

SCHEDULE OF TRAINING PROGRAMMES 2024 - 25



**Kerala State
Productivity Council**

Productivity House, Kalamassery, Kochi - 683 104



SCHEDULE OF TRAINING PROGRAMMES 2024 - 25

PROGRAMME TITLE		DATE/S
April 2024		
1	Process Capability Improvement	12
2	Fire Safety Training with On-site Demonstration	16
3	Internal Auditor training programme on ISO 9001:2015 Quality Management System	17-18
4	Quality Assurance thru Failure Mode and Effect Analysis	23
5	Workshop for Safety Committee Members	30
May 2024		
6	Three day St. John Ambulance Certificate Training course on First Aid	8-10
7	Leadership and Team work for Performance Excellence	15-16
8	Preventing Equipment Failures: Best Operation & Maintenance Practices of Electrical Systems	23
9	Workshop on Sexual Harassment of Women at Workplace - POSH Act	29
June 2024		
10	Selling Skills enhancement workshop for Marketing & Sales Executives	6
11	Improving Manufacturing Competitiveness - Lean Production Tools & Techniques	12-13
12	Skill Enhancement Programme in MS Office	19-20
13	ISO 9001 QMS and Allied Management Systems for ISO Coordinators (Management Representatives -MRs)	25-26
July 2024		
14	Stores Management and Inventory Control for Promoting Waste Reduction	4
15	Workshop on Income Tax & GST Rules	12
16	Energy Conservation in Industrial Processes & Energy-Efficient technologies	18
17	Three day St. John Ambulance Certificate Training course on First Aid	23-25
August 2024		
18	Planning & Execution of CSR Activities	2
19	Building & Developing High Potential, High Performance Teams	7-8
20	5S & Kaizen - Foundation for promotion of Lean Manufacturing	14
21	Awareness Session on Factories Rules & Obligations	22
22	Fire Safety Training with On-site Demonstration	29
September 2024		
23	Food Safety Supervisor -Certification by FSSAI / FoSTaC	5
24	Import Export Procedures & Customs clearance	11
25	Best operational practices in Boiler & Steam Distribution for Energy efficiency and cost control	26

PROGRAMME TITLE		DATE/S
October 2024		
26	Basic awareness training programme on ISO 45001 :2018 (Occupational safety)	4
27	Skill Sets for Self & Professional Success	9-10
28	Kaizen Contest	16-17
29	Three day St. John Ambulance Certificate Training course on First Aid	22-24
30	Energy Conservation and Electrical system reliability by ensuring Power Quality in Industrial Units	29
November 2024		
31	Workshop on Sexual Harassment of Women at Workplace - POSH Act	7
32	Finance & Cost Management	14
33	Managing Change & Transition in a Competitive World.	20-21
34	Skill Enhancement Programme in MS Office	26-27
December 2024		
35	Operation, Maintenance and Energy Conservation in Refrigeration & Air-Conditioning Systems	5
36	Statistical Process Control for Production & Quality Executives	12
37	Basic awareness training programme on ISO 14001 :2015 (Environmental Management system)	19
38	Fire Safety Training with On-site Demonstration	27
January 2025		
39	Negotiation Skills	3
40	Labour Law Awareness for Manpower Management	9
41	Productivity Conclave	16
42	Three day St. John Ambulance Certificate Training course on First Aid	21-23
43	Best Practices in Operation & Maintenance of Electrical Equipments/ Machines and D G Sets	28
February 2025		
44	Workshop on enhancing Leadership & Supervisory Skills	5-6
45	Programme on Productivity Month Theme subject	12-13
46	ISO 9001:2015 basic awareness (Quality)	20
March 2025		
47	Food Safety Supervisor -Certification by FSSAI / FoSTaC	6
48	Best Operating Practices and Energy Efficiency in Pumping Systems	13
49	PF and ESI with special reference to Labour Codes and Contract Labour	20
50	Best Practices for Industrial Safety Management	25

For Nominations



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