023 - 24

PROGRAMME TITLE		DATE/S
April 2023		
1	Fire Safety Training at FACT Training Centre	18
2	Leadership and Team work for Performance Excellence	27-28
May 2023		
3	Skill Enhancement Programme in MS Office	4
4	Problem Solving Tools for Production and Quality Executives	5
5	Three day St. John Ambulance Certificate Training course on First Aid	9-11
6	Fire Safety Training at FACT Training Centre	16
7	Selling Skills enhancement workshop for Marketing & Sales Executives	23
8	Preventing Equipment Failures: Best Operation & Maintenance Practices of Electrical Systems	24-25
June 2023		
9	Improving Manufacturing Competitiveness	7-8
10	Food Safety Supervisor - Milk and Milk Products (Special Course) - Level 3 Certification by FSSAI / FoSTaC	14-15
11	ISO 9001:2015 basic awareness (Quality)	20
12	Design Thinking Workshop for Problem Solving	29
July 2023		
13	Stores Management and Inventory Control for Promoting Waste Reduction	6
14	Food Safety Supervisor-Fish and Seafood (Special Course) - Level 3 - Certification by FSSAI / FoSTaC	12
15	ISO 9001 QMS and Allied Management Systems for ISO Coordinators (Management Representatives -MRs)	19-20
16	Industrial dispute Act 1947- Right of worker -conciliation, arbitration & adjudication under the Act.	26
17	Fire Safety Training with On-site Demonstration	27
August 2023		
18	Transactional Analysis & Effective Communication	3
19	Basics of Microsoft Excel	10
20	Awareness Workshop on ISO 14001:2015 & ISO 45001:2018 (HSE systems)	17-18
21	Operation, Maintenance and Energy Conservation in Refrigeration & Air-Conditioning Systems	23
September 2023		
22	Statistical Process Control for Production & Quality Executives	7
23	Export Documentation & Procedures	14
24	Three day St. John Ambulance Certificate Training course on First Aid	19-21
25	Internal Auditor training programme on ISO 9001:2015 Quality Management System	28-29
October 2023		
26	5S & Kaizen - Foundation for promotion of Lean Manufacturing	5
27	Fire Safety Training with On-site Demonstration	6
28	Energy Conservation and Electrical system reliability by ensuring Power Quality in Industrial Units	12
29	Workshop on Building Positive Attitude and Work Culture	19
30	ESI Act 1948 & EPF and miscellaneous provisions Act 1952- Employer's obligation & benefits Under the Act.	26

PROGRAMME TITLE		DATE/S
November 2023		
31	Quality Assurance through Failure Mode and Effect Analysis (FMEA)	2
32	Refresher Training in ERP - SAP - Materials & Production Modules	9
33	Basic awareness programme on ISO 22000:2018 (FSMS)	22
34	Best Practices in Operation & Maintenance of Electrical Equipments/ Machines and D G Sets	24
35	PF and ESI with special reference to Labour Codes and Contract Labour	29
December 2023		
36	Workshop on Enhancing Leadership and Supervisory Skills	6-7
37	Awareness Training programme on ISO 50001:2018 Energy Management Systems	13
38	Performance Appraisal, Counselling and identification of Training Needs	21
39	Basic awareness training programme on ISO 14001 :2015 (Environmental Management system)	28
January 2024		
40	Capital Expenditure (CAPEX) Budgeting	3
41	Sales Forecasting Techniques for Marketing & Sales Executives	4
42	Best Operating Practices and Energy Efficiency in Pumping Systems	10
43	Three day St. John Ambulance Certificate Training course on First Aid	16-18
44	Basic awareness training programme on ISO 45001 :2018 (Occupational safety)	24
45	Fire Safety Training with On-site Demonstration	30
February 2024		
46	Cost Management in Production (Productivity Month Special Programme)	7
47	Programme on Productivity Month Theme subject	12
48	Awareness Programme on Industrial Engineering & Lean Principles (Productivity Month Special Programme)	21
49	Programme on Productivity Month Theme subject	27
March 2024		
50	Advanced Microsoft Excel - Hands on Session	6-7
51	Best Practices for Industrial Safety Management	8
52	Domestic Enquiry and Disciplinary proceedings in Industries.	14
53	Orientation programme for the Internal Committee Members on POSH ACT 2013	21



Note : Based on requirement the above training programme as well as other organisation specific training programmes can be conducted on site by KSPC