SQT

2021

Develop real capability

Programme Prospectus

sqt-training.com

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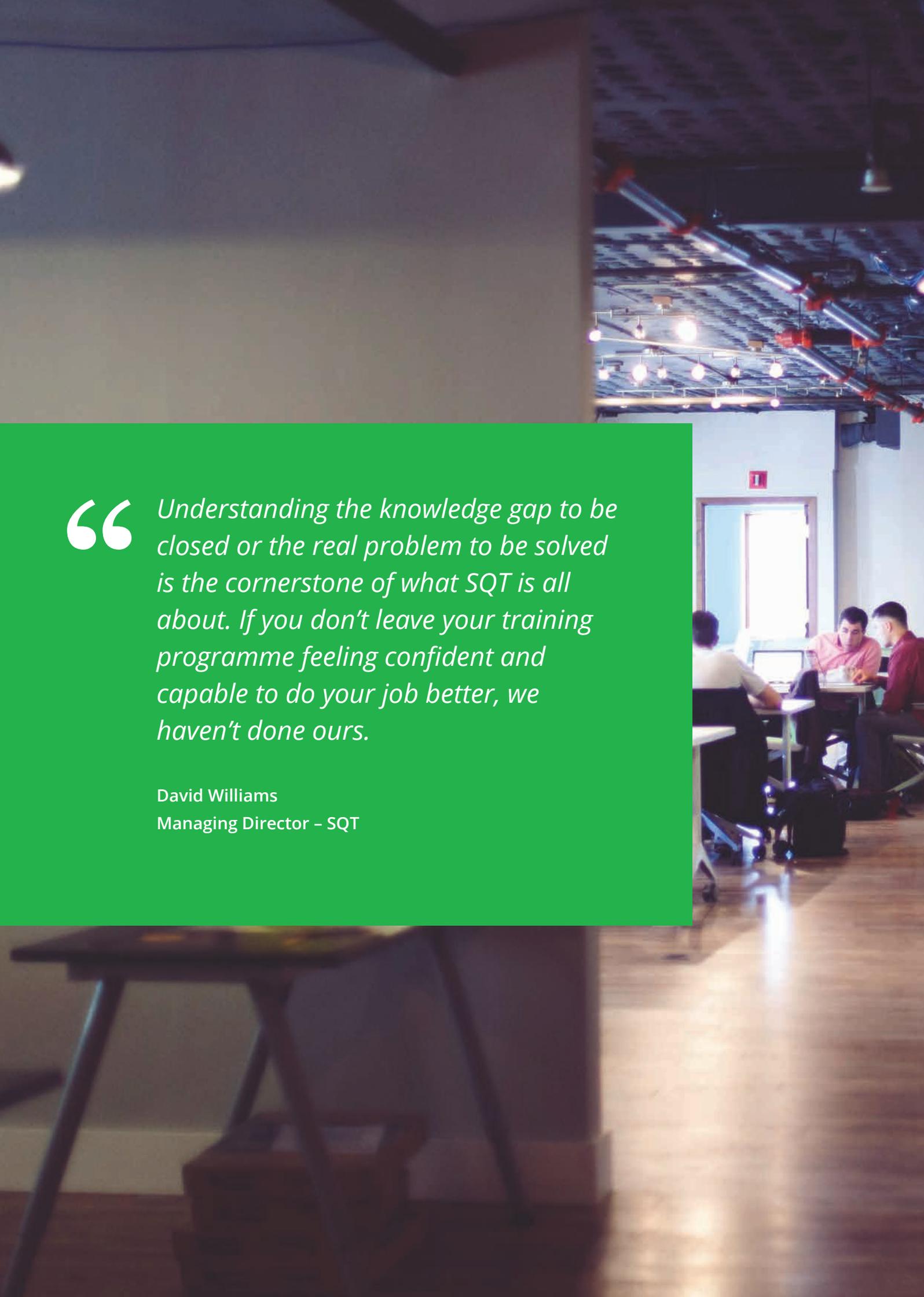
Understanding the knowledge gap to be closed or the real problem to be solved is the cornerstone of what SQT is all about. If you don't leave your training programme feeling confident and capable to do your job better, we haven't done ours.

David Williams
Managing Director – SQT

Training Programmes

Designed to empower people and organisations to raise standards, maintain compliance and drive efficiency.

