# Training Calendar
## October – November FY 2022-23

# Things to remember
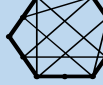
- Training nominations through HRIS-LMS **will only be considered** for all participants intended to attend any training program organized by the company

- 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!

# Oct - 22 Training Programs at Glance

| | |
|---|---|
| Manufacturing Excellence | Brother Machine Maintenance |
| PPAP | Spec Review |
| MFO/MPCP/DWM | Drawing Study & Process knowledge |
| Vision Mission Values | Negotiation Skills |

# Nov - 22 Training Programs at a Glance

| | |
|---|---|
| Value Stream Mapping | TPM Training |
| AIAG VDA FMEA (1st Edition) & AIAG PFMEA | Industry 4.0 & IoT |
| Material Costing + Handling | MSA |
| Finance for Non-Finance | Vision Mission Values |
| Business Analytics for Data Driven Decisions | |

Click on the Training icon to know more about program details

# Manufacturing Excellence

- **Participant base-** 6 employees as per TNI
- **Trainer –** Amreesh Chauhan **|** **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:**

- Information about TPM
- Details on Lean
- Basics of VSM

# Brother machine maintenance

**ADVIK**
Passionately Innovative

- **Participant base –** 5 employees as per TNI
- **Trainer** – Rahul Gaikwad | **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:**

- Introduction of Brother Machine.
- Machine Internal Layout
- Hyd. System
- Coolant System
- Ladder Monitoring

# PPAP

- **Participant base -** 17 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:**

- Basics of PPAP, Why PPAP, Purpose of PPAP, Benefits of PPAP
- Detailed Training on PPAP Element
- Provide evidence that all customer engineering design record and specification requirements are properly understood by the organization
- To demonstrate that the manufacturing process has the potential to produce product that consistently meets all requirements during an actual production run at the quoted production rate

# Spec Review

ADVIK
Passionately Innovative

- **Participant base –** 3 employees as per TNI
- **Trainer** – Sagar Bhosale |  **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:**

- Dims tolerance feasibility prior to drawings finalization.
- Process flow finalization with respect to performance requirement.
- Customer std. requirement understanding to supplier.
- Control parameters clarification.
- Tool development status review and status.
- Advik internal std requirement pass on supplier.
- Performance test results verification as per std. requirement.

# MFO/MPCP/DWM

# Drawing Study & Process knowledge ADVIK
Passionately Innovative

- **Participant Base –** New Joiners
- **Trainer** – Vishal Bhange  |   **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 the FY2022-23 -** 01

**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

- **Participant Base –** 10 employees as per TNI
- **Trainer** –  Pandurang Ghure |   **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:**

- Definition, Types of drawing, drawing reading
- Section view, Angle of projection, Isometric  view
- Machining, Assembly, Grinding
- Cleaning, Honing, Knurling
- Thread rolling process
- Heat treatment process
- Alodine & anodizing process
- Shot blasting process

# Negotiation Skills

- **Participant base-** 12 employees as per TNI
- **Trainer –** External **|** **Program -** External
- **Mode –** <u>Hybrid</u> – Physical + 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 :**

- To understand what is negotiation
- To understand the process of negotiation
- To preparation for the negotiation process
- To understand the 8 Sources of Power in negotiations
- To understand different 'Negotiation Styles'
- To manage objections effectively
- To understand the 7 deadly sins of negotiation
- To understand the importance of WIN-WIN negotiations

# Vision Mission Values

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- **Participant base –** New Joiner + existing employees
- **Trainer** – Upendra Chaturvedi **|** **Program** – Internal
- **Mode -** Physical
- **Time and duration in hours** - 09:30 am to 1:30 pm | 4 Hours
- **ALP to be submitted** – No
- **Total no of batches planned for the FY2022-23 -** 01

**Key takeaways:**

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

# Value stream mapping

- **Participant Base –** 17 employees as per TNI
- **Trainer** – Pavankumar Patodi **| 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:**

- Provide optimum value to the customer through a complete value creation process with minimum waste.
- Understanding of Value, Flow, Stream, Pull, Perfection.
- Workshop on creating VSM for a business process (NPD) & creating action plan for future stage.

