

3. SHORT COURSES

3.1 SOFT SKILLS DEVELOPMENT SHORT COURSES

OVERVIEW

DayDream Institute of Training and Skills Development offers variety of capacity building and industry soft skills development short courses within the scope of the Industry On-Job Training, corporate training, seminars, workshops and business coaching in the Namibian business industry covering various professional business areas such as Business studies, Banking and Finance, Education and training practice, Building and construction , sports, Computer and Engineering, Agriculture and Farmer development, Occupational health and safety and linguistics. It offers training and Human Capital Development for both management and technical skills.

AIMS AND OBJECTIVES

- To empower youth to become successful entrepreneurs and promote job creation through our Business Training Project.
- To provide them with the required knowledge, skills and attitudes for strengthening a culture of continuous social innovation.
- To promote youth capacity building for marginalized and disadvantage youth to empower and motivate community participation.
- To develop Namibian labour force and Competitive Business industry.
- To increase understanding of the growing importance of, and greater potential for, youth participation in development.
- To fill some of the knowledge gaps on young people with disabilities, and raise awareness of the disabilities, and raise awareness of the specific issues facing them in order to encourage development actors to develop no gap policies and remove the many barriers that face young people with disabilities in all aspects of life

SOFT SKILLS DEVELOPMENT COURSES

Soft skills development short courses are offered within the scope of the Industry On-Job Training, corporate training, seminars, workshops All trainings are delivered during the day or in the evening. Durations varies, Certificates are issued based on certain criteria such as, completion or competence. Besides the standard training products, tailor made courses can be developed to address specific needs of our clients, which operates in the following sectors: Public sector; Private sector; Industrial sector; Civil Societies and Individuals

If they need further training in a field not listed above, we are able to develop individually customized courses, fitting 100% to their personal and organizational needs.

BUSINESS, COMMERCE AND MANAGEMENT SHORT COURSES

Course	Total	Cash Option	Deposit	Duration
Bookkeeping	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
HR Management Principles and Practices	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Office Administration and Secretariat Training	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Customer Services and Relationship Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Social Media Marketing and Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Sales and Marketing	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Advanced Project Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Purchasing, Procurement & Inventory Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Entrepreneurship & SME Development	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Leadership & Strategic Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Corporate Business Team Building	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Advanced Financial Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Cashier (IQ Training)	N\$ 2 000	No discount	N\$ 1 000	1 Month
Computerized Accounting	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Business Tender Management & Application	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Catering & Event Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Workplace Conflict Management & Whistle blowing	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Financial Planning (Budget Management Control)	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
VAT Training and Taxation	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Stock Counting and Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Emotional Intelligence at Work Place	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Telephone Courtesy and Customer Services	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Receptionist	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Effective Disciplinary Hearing for Chairpersons	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Communication Skills for Engineers	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Inventory Management Training	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Business Plan and Cash flow projection	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Occupational Certificate: Insurance Agent & Insurance Underwriter	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month

Banking Kiosk Operator	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Financial Product marketing	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Banking Safety and Security	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Effective Business Communications	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
CSS -Cascading Style Sheets	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Educational Institutions Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Financial Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
HTML Coding	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Human Resource Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
ICT in Education	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Introduction to Microsoft Office	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
IT Project Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
JavaScript Programming Language	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Leadership in Organizations	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Macroeconomics	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Management theories and Philosophies	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Marketing Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Microeconomics	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Microsoft Office Access	N\$ 2 000	No discount	N\$ 1 000	1 Month
Microsoft Office Excel	N\$ 2 000	No discount	N\$ 1 000	1 Month
Microsoft Office PowerPoint	N\$ 2 000	No discount	N\$ 1 000	1 Month
Microsoft Office Word	N\$ 2 000	No discount	N\$ 1 000	1 Month
Operations Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Performance Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Psychology at Workplace	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Research Skills	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Strategic Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Teaching Students with learning disabilities 1	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Teaching Students with learning disabilities 2	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
UCR Human Resources	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
UCR Psychology	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month

EDUCATION AND TRAINING SHORT COURSES

Course	Total	Cash Option	Deposit	Duration
Early Childhood Development Training & Practice	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Curriculum and Program Development	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Professional Nanny and Cleaning Services	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Classroom Management	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Adult Education and Development	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Facilitators Training	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Skills Development Facilitator	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
E-Learning Educator Development	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Early Childhood Education Practice	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Curriculum and Program Development	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Pre-School Training	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month