LEAN SIX SIGMA, PROCESS & PROJECT MANAGEMENT

Lean Six Sigma

Continual Process Improvement

Project & Programme Management

COMPLIANCE, STANDARDS & AUDITING

Quality

Environment & Energy Management

Health & Safety

Food Safety

Life Sciences

Laboratory

Hospitals & Medical

LEADERSHIP & PERSONAL DEVELOPMENT

Train the Trainer

Leadership and Personal Development

Develop real capability

Many provide training and qualifications.
Few deliver real capability.

For 30 years, we've brought the latest thinking, the leading techniques and the most accomplished industry trainers into ambitious organisations, large and small, throughout Ireland, the UK and beyond.

We empower people with the capability to help their organisations reach the highest standards, maintain compliance and drive efficiency. We are renowned for a dynamic, practical, real world approach. A combination of theory and practice that works.

That's why the likes of Apple, eBay, Glanbia, Intel, Kerry Group, Medtronic and Musgraves trust us to train their people - over 65,000 since 1989.

How we're different

Learn from leaders

We believe, in this field, the best people to learn from are seasoned industry experts, not just academics. That's why we so carefully hand-pick every single tutor. People who have worked at the coalface, who can draw on their experience and share real world insights, stories and techniques. Leaders to empower and inspire you.

Capability to make a difference

Change is inevitable. How we respond determines whether we succeed or fail. We give you the knowledge, guidance and experience to help you succeed. The capability to respond to new legislation, new standards, more competition, a change in customer needs, new technologies or to meet new targets. The capability to make a difference.

Bridge the gap

One of the biggest challenges for learners is to bridge the gap between the classroom and the workplace; to put the theory into practice. We all learn best by doing, so putting theory into practice is an integral element of our programmes. Learn, do and review.

Programmes tailored to your people, your organisation, your needs

Training is much more effective when it's made relevant to your organisation and your particular needs. That's why we make it our business to understand your business. With that understanding we can best advise on who needs what training, and tailor programmes to precisely address your unique needs.

What you get from our programmes

The smarts to improve the bottom line

We empower your people with the capability to enhance systems, reduce risks, minimise waste, streamline processes and ultimately improve your organisation's bottom line.

Innovation for a competitive edge

We give your people the capability and the confidence to drive innovation; improving products, services, systems and your customers' experience. Sharpen your competitive edge.

How to do more with less

The latest approaches, information and insights to enable your people to discover ways to do more with less. All resulting in a leaner, fitter, stronger organisation.

Virtual delivery

SQT Training have adapted to COVID-19 restrictions and client's needs and moved most of our programmes to Virtual Training. We will continue to provide the same high-quality learning experience, same qualifications and the latest thinking and techniques delivered by our expert Tutors and industry leaders – virtually. This is an ideal time to invest in your skills, keep business going and prepare for recovery.

Global Teams

We can work with you to bring global teams together for our our Virtual Training allowing them to share a common learning programme across the globe.

1 Understanding your needs

Sometimes you'll know exactly what you want from your programme. Other times, you may need some help from our experienced tutors to identify issues and provide solutions.

2 We do the paperwork

We take the insights you have given us, design a detailed training programme and forward you a proposal. A week later, we get in touch to see what you think.

3 Booking made easy

While you work out when best suits your team, we hold provisional training dates for you. When you are happy to progress, we'll email you a booking form to capture the details.

4 Fine tuning

Once booked, the programme tutor may give you another call to see if we can further tailor your programme and materials to meet your exact needs.

5 On the day

Your tutor arrives in advance to ensure the room is just right and nothing gets in the way of an exceptional learning experience. Your programme manuals will be waiting for you.

6 Your feedback is vital

In our pursuit of excellence, we need your feedback. Each delegate completes a Programme Assessment Form providing direct feedback on the quality and effectiveness of our training.

7 On-going support

Further questions? Don't hesitate to contact our expert tutors by phone or email.

8 Assessment & Certificates

If your programme is accredited, please allow time for assessment before certification.

SQT In-House Programmes

Programmes tailored to your **people**, your organisation, your needs

Everything you need to know

We train groups of 4-15 people on-site or at a location of your choice. We focus on real problems and provide measurable solutions.

