

## **Introduction:**

The National Productivity Organization (NPO), Ministry of Industries & Production has taken the challenges to equip Pakistan workforce with the Innovations, Quality & Productivity tools & techniques in their respective fields so they can act as change agents for improving Pakistan's economic development. To achieve this noble objective NPO is Launching the Professional Distance Learning Courses in Pakistan .

## **Designed For:**

Manufacturers, Engineers, Managers, Technicians, Consultants, Industrialists, Construction Companies, Energy Auditors, Power Plant

Operators, Oil & Gas Sector, Transporters, Policy Makers, Faculty Members, Researchers and Students.

All Courses shall be Conducted by National and International Approved Trainers (American Society of Quality, USA & Institute of Quality, UK)

List of Courses

### **1. Certified Energy Manager**

(Interactive Classroom and Distance Learning) :

Designed for engineering professionals who intend to build their career as energy managers, the program gives a thorough understanding of the key energy issues either in the building,

agriculture, service or industry sector. It will help the participants to develop the technical skills and competence needed to manage energy services and management work within the organization they serve. A Certified Energy Manager (CEM) is envisioned a competent energy professional equipped to perform technical and managerial functions as a qualified person in the areas of .

- a. Energy audits, management and measurements
- b. Energy retrofitting services
- c. Financial advisor for energy efficiency measures and contracting
- d. Consultation and Procurement services
- e. Facility and energy management
- f. Energy engineering works

The body of knowledge of this course is compatible to “Singapore Certified

Energy Manager” program of “Energy Efficiency National Partnership (EENP)Singapore”. It is globally accepted for all energy professionals.

## **2. Certified Safety & Health Manager :**

(Interactive Classroom and Distance Learning):

As a Certified Safety & Health Manager (CSHM) you will see opportunities opening both in the form of exciting positions and expanding personal career development as a management professional. Human resource managers are looking for the best, but often depend upon certification to ascertain the most competent for a position that management often does not fully understand.

The CSHM will help you to strengthen your future career choices and give yourself a competitive edge. In addition to technical knowledge of occupational safety and health, a successful safety and health manager must possess working knowledge of a broad range of business and financial principles and an understanding of related issues such as hazard analyses, accident investigations, safety audits and surveys, workers' compensation, product safety, environmental laws, quality, and labor relations. The Certified Safety and Health Manager program is designed to provide recognition of those who can apply a broad range of safety and health management tools.

The body of knowledge of this program is compatible to “Certified Safety & Health Manager” of the “Institute of Safety & Health Management (ISHM) USA”. It is globally recognized for any health and safety professional.

#### **4. Certified Quality Manager** (Distance Learning only):

The Certified Quality Manager is a professional who leads and champions process improvement initiatives everywhere from small businesses to multinational corporations that can have regional or global focus in a variety of service and industrial settings.

A Certified Quality Manager facilitates and leads team efforts to establish and monitor customer/supplier relations, supports strategic planning and deployment initiatives, and helps develop measurement systems to determine organizational improvement.

The Certified Quality Manager should be able to motivate and evaluate staff, manage projects and human resources, analyze financial situations, determine and evaluate risk and employ knowledge management tools and techniques in resolving organizational challenges.

Certified Quality Manager (CQM) is a formal recognition that an individual has attained based on his knowledge and proficiency/ability in the field of quality. The body of knowledge of this professional training program is compatible to the “Certified Manager of Quality/ Organizational Excellence” of the American Society for Quality (ASQ). It is globally recognized as the foundation of any quality professional.

**5. Certified Production and Inventory Manager** (Distance Learning only):

The Certified Production and Inventory Manager (CPIM) program has been organized into five modules, each focusing on key areas of study that are integral to an understanding and mastery of production and inventory management principles. Candidates must pass an exam for each of the modules to successfully complete the CPIM program. This course body of knowledge is compatible to “Association of Operations management USA”. It is globally recognized for any production and inventory management professional.

**6. Certified Supply Chain Manager** (Distance Learning only):

International Supply Chain Education Alliance (ISCEA), Certified Supply Chain Manager (CSCM) is steadily increasing in acceptance by Supply Chain Industry as the certification that covers the total Supply Chain Operation. In addition to standard supply chain methodology, CSCM will also cover topics such as Leadership, Lean Six Sigma, Theory of Constraints, and Operational Accounting. CSCM certify that the holder is both expert in Supply Chain theory and a practitioner, who can manage and lead a modern Supply Chain Organization with all responsibilities. The body of knowledge of this course is compatible to “International Supply Chain Education Alliance

(ISCEA) USA”. It is globally recognized course for professionals in this field.