OCCUPATIONAL HEALTH AND SAFETY SHORT COURSES

Course	Total	Cash Option	Deposit	Duration
Health Service Management & Administration	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Community Health Work	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Criminal Investigation	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Emergency Action & Fire Prevention Plans	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Emergency First Aid	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Hazard Communication: Basic	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
COVID-19 Health Services and Community Awareness	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Personal Protective Equipment: Basic	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Introduction to Safety Supervision and Leadership	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Electrical Safety for Employees: Basic	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Safety Management and Accountability Program	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Occupational Hazard Control and Analysis	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Physical & Biological Health Hazard in Construction	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Welding Safety: Advanced	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Forklift Safety: Advanced	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Accident Investigation: Advanced	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month

School Health and Safety, Exterior Facilities & Crisis Planning	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Hazard Communication for the employee	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Dental Office Safety	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Health Hazard in Nail Salons	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Pharmacy Assistant	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Assistant Pharmacist	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Health Care Assistant	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Dental Assistant	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Supplementary Medicine	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Medicine Carrier Guidance and Coaching Programme	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Housekeeping Safety	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Restaurant Health and Safety	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Preventing workplace Violence and Sexual Harassment	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Managing Workplace Stress	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Construction Safety Management	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Criminal Investigation	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Professional Safety and Security	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month
Safety Leadership and Management	N\$ 4 000	N\$ 3 400	N\$ 1 500	4 Month

AGRICULTURE AND FARMER DEVELOPMENT SHORT COURSES

Course	Total	Cash Option	Deposit	Duration
Beef and Other Animal Production	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Citrus, and other fruits and Vegetable	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Production	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Animal Production	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Plant Production	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Poultry and Broiler Production	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Beef and Other Animal Production	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month

ICT, ENGINEERING, BUILDING AND CONSTRUCTION SHORT COURSES

Course	Total	Cash Option	Deposit	Duration
SAP System	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
CompTIA A+	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
CompTIA N+	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Introduction to Computer Network	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Java Programming	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Graphic Design and Digital Publishing	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Graphic Design and Web Development	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Python Programming	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
PHP Programming	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Programming in C and C++	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
AUTOCAD	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Computer Literacy and Digital (Level 1) Basic Training	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Computer Literacy and Digital (Level 2) Intermediate Training	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Computer Literacy and Digital (Level 3) Advanced Training	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Microsoft Office software's (Word, Excel, PowerPoint, Outlook) Basic Training	N\$ 3 800	N\$ 3 230	N\$ 1 000	2 Month
Microsoft Office software's (Word, Excel, PowerPoint, Outlook) Intermediate Training	N\$ 3 800	N\$ 3 230	N\$ 1 000	2 Month
Microsoft Office software's (Word, Excel, PowerPoint, Outlook) Advanced Training	N\$ 3 800	N\$ 3 230	N\$ 1 000	2 Month
Cisco CAN (-640-802)	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Database Development, Administration and Management	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Web Development	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Video Production	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Auto Mechanic: Basic	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Auto Mechanic: Intermediate	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Auto Mechanic: Advanced	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Brick Laying	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Brick Manufacturing	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
Interlocking and Paving	N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month

Brick Laying and plastering

N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month
N\$ 5 000	N\$ 4 250	N\$ 1 500	2 Month

Introduction to Computer Network

SPORTS SHORT COURSES				
Course	Total	Cash Option	Deposit	Duration
Sport Coaching	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Sport Science	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Sport Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Fitness	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Golfing	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Sport Facility Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Sport Talent Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Sport and Recreation Manager: Events Management	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Sport Coaching	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month
Sport Science	N\$ 3 800	N\$ 3 230	N\$ 1 000	1 Month

3.2 ENTREPRISE DEVELOPMENT SHORT COURSES

OVERVIEW

With the extensive experience of working with different industries, we truly understand the current companies' training needs. Companies no longer needed a theory-based training but a practical training with applicable knowledge. It is with this in mind that we incorporate to improve the current trend in the industrial training sector.

