

COURSE PROGRAMME

HARMONIZATION OF QUALITY MANAGEMENT AND PERFORMANCE CONTRACTING COURSE

DAY ONE

0900 – 0920	Registration
0920 – 0930	Opening
0930 – 1030	Introduction to QMS and PC
1030 – 1100	Tea/Coffee/Health Break
1100 – 1200	Introduction to QMS and PC
1200 – 1300	Case Studies
1300 – 1400	Lunch Break
1400 – 1530	Exercise 1
1530 – 1545	Tea/Coffee/Health Break
1545 – 1630	Presentation of Exercise 1

DAY TWO

0900 – 1030	QMS requirements
1030 – 1100	Tea/Coffee/Health Break
1100 – 1300	QMS requirements
1300 – 1400	Lunch Break
1400 – 1530	Exercise 2
1530 – 1545	Tea/Coffee/Health Break
1545 – 1630	Presentation of Exercise 2

DAY THREE

0900 – 1030	PC requirements
1030 – 1100	Tea/Coffee/Health Break
1100 – 1230	PC requirements
1230 – 1300	Exercise 3
1230 – 1400	Lunch Break
1400 – 1445	Presentation of exercise 3
1445 – 1530	Result Based Management
1530 – 1545	Tea/Coffee/Health Break
1545 – 1630	Result Based Management

DAY FOUR

0900 – 1030	Exercise 4
1030 – 1100	Tea/Coffee/Health Break
1100 – 1300	Presentation of exercise 4
1230 – 1400	Lunch Break
1400 – 1630	EXPO break

DAY FIVE

0900 – 1030	Harmonization of QMS and PC
1030 – 1100	Tea/Coffee/Health Break
1100 – 1130	Harmonization of QMS and PC
1130 – 1300	Management Review & PC reporting
1300 – 1400	Lunch Break
1400 – 1600	Process re-engineering



HARMONIZATION OF QUALITY MANAGEMENT AND PERFORMANCE CONTRACTING COURSE.

Dates: 11th -15th AUGUST 2014

Venue: The SAROVA STANLEY-NAIROBI.

CONTENTS

1. Introduction to Quality Management systems and Performance Contracting
2. ISO 9001:2008 requirements
3. Performance contracting based on the GoK structure
4. Common Aspects of PC and QMS
5. Management Reviews and PC reporting
6. Process re-engineering

APEX MANAGEMENT SYSTEMS - CONSULTANTS

NOMINATION FORM

Please enrol the following nominee to:

Management Representative's Course

11TH -15TH AUGUST 2014

Name:.....

Qualifications:.....

Position held:.....

Name and Address of the organization:.....

Tel. No:..... Fax No:.....

E-mail:.....

Nature of Business.....

Residential/Non-Residential:.....

Name of Nominating Authority:.....

Signature of Nominating Authority:.....

(Kindly affix OFFICIAL STAMP)

Date:.....

(PLEASE FILL AND MAIL THIS SECTION TO APEX MANAGEMENT SYSTEMS - CONSULTANTS)

Apex Management Systems - Consultants

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APEX MANAGEMENT SYSTEMS - CONSULTANTS

MANAGEMENT REPRESENTATIVES COURSE

Apex Management Systems – Consultants trains and creates awareness in areas of QMS and Conformity Assessments. The harmonization of QMS and PC training course is one such course meant for Government Ministries, Departments and agencies (MDAs) and private sector who have borrowed from the Government the aspect of performance contracting. The course targets Management Representative, ISO Steering Committee members, Quality Managers, ISO implementers and Economists.

The course will cover all the aspects of QMS (based on ISO 9001:2008) and Performance Contracting. The course aims to impact skills on how to:

- ✓ Effectively implement ISO 9001:2008
- ✓ Effectively implement Performance contracting requirements
- ✓ Effectively synchronize/harmonize the requirements for ISO 9001:2008 and Performance contracting
- ✓ Restructure process to ensure they answer to both the QMS and PC requirements

The course includes presentations, case studies and group exercises/practicals

Venue: The Sarova Stanley Hotel

Dates: 11TH – 15TH AUGUST 2014

Fees: Kshs. 60,000/= (for tuition, two teas & lunch) VAT inclusive

You are invited to nominate participants to the Course.

Attached are detailed Course information and a nomination form, which you should complete, detach and return to us and a covering letter as soon as possible. Payments should be made at least two weeks before the start of the course. Cheques should be drawn in favour of APEX MANAGEMENT SYSTEMS – CONSULTANTS-LTD

NB: APEX is registered with the National Industrial Training Authority (NITA).

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Scissors icon at the bottom of the dashed line.