

**Public Training Dates 2012 (selected courses only)**

Course Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AQ01 (Brisbane)		7-10		2-5		5-8		6-9		23-26	26-29	
AQ02 (Brisbane)		7-8		2-3		5-6		6-7		23-24	26-27	
ALQ01 (Brisbane)		7-10		2-5		5-8		6-9		23-26	26-29	
AE01 (Brisbane)			13-16			12-15			4-7		20-23	
AE01 (Melbourne)					8-11						6-9	
EHS01 (Brisbane)			12-16			11-15			3-7		19-23	
EHS01 (Melbourne)					7-11						5-9	
AOH1 (Brisbane)				30-3May				6-9		29-1Nov		
AFS01 (Brisbane)		7-10		2-5		5-8		6-9		23-26	26-29	
AFS01+AQ01*(New Zealand)			6-9			11-14		13-16		30-2Nov		
AFS02 (Brisbane)		7-8		2-3		5-6		6-7		23-24	26-27	

\* New Zealand Dates (Combined AFS01+AQ01)

**Quality Auditor**

**Quality Management System Auditor (AQ01)**

This interactive four day program covers all aspects of auditing against ISO 9001. The content extends far beyond mere compliance auditing, and focuses on system improvement audit techniques. Successful completion of the course provides a pathway for registration with the RABQSA and IRCA schemes. **\$2,090 (incl. GST)**

**Quality Management System Internal Auditor (AQ02)**

This two day foundation course is ideally suited to people wishing to conduct audits on their own quality management systems. Successful completion of the course satisfies the RABQSA core auditing audit competency. **\$924 (incl. GST)**

**Laboratory Quality Management System Auditor (ALQ01)**

This four day course will enable your team to implement auditing systems to ensure compliance and will identify system improvements. Audit techniques are specific to a laboratory environment. However, completion of this course only provides a pathway for registration with the RABQSA and IRCA under Quality Management System not Laboratory auditor schemes. **\$2,090 (incl. GST)**

**Food Safety Auditor Training**

**Food Safety Management Systems Auditor (AFS01)**

Successful completion of this four day program equips participants to audit a wide range of Food Safety Management Systems, including those based on HACCP, ISO 9001 and ISO 22000. Successful completion of the course provides a pathway for registration with the RABQSA and IRCA schemes. **\$2,090 (incl. GST)**

**Food Safety Management Systems Internal Auditor (AFS02)**

This practical two day program demystifies Food Safety Auditing and covers ISO 22000. Successful completion of the course satisfies the RABQSA core auditing audit competency. **\$924 (incl. GST)**

**Environmental Health & Safety Auditor Training**

**Occupational Health & Safety Auditor (AOH1).**

This four day auditor training is designed for people who seek to audit against the requirements of AS 4801:2001 and OHSAS 18001:2007. Successful completion of the course satisfies knowledge requirements for registration with RABQSA and IRCA OHS auditor registration schemes. **\$2,090 (incl. GST)**

**Integrated Environment, Health & Safety Auditor (EHS01)**

While addressing the audit requirements for both Environmental and Health and Safety management systems, this five day course is based on an integrated audit protocol aimed at organisations with integrated EHS Management Systems. Successful completion of the course satisfies knowledge requirements for registration with RABQSA, IRCA and IEMA Environmental and OHS auditor registration schemes. **\$2,200 (incl. GST)**

**Environmental Management Systems Auditor (AE01).**

This four day program covers the latest tools and techniques to audit against ISO 14001:2004. Successful completion of the course satisfies knowledge requirements for registration with RABQSA, IRCA and IEMA environmental auditor registration schemes. This course is run in conjunction with the five day integrated environment, health & safety auditor course. **\$2,090 (incl. GST)**



Please visit [www.S3G.com.au](http://www.S3G.com.au) for individual course synopses. Please contact us for a tailor-made, in-house course.



## Business Master Class Workshops

### Strategic Planning (OE1)

During this one day program, participants are guided in the development and or review and implementation of their own master-plan to success.

### Process Analysis and Review (OE2)

All activities comprise of a series of one or more processes. This one day course outlines the key techniques involved in process analysis and review with the aim of mapping and enhancing organisational processes.

### Customer Service (OE3)

Excellence in customer service is all about innovation. This one day program inspires participants to unleash their creativity and deliver more than their customers ever expected.

### Continual Improvement (OE4)

Continual improvement is the engine-room of all successful businesses. This one day program explores the practical techniques used by those companies that always **stay ahead of the rest.**

### Human Resources (OE5)

Competent and enthusiastic staff often make or break an organisation. This one day course teaches basics of establishing, monitoring and empowering staff roles and responsibilities within your organisation.

### Marketing (OE6)

You could be the best, but if your customers don't know who you are, or what you do, it is not going to help your organisation sustain or shine. This one day course teaches the strategies in marketing necessary to lift the profile, profitability and effectiveness of your organisation.

### Communication (OE7)

A message sent is not always a message understood. This one day course outlines key approaches to establishing and sustaining effective internal and external communication within an organisation.

### Change Management (OE8)

Change is like bereavement. It needs a thoughtful and considered approach. This one day course outlines the issues involved and strategies available to manage change *effectively* in organisations.

### Project Management (OE9)

This one day course equips participants with the knowledge, tools and confidence to successfully plan and manage a project. The course is particularly relevant to anyone with project responsibilities.

### Productivity and Efficiency (OE10)

Using the same resources to do more or doing the same with less resources are great ways to capture management attention. This one day course shows you how.

Fee (10 Months) \$5,500 (inc. GST) OR \$605 (inc. GST) individual modules.



## Research shows that productivity increases when training takes place.

Staff who receive formal training can be 230% more productive than untrained colleagues<sup>1</sup> who are working in the same role.

Are you considering sending 5 or more people to the same course over the next year? Perhaps you might like to consider an in-house course.

### Why In-house Training?

1. It is usually more cost effective to train 5 or more people in-house rather than place them on a public training program.
2. We can use your management systems and your site. This will maximise the benefits of the training as the skills learnt can be implemented immediately.
3. Learning is faster! Course participants are not required to 'translate' or 'interpret' the information to their site and organisation after a public training program.
4. The training program can focus on topics specific to your organisation, your industry and your choice.
5. The timing of the program is your choosing.

### Are you looking for a program not on our public training calendar?

Do you have specific training in mind for your staff, but can't source a course provider? S3G's expertise is not just limited to our core public training courses. Years of experience in the training and consulting arena has meant that we are very adept at understanding your specific training needs and designing workshops that are relevant, realistic and effective.

We can offer solutions that will not only fulfil your training needs but will leave your employees feeling motivated, inspired and involved.

<sup>1</sup>Source: Smith A., 2001, Return on Investment in Training: Research Readings NCVER (PDF, 359kb)

Call us for an estimate or proposal about your specific training needs:

+61 7 3856 0033 [www.s3g.com.au](http://www.s3g.com.au)

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