DayDream Institute of Training and Skills Development is a catalyst for attaching the missing linkage between the knowledge learned, and the practical work applications, with the ultimate goal of providing a long-term Solution to the company. We listen to understand your issues and business objectives. We work together with you to equip your people with necessary skills, providing them with the right tools to achieve important skills to have the competitive edge. We believe that training does not stop at preaching in front of a whiteboard.

We stress on hands on application, real LIVE experiences and front end technology. Each consultant is matched to the requirement of the client. They are specialist in their own field who have substantial experience and are able to share gems. We bring to you the front end of technology right in the heart of your company, empowering your staff with global industrial knowledge and current practices. We are a Solution-Driven organisation with customized program dedicated to the essence of training and development. Give us a call today! Our specialized team of consultants will come to your doorstep and listen to your needs and come up with the best human development and training programs, coaching and consultancy for you.

To achieve your desired results, our development effort extends beyond the training room. We work in partnership with you to:

- Understand your business and development needs
- Design development initiatives and deliver high impact training interventions
- Develop and implement powerful reinforcement programmes
- Track and measure for continuous improvement and sustainability

1. SKILLS DEVELOPMENT TRAINING FOR SENIOR MANAGEMENT AND MANAGERS

- Strategic Execution
- Change Management
- Effective Project Management
- Performance Management
- Leadership skills for Effective Managers
- Relationship Marketing and Customer Relationship Management
- Branding and Product Management
- Management retreats
- Fundamentals of Marketing and Marketing Strategy
- Conflict Management
- Team Building Course
- Advanced Business Writing and Presentation Skills
- Debt Recovery
- Financial Analysis and Financial Modelling
- Job Design and Job Analysis
- Human Resources Staffing
- Finance for Non-Finance Manager

2. SKILLS DEVELOPMENT TRAINING FOR EXECUTIVES AND ADMINISTRATORS

- Effective Business Communication
- Effective Business Writing for Workplace
- Better Teamwork and Communication at work
- Positive mental attitude at workplace
- Increasing productivity & efficiency through time management
- Business Plan & Proposal Writing Workshop
- Creative Media and Public Relations Writing
- Effective human resources management
- Aligning people, processes & technology
- Recruiting, training, developing & retaining talents
- Performance appraisal & key performance indicators
- Developing graduates as business leaders & entrepreneurs
- Effective coaching, counselling and mentoring for success
- Identifying operational training needs analysis
- How to carry out disciplinary action, domestic inquiry and handling misconduct
- Designing, appraising and managing employee performance excellence
- Preventing & eradicating sexual harassment in workplace
- Measuring return on investment (ROI) in training
- The many roles of an effective HR assistant
- Law on termination of employment
- Advanced payroll administration
- HRM for non-HR managers
- labour auditing

3. SKILLS DEVELOPMENT TRAINING FOR SUPERVISORS AND CLERICALS

- Clerical development program
- Excellent office management
- Success skills for secretaries & admin personnel
- Handling multitask for personal assistants
- Effective record keeping & filing systems
- Supervisory development skills
- Time management

- How to be an effective supervisor
- The x– factor in delighting customers
- Amazing customer’s excellence
- 10 highly effective service principles
- The art of listening & telephone skills
- Telephone etiquette & telemarketing

4. HOSPITALITY TRAINING COURSES

- Upselling & communication skills for frontlines
- Building a super sales team
- Winning customers thru negotiation, suggestive selling & closing deals customer retention
- Service skills for room division
- Complaints & service recovery for hoteliers
- Turning complaints to business opportunities
- World class customer service—front office, reservation train for performance
- Managerial leadership boot camp
- Mindset & attitudinal change camp
- The art & science of inspirational leadership report writing & effective presentation skills
- Highly effective communication skills for hoteliers
- Effective presentation techniques
- First aid & CPR for hospitality industry
- Complete occupational safety program
- Safety committee implementation
- Hiracr - hazard identification, risk assessment & risk control
- Firefighting program