Lean Six Sigma, Process & Project Management

For every organisation, large and small, continuous improvement is key not just for growth, but for survival. This improvement needs to be sought after, to be planned for, and to be embraced. It can be achieved through small incremental changes, for example through the introduction of a new statistical tool or creative thinking technique, or by adopting new project management principles. Similarly, change can be implemented through major transformative programmes requiring robust continuous improvement techniques such as Lean Six Sigma.

Each method brings about change, each involving different levels of staff and processes. All can be very effective in different ways, but only if introduced correctly, pitched appropriately and delivered by people who know what needs to be achieved.

SQT continues to bring the latest Lean thinking, Six Sigma tools, Continuous Improvement and Project Management techniques into organisations throughout Ireland, the UK and beyond. Our tried and tested programmes are renowned for a thorough, practical, real world approach. Delivered by industry experts with real world experience, our programmes encourage change and empower your people to drive change going forward.

We encourage and empower your people to drive change.

Lean Six Sigma

The **capability** to drive efficiency

Our programmes are designed and proven to empower people with the capability to deliver sustained, significant and measurable efficiencies in their organisations.

Core Programmes*

Programme	Duration	
Introduction to Lean Six Sigma	1 day	P
Lean Six Sigma Champion	2 days	
Lean Six Sigma Yellow Belt - Foundation	1 day	
Lean Six Sigma Yellow Belt - Project Based	3 days	
Lean Six Sigma Green Belt *QQI Certificate in Process Engineering Special Purpose Award (7S20279) Level 7, 15 ECTS Credits (Individual company project required)*	5 days	P
Lean Six Sigma Green Belt *QQI Certificate in Process Engineering Special Purpose Award (6S20273) Level 6, 10 ECTS Credits (Case study based)*	5 days	P
Lean Six Sigma Black Belt *QQI Diploma in Process Engineering Special Purpose Award (8S20275) Level 8, 60 ECTS Credits (Individual company project required)*	21 days	P
Lean Six Sigma Black Belt for Service & Transaction *QQI Certificate in Process Engineering Special Purpose Award (8S20274) Level 8, ECTS 40 Credits (Individual company project required)*	12 days	

Support Programmes*

Programme	Duration	
Emotional Intelligence & its Role in Managing Effectively *(Includes EQ report)*	1 day	P
5S Workplace Organisation	1 day	
5S For the Food Industry	1 day	P
Lean Manufacturing Tools	3 days	
Lean Laboratory	2 days	
Value Stream Mapping	2 days	
Technical Writing Skills	1 day	P
Train the Trainer	1,2 or 3 days	
Team Leadership	1,2 or 3 days	
Leading and Managing People *QQI Level 6 Minor Award (6N2191)*	6 days	P
Lean Healthcare White Belt	0.5 days	

*Programme Delivery

All programmes are delivered **In-House** and customised for your Organisation's specific needs.

P We also run **Public** Programmes, as denoted by the icon P. For dates and venues, visit www.sqt-training.com.

Learn from **leaders**

All our Lean Six Sigma programmes are delivered by genuine, accomplished Lean Six Sigma practitioners. Experts who have worked at the coalface and have tangible experience putting theory to practical use in real work environments.

Their experience spans a wide range of industries including Healthcare, Financial Services, Food & Beverage, Logistics, Manufacturing, Software, Telecommunications and Utilities. Trust our leaders to empower and inspire you.

QQI accredited

Our QQI accredited Lean Six Sigma Green and Black Belt programmes are validated against external prescribed award standards. Accreditation requires both successful completion of a practical assignment (Project / Case Study) and a written assessment, ensuring learners develop real capability.

Immediate **payback**

SQT have delivered Lean Six Sigma programmes for over 500 different organisations, large and small, both service and manufacturing, helping them to achieve project savings in excess of **€114m** for their organisations.

Average savings per project by our QQI Black Belt learners.

Average savings per project by our QQI Green Belt learners.

Continual Process Improvement

The **capability** to meet new challenges

The sharpest statistical applications meet real process data in these highly customised programmes.