## **7. Certified Maintenance Manager/Certified Plant Maintenance Manager**

(Distance Learning only):

Today's successful maintenance managers must have effective human resources and facilities management expertise, sound judgment, and practical skills. They must keep pace with change, improve their knowledge, and share their experience with others. The Certified Maintenance Manager (CMM) designation provides recognition for these skills.

Recognized worldwide, the CMM designation is the lodging industry's highest acknowledgment of maintenance managers in the hospitality industry. The body of knowledge of this course is compatible to “Certified Plant Maintenance Manager” of “Association for facilities Engineering USA”. It is globally recognized for maintenance professionals.

## **8. Certified Food Safety Professional/Manager** (Distance Learning only):

A food safety manager is responsible for ensuring that the food prepared under his or her management is safe for human

or animal consumption. Food safety is essential to prevent outbreaks of food borne diseases. Lack of food safety can compromise public health, endanger consumers and cause enormous amounts of business losses. In the food industry, food is prepared and processed in a variety of stages. To give an example, a vegetable is grown, then picked and sent to Market, purchased and stored, chopped and cooked, and finally served to a customer. Now the food can be contaminated in any one of these stages. This course is compatible to “Certified Food Safety Professional” course of “National Registry of Food Safety Professional - USA”. It is globally accepted for food safety professionals.

### **9. Certified Kaizen Professional** (Distance Learning only):

Kaizen is a Japanese philosophy which strives for continuous improvement. If you too are planning to boost your career as well as your personal and social life by making continuous improvements based on the Kaizen principles, you cannot

Afford to miss this Kaizen Course! Give yourself an employment advantage by developing useful skills that are consistently in high demand in all the job spheres.

Through this Kaizen Course you will learn powerful methods that will help you strive for continuous improvement and develop ways that make you more productive. This Kaizen Program also provides helpful Kaizen tips and techniques that

come from years of experience. The body of knowledge of this course is compatible to “Kaizen Institute Japan”. It is globally accepted for professionals.

### **10. Certified Energy Auditor:**

Energy is universally acknowledged to be the mainstay of an industrial society. Without an adequate supply of energy, the stability of the social and economic order, as well as the political structure of a society is in jeopardy. As the world

supply of inexpensive, but non renewable, fossil energy sources decreases, the need for energy conservation as well as for developing renewable technologies becomes ever more critical. Recently, the issue of energy efficiency and conservation emerged as a serious challenge because it was recognized that burning of fossil fuels is one of the main contributors to global warming.

Global warming is largely the result of the emission of radiation-trapping gases, such as carbon dioxide and methane, into the atmosphere. It is now the consensus of the scientific community that artificial CO<sub>2</sub> pollution is largely responsible for the increase in the average global temperature. Improving energy efficiency and conservation in the use of fossil fuels is therefore an important challenge for the engineering community. This course presents some of the most important tools in the field of energy conservation and energy auditing. NPO and BSIL has



conducted hundreds of energy audits in Pakistan. This course has been developed based on our practical experience in Pakistan.

### **11. Certified HR Manager:**

More effective management of human resources (HR) increasingly is being seen as positively affecting performance in organizations, both large and small. The terms ‘human resource management’ (HRM) and ‘human resources’ (HR) have largely replaced the term ‘personnel management’ as a description of the processes involved in managing people in organizations. The concept of HRM underpins all the activities described in this course, and the aim of this course is to provide a framework for what follows by defining the concepts of HRM and an HR system, describing the various models of HRM and discussing its aims and characteristics. The course continues with a review of reservations about HRM and the relationship between HRM and personnel management and concludes with a discussion of the impact HRM can make on organizational performance. Further topics include as under,

- a. Human resource management;
- b. Role of the HR function;
- c. Role of the HR practitioner;
- d. Strategic human resource management;

- e. The delivery of learning and training;
- f. Performance management;
- g. Reward management fundamentals;
- h. Grade and pay structures.

## **12. Certified Project Manager:**

Organizations whose primary business is doing projects employ professional project managers, have well worn project management procedures and are culturally project-friendly.

Organizations whose primary business is not project-based still need to do projects, but the management culture is attuned to managing everyday operations. People asked to manage projects in these process-based organizations may be accountants, IT professionals, engineers, medical professionals, etc. They are not first and foremost project managers. Yet they are expected to manage projects - even major projects that will determine the organization's future - in an environment that may not be project friendly. Some project management courses and methodologies start from the presumption that the project team is available and all team members will work full time on the project. In process-based environments this overlooks some of the major challenges that project managers face: for many team members projects are not their "proper job"; they may be assigned to a project for only part of their time and being

assigned to a project may be viewed as a career limiting move; senior managers may not always give projects and project managers the support they need. This training course will cover both the needs of project management as discussed above.