5. ENGINEERING AND TECHNICAL TRAINING

A. ELECTRICAL/ELECTRONICS ENGINEERING COURSES

- Introduction to MV Metal Clad Switchgear Gas Turbine and Combined Cycle Plant
- Thermal Plant - Oil, Gas & Coal fired
- Inspection, Testing and Commissioning of Switchboards, Circuit Breakers & Protection
- Gas Insulated Switchgear & Systems
- Servicing and Maintenance of Vacuum Circuit Breakers
- Power Quality Problems & Solutions for Commercial and Industrial Electricity Customers
- An Introduction to Power Cycles
- High Voltage Substations - Design, Build, Test, Operation & Maintain Considerations
- High Voltage Power Transformers
- High Voltage Direct Current (HVDC) Transmission
- Contract Management & Technical Compliances for Power System Projects
- Medium to High Voltage Power Cables
- Primary Design Factors Influencing Substation Performance
- Integration & Applications of Electrical Engineering to Transformers; Switchgear & Motors
- A Practical Approach to Electromagnetic Compatibility (EMC)
- Microwave Transmission
- Lightning Protection, Surge Protection, Grounding & Bonding
- A Practical Approach & Applications for Power Quality
- Advanced High Voltage Substation Design
- Electrical Safety for Non Electrical Safety Engineers
- Switchgear - Operation, Management, Maintenance, Troubleshooting & Testing, Safety
- Inspection, Testing and Commissioning for Commercial and Industrial Power Systems
- Condition Based Maintenance for Switchgear 1) Electrical Engineering for Non Electrical Engineers
- Programmable Logic Controller (Basic/Intermediate/ Advance)
- Industrial Hydraulics – Systems, Operation & Maintenance (Basic/Intermediate/Advance)
- Industrial Pneumatics – Systems, Operation & Maintenance (Basic/Intermediate/Advance)

- Industrial Electro-Pneumatics – Systems, Operation & Maintenance (Basic/Intermediate/Advance)
- Fundamentals of AC Motors
- Fundamentals of Sensors
- Fundamentals of Control Components
- Basic Electricity
- Practical Industrial Automation
- Electronics Troubleshooting Problem Identification & Repair
- Practical Printer Troubleshooting and Repair
- Practical Monitor Troubleshooting and Repair
- Refurbishing Fly Back Transformer Course
- LCD Monitor Troubleshooting and Repairing
- Electric Motors and Drives Systems
- Power Electronics & Its Industrial Applications
- Building Automation System & Digital Direct Controllers (DDC)

6. ASSET MANAGEMENT/FACILITIES/MAINTANANCE COURSES

- Maintenance Management
- Predictive & Preventive Maintenance
- Basic Maintenance for Technicians
- Overall Equipment Efficiency (OEE)
- Total Productive Maintenance (TPM)
- Planned Maintenance – TPM Pillar
- Autonomous Maintenance – TPM Pillar
- Root Cause Failure Analysis
- Failure Modes Effects Analysis (FMEA)
- Reliability Centered Maintenance
- Technical Troubleshooting & Decision Making (Maintenance Aspect)
- Cost Reduction Technique for Maintenance
- Maximum Equipment Efficiency through Proactive Maintenance
- Computerized Maintenance Management System (CMMS)
- Strategic Maintenance Management
- Asset Management Fundamentals
- Lubrication Practice
- Effective Management of Shutdowns and Turnarounds
- Lean Maintenance Planning and Scheduling
- Plant Troubleshooting - Techniques for Plant Personnel
- Machinery Alignment - What all Maintenance Personnel Should Know
- Corrosion - Designing for Corrosion, A Maintenance Perspective

7. MECHANICAL ENGINEERING COURSES

- A Practical Approach to Boiler Plant - Operation, Maintenance & Management
- A Practical Approach to Steam Turbine – Operation, Maintenance & Inspection
- A Practical Approach to Welding Engineering
- Fundamentals of Mechanical Engineering
- Lift & Elevator – System, Design, Build, Operation & Maintenance Considerations
- Structured Approach for Rapid Product Development
- Design for Manufacturability & Assemblability
- Design for Experiment
- Air Conditioning Systems for Non Air Conditioning Engineers
- Practical Air Conditioning Systems - Towards Maximum Efficient Operation; Maintenance & Troubleshooting
- Efficient Operation & Cost Saving Strategies for the District Cooling User Buildings
- Acoustics and Noise Control for Air Conditioning Systems
- Polymers: Properties, Processes, Applications & Designs

