

Maintaining Training and Competence management systems

Establishing a clear and systematic structure for the ongoing management of personal development activities

Purpose of the course:

- Mechanism to automatically identify employees, suppliers or sub-contractors impacted by changes to working practices or processes and to re-institute relevant training as appropriate.
- Mechanism to schedule, populate, conduct and record training events in a controlled and effective manner.

Benefits for your organisation:

- Capability to manage the competency of individuals, teams and the overall organisation.

Benefits for you as an individual:

- Mechanism to manage, review and identify additional training needs for an individual, team or organisation on a regular, systematic and timely basis.

You will learn how to:

- Create personnel records and reference groups.
- Create and schedule master training events.
- Consider the structure of the competency requirements and levels for all employees.
- Facilitate the creation of job roles and training needs.
- Plan, schedule and complete a master event.

Who this course is for:

- Quality/Compliance Managers.
- Department Managers.
- Human Resource Personnel.

Entry requirements

- Current Q-Pulse user with valid support agreement.
- Sound understanding of the competency requirements within your organisation.
- Broadband internet connection verified by customer prior to training for WebEx training.



Course information

Duration: 1 Day.

Location: Customer Premises / via WebEx.

Cost: Customer premises – £995 plus expenses.
 WebEx – £995 / €1500 / \$2100.

WebEx duration: 3X2 or 2X3 hour courses. Plus 1 hour consultation on product capability to match training to suit your business needs.

Credit value:
 Customer premises – 10.

Follow-Up courses

Effective Asset Management

Building the foundations of a managed asset management system.

Strategic Compliance Review

Creating an action plan for excellence in compliance.

“ *The service that Gael provided was spectacular.* ”

Kathryn A. Jayne,
Regulatory Services &
Document Control Manager,
Quest Medical.