Programmes*		
Statistics with Minitab (Including Capability Analysis)	3 days	P
Statistics with Minitab (including Regression and Stability)	3 days	
Statistics with Minitab (including Gauge R&R and Sampling)	3 days	
Statistics with Minitab Refresher	1 day	
Statistical Process Control - CPV (Continued Process Verification)	2 days	
Design of Experiments with Minitab	3 days	P
Advanced Design of Experiments (with Minitab or Design Expert)	6 days	
Acceptance Sampling (including AQL selection)	1 day	P
Failure Mode & Effect Analysis	1 day	P
Root Cause Analysis (Problem Solving)	2 days	P
Calibration	1 day	P
Measurement Systems Analysis (Advanced Calibration including Gauge R&R)	1 day	

Learn from **leaders**

Our highly respected tutors have decades of practical experience solving complex, technical problems; the kind of problems that can only be encountered in the field. They bring a deep understanding of the tools and techniques needed for Continuous Improvement, gained across sectors as diverse as Life Sciences, Food, Electronics, Automotive Engineering as well as Service & Transaction industries.

Connect with 30 years of process improvement expertise.

*Programme Delivery

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Organisations **we train**

KERRY FOODS

eagasc
AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY

KOSTAL

Medtronic

The **capability** to lead major projects

Our deeply practical Project Management programmes give you the tools to think, manage and lead in new ways.

Programmes*	
Project & Programme Exam Preparation Programmes	
Preparing for CAPM® (Certified Associate in Project Management)	3 days
Preparing for PMP® (Project Management Professionals)	3-4 days
Preparing for PgMP® (Program Management Professional)	3 days
Preparing for RMP® (Risk Management Professional)	2 days
Project Management	
Managing Successful Projects	2 days
Applying Agile and Scrum Practices in your Organisation	2 days
Contract / Vendor Project Management	1 day
Project Risk Management	1 day
Project & Programme Applications	
MS Project – Introduction	1 day
MS Project – Intermediate	1 day
MS Project – Advanced	1 day

At the cutting edge of management thinking and training for more than two decades.

Our **Project & Programme Management** tutors

On our Project Management programmes, you learn from the very best. We bring a unique mix of deep technical knowledge combined with years of genuine project management experience. Our tutors have brought countless projects to life in the fields of Manufacturing, Service, ICT, Government and many more. We create a unique learning environment by ensuring our workshops are informative, engaging, and challenging and equip you with practical PM tools and techniques.

*Programme Delivery

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Be in **good company**

Compliance, Standards & Auditing

International Directives, Regulations and ISO Standards are complex, technical documents that can be interpreted in many ways. We see our job as taking these technical documents and making them accessible to our learners. We break down the important elements and explain them in plain, simple English.

At SQT, we understand that while anyone can read an ISO Standard, the real challenge is in determining how the standard and its technical descriptions are applied to real work situations. We show you how to link the technical jargon with real-life environments in an interesting and practical way.

Not only do our training programmes provide learners with the capability to understand the latest standards, we leave you with practical tools and useful templates that can be applied in everyday situations. But most importantly, our programmes empower learners with the capability to implement what they learn in their own work environment. For example, if you are seeking to gain auditing skills, we guarantee you will leave with the confidence and capability to audit effectively or participate comfortably in a third party audit.

Our programmes also provide an opportunity for learners to address their own specific concerns or issues through practical demonstrations, discussions and group exercises, as well as tapping into the invaluable practical, real-world experience of the tutors.

Empowering you to apply what you learn in your own work environment.

The **capability** to deliver excellence

Train with the company that introduced ISO 9000 Lead Auditor training to Ireland in 1989 and continues to lead the way.

Programmes*

Introduction

ISO 9001:2015 Foundation (QMS) *CQI and IRCA Certified*	1 day	P
Now available Online	CQI | IRCA APPROVED TRAINING PARTNER	
ISO 9001:2015 Overview for Managers (QMS)	0.5 days	
ISO 9001:2015 Internal Auditor (QMS) *CQI and IRCA Certified*	2 days	P
	CQI | IRCA APPROVED TRAINING PARTNER	
ISO 9001:2015 Auditor Transition (QMS) *CQI and IRCA Certified*	2 days	P
	CQI | IRCA APPROVED TRAINING PARTNER	
Internal Auditing - Integrated Management Systems *(ISO 9001, ISO 14001, ISO 45001)*	2 days	P
IATF I6949:2016 Internal Auditor	2 days	
ISO 9001:2015 Refresher Internal Auditor (QMS)	1 day	
ISO 9001:2015 Lead Auditor (QMS) *CQI and IRCA certified*	5 days	P
	CQI | IRCA APPROVED TRAINING PARTNER	

Systems

Developing a Process-based Quality Management System for ISO 9001:2015	1 day	
Documenting Management Systems	1 day	P
Technical Writing Skills	1 day	P

In 1989, SQT were the first company to bring IRCA Accredited ISO 9000 Lead Auditor training to Ireland.