- A Practical Approach to Rotating Equipment Operation, Maintenance, Inspection & Management 16) Practical Bearing Technology
- Threaded Fasteners - Selection & Installation Perspective
- Valve Technology - Successful Operation & Maintenance
- Thermal Insulation - Selection, Installation & Maintenance
- Steam Turbines - Design, Operation & Maintenance
- Steam Traps - Successful Operation & Maintenance
- Steam System Performance - Operation & Maintenance Strategies for Peak Performance Sealing Technology - Successful Sealing of Equipment
- Practical Pumps - Successful Operation & Maintenance
- Practical Piping Technology - Understanding the Conduits of Plant
- Maintaining Heat Exchangers for Performance
- Lubrication- Selection, Operation & Maintenance
- Compressed Air System - A Guide to Improving System Performance
- Air Compressors - Operation & Maintenance
- Performance Assessment of Thermal Insulation

8. SAFETY ENGINEERING COURSES

- Occupational First Aid & CPR (OSH Practitioners/ Professionals/Trainer Certification)
- Professional Rescuer CPR
- Basic Fire Fighting
- Emergency Response Plan / Team
- Developing Effective Safety & Health Committee
- Identification, Evaluation & Control of Hazards
- Safety & Health Awareness Program
- Electrical Safety for Non Electrical Engineers
- Electrical Safety at the Workplace
- Fire Protection Engineering – Design, Installation, Testing and Commissioning and Operations
- OSH Management and The Role of Safety Committee
- Workplace Safety Awareness
- Fire Safety Awareness
- Plans & The Role of Emergency Response Team During Evacuation
- Effective Workplace Security
- Property Security Reinforcement
- Effective Security & Loss Prevention Management in the New Millennium

9. ENGINEERING COURSES FOR OIL, GAS, AGRICULTURE AND INSTRUMENTATION ETC.

- A Systematic and Practical Approach to Natural Rubber
- A Practical Approach to Process Instrumentation
- A Practical Approach to Corrosion & Prevention
- Thermograph and Partial Discharge
- Corrosion Control by Cathodic Protection
- A Practical Approach to Measurement and Calibration
- Measurement and Uncertainty
- Technical Problem Solving and Decision Making
- Energy Efficiency & Cost Saving Strategies for Buildings
- Critical Environment Management
- Design Blueprint for Data Centers or Mission Critical Facilities
- Efficient Cooling Design for Sensitive Electronic Equipment
- Energy Efficient Data Center - Design & Implementation
- Level Measurement
- Electrical Equipment for Hazardous Equipment
- Control Valve Operation and Maintenance

10. ASSEMBLY ENGINEERING

- Trim and Form Technology
- Transfer Molding Technology
- Trim and Form Tooling Preventive Maintenance
- Transfer Molding Tooling Preventive Maintenance
- Lead Free (Pb Free) and RoHS segregation program for Semiconductor Industry
- EPP (Environmentally Preferred Products) and deployment in Semiconductor plant
- Tool steel and Carbide materials for tooling improvement fundamentals
- Project Management and focused improvement

11. PROJECT MANAGEMENT

- Fundamentals of Project Management
- Project Management for Engineers / Technical Personnel 3) IT Project Management
- Construction Project Management
- Project Risk Management
- MS Project 2003/2007 (Basic / Intermediate / Advance)
- Quality Project Management
- Applied Project Management (with Case Studies)
- Project Communication & Leadership Skills
- Processing and Quality Control

12. MOTOR VEHICLE COURSES

- Automotive service management for vehicle service dealers
- Workplace discipline—the 5s way

13. HEAVY EQUIPMENT COURSES

- Forklift driving & maintenance techniques
- Analytical trouble shooting process
- Programmable logic controller (plc) operation & programming
- Engine maintenance & management for engineers and managers
- Marine engine installation & guide

14. QUALITY TOOLS COURSES

- Quality function deployment
- Failure mode & effect analysis
- Statistical process control
- Measurement system analysis
- Lean manufacturing application in QMS
- Monitoring the qc of concrete
- Total preventive maintenance
- Design of experiment

15. OPERATION AND MAINTANANCE COURSES

- Basic pneumatics operation system
- Centrifugal pump/lubrication/preventive maintenance
- Codes for pipes & piping system
- Gas turbine maintenance & operations
- Lubrication operation system
- Machine tools and workshop practices
- Steam boiler operation & maintenance
- The effective maintenance of air compressor
- The effective boiler man workshop