### **13. Certified Procurement Manager:**

The body of knowledge for this course is same as course that is called “Certified Purchasing Professional” of the “American Purchasing Society” The object of this course is to prepare experienced buyers, purchasing agents, and purchasing managers for the Certified Purchasing Professional examination of American Society of Purchasing. Knowledge of the content of the course will contribute to success in taking the examination. This course will cover the essentials of the purchasing process, and the organization and management of the purchasing function. Portions of the course will cover aspects of accounting and other business functions that purchasing professionals should know.

Separate sections of this course are devoted to ethics, inventory, the law, and mathematics.

### **14. Certified Environmental Manager:**

This Course has been prepared for the Environmental Managers/Professionals. The Environment Manager is a new breed of corporate professionals that are faced with the responsibility of handling both environmental policy/issues within organizations. World industry has been over the last several years contracting and downsizing their operations. In doing so, many corporations, large and small, are demanding greater responsibilities be delegated to middle and line function management. In this regard, many corporations today are moving towards a single management entity, the EH&S manager, who's responsibilities require extensive knowledge of both the environmental statutes and OSHAS standards.

Therefore, this course serves the purpose safety managers to have an understanding of environmental issues as well. This course has been developed as a compliance source for the Environmental managers. In this regard, this course provides the working professional a reference on the environmental regulations and industry standards. Additionally, it covers management practices for on-site hazard materials handling operations and constitutes an important reference for establishing hazard communication and training programs for employees.

## **15. Certified Disaster Manager:**

Disasters come in many forms. Natural disasters kill one million people around the world each decade, and leave millions more homeless. Natural disasters may

include earthquakes, floods and flashfloods, landslides and mud flows, wild land fires, winter storms, and others. Technological disasters include house and building fires, hazardous materials, terrorism, and nuclear power plant emergencies. It is estimated that the economic damages from natural disasters have tripled in the past 30 years — rising from 40 billion dollars in the 1960s to 120 billion dollars in the 1980s. Some of the more recent natural disasters have by themselves caused billion dollar losses.

The key to minimizing or controlling the cost and death toll of disasters is prevention. This is not to say that we can prevent natural disasters but we can minimize their effects. What this course shows is how we can evaluate, prepare for, react to, and minimize damage brought on by emergencies and disasters.

## **16. Certified Fire Safety Manager:**

This course has been prepared at a practical level to assist both in training safety personnel and to provide technical information that can assist in responding to a hazardous incident that could lead to a fire hazard situation. Considerable information and technical data are given on petroleum based products since these

are among the most widely consumed products, however, the trainee will find ample information on other chemicals. Fire situations pose one of the most serious problems in an industrial setting, with the potential loss of lives and property, as well as damage to the environment.

Proper response by trained personnel, as well as careful preplanning can minimize the risk and damage caused by fire.

The course has been organized into 7 key areas. Key areas 1 and 2 provide an overview of fire protection principles and general terminology used throughout the course. Key areas 3 and 4 cover petroleum products and hydrocarbon derivatives. The chemistry of hydrocarbon fires is reviewed in detail and extensive properties data for petroleum products are discussed. Key areas 5 through 7 provide technical fire and explosion data on widely used chemicals of commerce. Information on explosion and fire propensity and typical responses to fires and non-fire spills are presented in these key areas. Much of this information is based on the U.S. Department of Transportation emerging response recommendations for fire and non-fire spills, and data provided by the National Institute of Occupational Safety and Health (NIOSH), and other well known sources.

## **17. Certified Construction Manager:**

The career field of construction management has been growing steadily in the past and in present decade. Construction managers work in an advisory role on behalf of the owner. They oversee many areas of the construction project, such as budget, safety, quality control, and time management. Construction managers also represent the owner in disputes that may arise between the builders, designers, and other parties. For this reason, construction management is now recognized as an important career field in its own right. The body of knowledge for this course is based on “Certified Construction Manager” course of “Construction Management Association of America” and “Construction Manager Certification Institute (CMCI) USA”. The construction industry is one of the oldest and largest industries.

Construction activity provides employment on a large scale. The use of machines and equipment, which have become part and parcel of construction in modern times, has not only reduced the time of construction and number of people engaged in construction but also improved the quality of construction and materials. The construction of high rise buildings, dams and barrages, metro rail, cable stayed bridge, high chimneys, etc. are now undertaken easily because of the availability of equipment and machines.

In most of the developed countries, scientific tools such as construction management techniques are used, while in

developing countries very little modification has taken place in this industry. These countries still continue with the traditional labour-intensive style of construction which is time-consuming and does not match quality requirement demanded in construction. If construction project schedules are not maintained, the cost increases by leaps and bounds. While it is true that in the third world countries with a high population, it is not appropriate to opt for complete mechanization of construction, it must be realized that the use of plants and machinery sometimes becomes absolutely necessary for certain types of construction and to ensure good quality. This course covers all aspects and areas to become successful construction manager.