Learn from **leaders**

Our tutors understand that a quality system is more than just a badge. It's also more than just a tool. Quality requires the implementation of an operational system that filters through an organisation, raising and maintaining standards, and adhering to legislation. Our industry reputation for system implementation and auditing is second-to-none. At SQT, our tutors deliver the real, practical skills needed to drive and maintain quality throughout an organisation.

*Programme Delivery

All programmes are delivered **In-House** and customised for your Organisation's specific needs.

P We also run **Public** programmes, as denoted by the icon P. For dates and venues, visit www.sqt-training.com.

Note: All our CQI IRCA Certified programmes are presented by our tutors Antaris (Certified No: AO17237)

Organisations **we train**

daa   INTEGRA
Bord Gáis Energy   ERICSSON

Environment & Energy Management

The **capability** to make a real difference

Keep up to date on all aspects of Environment and Energy Management legislation. Expect best practice programmes, with an emphasis on practical application.

Environment Programmes*

NEBOSH NEBOSH Certificate in Environmental Management	5 days	P
NEBOSH Award in Environmental Awareness at Work	1 day	
Other Environment ISO 14001:2015 Overview (EMS)	1 day	P
ISO 14001:2015 Implementation (EMS)	1 day	
ISO 14001:2015 Internal Auditor (EMS)	2 days	P CQI | IRCA APPROVED TRAINING PARTNER
ISO 14001:2015 Auditor Transition (EMS) *CQI and IRCA Certified*	2 days	P CQI | IRCA APPROVED TRAINING PARTNER
Internal Auditing - Integrated Management Systems (ISO 9001, ISO 14001, ISO 45001)	2 days	P
IEMA Lead Environmental Auditor (Ireland) (ISO 14001:2015)	5 days	P IEMA APPROVED
Environmental Legislation	1 day	P
Hazardous Chemical & Spillage Control	1 day	P
Waste Management / Minimisation	1 day	
ISO 14001:2015 Auditor Transition EMS *CQI and IRCA Certified*	2 days	P CQI | IRCA APPROVED TRAINING PARTNER
ISO 14001:2015 Overview for Managers (EMS)	0.5 days	

Energy Programmes*

ISO 50001:2018 Introduction (Energy Management Systems)	0.5 days	
ISO 50001:2018 Implementation (Energy Management System)	2 days	
Certified Energy Auditor *Awarded by the Association of Energy Engineers*	4 days	aee
IEMA ISO 50001:2018 Internal Energy Management System Auditor	2 days	P IEMA APPROVED
Certified Energy Manager *Awarded by the Association of Energy Engineers*	6 days	P aee
Energy Management Systems (EnMS) Auditor/ Lead Auditor *Pending IRCA approval*	5 days	
Certified Measurement & Verification Professional (CMVP® Training, Applying IPMVP and CMVP® Exam) *This training is delivered by the Association of Energy Engineers (Irish Chapter) and organised by SQT on their behalf.*	3 days	P aee CMVP EVO Efficiency Valuation Organization
Documenting Management Systems	1 day	P

Learn from **leaders**

Our expert Environment and Energy tutors come from diverse sectors as these issues affect every industry, organisation, community and person. They will guide you through legislation, implementation, compliance and beyond in a way that is clear and deeply practical. Their technical knowledge is supported by practical, real world experience that makes a tangible difference to daily problems faced in industry.

A highly qualified, well respected team, our tutors will keep you up to date on all the latest legislation and industry best practice.

Recognised, prestigious **qualifications**

IEMA — Transforming the world to sustainability — APPROVED —

aee® The Association of Energy Engineers

nebosh

CQI | IRCA
APPROVED TRAINING PARTNER

Progressive training for **progressive organisations**

Baxter   Hertz®   weee ireland   IBM®   BORD GÁIS

Health & Safety

The **capability** to protect your people & your organisation

Health & Safety legislation is constantly changing. Our programmes are designed to deliver the most up-to-date knowledge and risk management practices which are transferable across all sectors.