# TPM Training

**ADVIK**
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- **Participant base -** 51 employees as per TNI
- **Trainer – Appasab Magadum** | **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 – 2** (Next Batch in Jan)

**Key takeaways:**

- Overview of TPM
- TPM Foundation 5S & Visual Management
- Key tools for TPM
- Equipment Loss Analysis and OEE
- The eight pillars of TPM
- TPM Implementation

# AIAG VDA FMEA (1st Edition) & AIAG PFMEA

# Industry 4.0 & IoT

**Date - 15th Nov 2022**

- **Participant base -** 13 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

**Key takeaways:**

- Introduction
- DFMEA awareness
- Linkage of PFD-PFME control plan
- Steps in PFMEA, ranking table, Review mechanism of PFMEA, Case study for the 4th edition
- Overview of FMEA Foundations based on the new AIAG & VDA FMEA Handbook Applying the 7-Step Approach to develop FMEAs
- Design FMEA to Process FMEA Linkages, Perform a Process FMEA prepared using the new method and tools, Evaluate PFMEA application cases
- PFMEA effectiveness, efficiency and linkage to the Cost of Poor Quality (CoPQ)
- Implementation plan for the AIAG & VDA FMEA, Process FMEA to Control Plan Linkages

**Date – 17th Nov 2022**

- **Participant base -** 6 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 of batches planned for the FY2022-23 –** 1

**Key takeaways:**

- Introduction to Industry 4.0
- Drivers behind Industry 4.0 : why it came about
- Goals of Industry 4.0 : what it is trying to achieve, Overview of the core elements and technologies of Industry 4.0
- The impact of Industry 4.0 on the business and its people, What is Industry 4.0?
- The concept of Agility, of the Development Path and of the Target Functions in Industry 4.0
- The 3 main key processes in Industry 4.0
- Vertical Integration, Horizontal Integration and Integrated Product Life Cycle
- Design Principles of Industry 4.0

# Material Costing + Handling

# MSA

**ADVIK**
*Passionately Innovative*

- **Participant Base -** 10 Employees as per TNI
- **Trainer** – External **|** **Program -** Internal
- **Mode –** Virtual
- **Time and duration in hours** - 2.00 pm to 6.00 pm | 4 Hours
- **ALP to be submitted** - Yes
- **Total no of batches planned for future training in FY2022-23 -** 01

**Key takeaways:**

- Definition of Materials Handling
- Objectives of Materials Handling + Costing
- Functions of Materials Handling
- Costs Included in Materials Handling
- Steps in Analyzing Materials Handling Problems
- Activity Areas of Materials Handling

- **Participant Base -** 13 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 future training in FY2022-23 -** 01

**Key takeaways:**

- Introduction to MSA
- Measurement System Analysis (MSA) Terms
- What is a Measurement System?
- MSA Repeatability and Reproducibility
- Accuracy, Precision, Linearity
- Bias study and Stability Study
- Gauge Repeatability Studies, Sources of Variation
- & Reproducibility (GR&R)
- What is a GR&R Study and its benefits and attribute study
- Benefits of a GR&R Study and Completing a GR&R Study and Planning

# Finance for Non-Finance

- **Participant base -** 9 employees as per TNI
- **Trainer –** Sandesh Ugare |   **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 – 1**

**Key takeaways:**

- Basics of financial accounting and understanding financial statements.
- Transaction processes in Finance
- Overview of Finance function knowledge
- Understand the implications of finance on various corporate activities.

# Vision Mission Values

- **Participant base –** New Joiner + existing employees
- **Trainer** – Upendra Chaturvedi   | **Program** – Internal
- **Mode -** Physical
- **Time and duration in hours** - 09:30 am to 1:30 pm | 4 Hours
- **ALP to be submitted** – No
- **Total no of batches planned for the FY2022-23 -** 01

**Key takeaways:**

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

# Business Analytics for Data Driven Decisions

**Date –2ᵗʰ Nov to 6ᵗʰ Dec 2022**

- **Participant base -** 3 employees as per TNI
- **Trainer –** External |  **Program - External**
- **Mode -** Virtual
- **Time and duration in hours -** 6.00 pm to 9.00 pm on all days | 40 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**

**Key takeaways:**

- To understand applications of data science and business analytics
- To discuss data visualization with Tableau
- To understand data visualization and story boarding with Power BI
- To discuss how companies can effectively utilize statical analysis for business decisions
- To understand data analysis with python
- To provide insights about advanced machine learning, deep learning, and its application

# 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

**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.

[Click here to download the format](#)

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Thank You