

# Training Plan 2017 (Q3-Q4)

Section	Code	Course Title	Duration (Day)	Venue	Quarter 3			Quarter 4		
					July	August	September	October	November	December
(A) IRCA Courses	1	IRCA Quality Management System ISO 9001:2015 Series Auditor/Lead Auditor	5	Cairo	2nd week	1st Week	3rd week		1st Week	4th Week
	2	IRCA Occupational Health & Safety Management System OHSAS 18001 Series Auditor/Lead Auditor	5	Cairo	3th Week			2nd week	3rd Week	
	3	IRCA Environmental Management System ISO 14001 :2015 Series Auditor/Lead Auditor	5	Cairo			2nd Week			
	4	IRCA Energy Management System ISO 50001:2011 Auditor/Lead Auditor	5	Cairo		4th Week			4th Week	
(B) Management Courses	5	ISO 31000 Risk Management Foundation	3	Cairo	Internally As Per Request					
	6	Purchasing & Warehouse Management	3	Cairo	Internally As Per Request					
	7	Supply Chain Management	3	Cairo	Internally As Per Request					
	8	Project Management Professional (PMP)	5	Cairo		Every Saturday from 3rd Week				
	9	ISO 9001:2015 Awareness /internal Audit Training	3		Internally As Per Request Repeated Every Month					
	10	ISO 9001:2015 implementation course	3		Internally As Per Request Repeated Every Month					
	11	ISO 14001:2015 Awareness /internal Audit Training	3		Internally As Per Request Repeated Every Month					
	12	ISO 14001:2015 implementation course	3		Internally As Per Request Repeated Every Month					
	13	Introduction Lean Six Sigma	5	Cairo	2nd week					1st Week
	14	Lean Introduction	4	Cairo						
	15	BRC Global Standard For Packaging And Packaging Materials (BRC/loP) Foundation & Internal Auditor Training			Internally As Per Request					
	16	Good Manufacturing Practices (GMP) Compliance Training For Pharmaceutical Industry			Internally As Per Request					
	17	Integrated Management System Implementation Training	5		Internally As Per Request					

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	18	ISO 17025 Foundation & Internal Auditor Training	5	Cairo	3rd week					
	19	Medical Devices QMS ISO 13485 Foundation & Internal Auditor Training	5		Internally As Per Request					
(C) Human Resources Courses	20	Human Resources Fundamental	3	Cairo		2nd week				
	21	Competency	3	Cairo			3rd week			
	22	Training management	3	Cairo				3rd week		
	23	Performance Appraisal	3	Cairo	3rd week				3rd week	
	24	Human Resources Diploma	15	Cairo						
(D) Food Safety Courses	25	Food Safety Management System ISO 22000 Series Auditor/Lead Auditor	5	Cairo	Internally As Per Request					
	26	Food Safety Diploma	14							
	27	Food Safety Control	3	Cairo	Internally As Per Request					
	28	Certified Food Safety manager	5	Cairo	Internally As Per Request					
	29	FSSC Food System Safety Certification Lead Auditor Course	5	Cairo						
(E) Quality Courses	35	Quality Plan - Cost - Control - Specialist	10	Cairo				Every Saturday from 1st Week		
	36	Quality Diploma	14	Cairo				Every Friday & Saturday from 1st Week		
	37	TQM			Every Friday for 10 days					

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(F) Safety courses and Hazard Control	39	Neobosh	10	Cairo					10 Days +1 Day Exam	
	40	Ergonomics Safety and Healthy	5	Cairo	Internally As Per Request					
	41	Fire safety training course	3		Internally As Per Request					
	42	Hazard Identification and Risk Assessment	5							
		Safety Diploma	5							
	43	Level 3 first aid training course			Internally As Per Request					
(G) Soft skills courses	43	Communication skills	2	Cairo						
	44	TOT	3	Cairo						
	45	Leadership	2	Cairo						
	46	Time Management	2	Cairo						
	47	Negotiation	2	Cairo						
	48	Report writing	2	Cairo						
	49	Advanced Soft Skills Program	5	Cairo						
	50	Problem solving techniques course	3	Cairo				4th Week		
: Marketing	51	Certified Sales Executive Program (CSE)	5	Cairo						
	52	Certified Professional Salesperson	5	Cairo						
	53	Customer service and satisfaction	3	Cairo		3rd week				



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5	71	\$ SIL								
	72	LOPA								
	73	Process Safety								
	74	Magnetic Particles Level II ASNT Certification			Internally As Per Request					

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