Programmes*		
NEBOSH		
NEBOSH International General Certificate in Occupational Health and Safety	10 days	P
NEBOSH International Certificate in Fire Safety and Risk Management	10 days	
NEBOSH International Diploma in Occupational Health and Safety *(Supported distance learning course)* Equivalent to NFQ Level 8	15 days	P
ISO 45001:2018 Implementation (OH&SMS)	1 day	
ISO 45001:2018 Foundation (OH&SMS) *CQI & IRCA Certified)*	1 day	CQI | IRCA APPROVED TRAINING PARTNER
ISO 45001:2018 Internal Auditor (OH&SMS) *CQI & IRCA Certified*	2 days	P CQI | IRCA APPROVED TRAINING PARTNER
Internal Auditing - Integrated Management Systems *(ISO 9001, ISO 14001, ISO45001)*	2 days	P
Behavioural Based Safety (including auditing)	2 days	
ISO 45001:2018 (Combined) Auditor Migration (OH&SMS) *CQI & IRCA Certified*	2 days	P CQI | IRCA APPROVED TRAINING PARTNER
ISO 45001:2018 Lead Auditor (OH&SMS) *CQI & IRCA Certified*	5 days	P CQI | IRCA APPROVED TRAINING PARTNER
ISO 45001:2018 Overview for Managers (OH&SMS)	1 day	
Health & Safety for Safety Representatives	3 days	P
Health & Safety Hazard Identification & Risk Assessment	1 day	P
Health & Safety Legislation	1 day	P

Documenting Management Systems	1 day	P
ATEX Safety, Health and Welfare at Work (General Application) Regulations 2007	1 day	P
Chemical Risk Assessment	1 day	P
Confined Space Entry	1 day	
Construction Safety Management / 2013 Safety Regulations	1 day	
Identification and Naming of Substances under REACH and CLP	1 day	
Machinery Directive: CE Marking for Users & suppliers of Machines and Safety Components	1 day	
Manual Handling	0.5 days	
Manual Handling Instructor QQI Level 6 Special Purpose Award 6S0242	5 days	
Overview of Safety, Health and Welfare at Work (Construction) Regulations 2013	0.5 days	
VDU Risk Assessment and Ergonomics	1 day	
Health & Safety Management in the Office	2 days	
Biological Agents	1 day	P
Working at Heights	3 day	

Expert **NEBOSH** training

For the last number of years, we've consistently far exceeded the average European NEBOSH pass rate in the General Certificate. Two of our recent learners on the International OHS Diploma programme achieved joint **Best** Candidate across all NEBOSH Students **globally.**

98% PASS RATE

SQT learners on CQI Accredited Health & Safety programmes have achieved 98% pass rate since 2013

ORIFLAME
SWEDEN

ANALOG DEVICES

VISTAKON®

BORD NA MÓNA

Learn from **leaders**

Our tutors have deep knowledge, technical qualifications and the expertise required to deliver the entire spectrum of Health & Safety programmes to meet your statutory obligations, across all sectors. They have assisted many organisations in implementing OHSAS 18001, have undertaken risk assessments, prepared method statements and helped multiple companies in complying with their Health & Safety legislative requirements and meeting third party audits. We'll help you protect your people and your organisation.

Recognised, prestigious **qualifications**

QQI AWARD

CQI | IRCA
CERTIFIED COURSE

nebosh

A number of our Healthy & Safety programmes are accredited by NEBOSH, IRCA and QQI. We'll work closely with you to ensure you're ready to make the grade.

The **capability** to execute best practice

We'll guide you through the latest standards and legislation, giving you a deep understanding of current best practice in the food industry.

Programmes*

HACCP Overview / Refresher	1 day	P
HACCP Implementation & Verification *QQI Level 5 Special Purpose Award (5S20009)*	2 days	P
Advanced HACCP Design and Validation based on Risk Assessment *QQI Level 6 Special Purpose Award (6S20007)*	2 days	P
Food Standards Auditing (BRC, HACCP, ISO 22000, FSSC, Hygiene Packages) *QQI Level 6 Special Purpose Award (6S2178/6N2161)*	2 days	P
BRC Global Food Safety Standards (Issue 8)	1 day	P
BRC Global Standards for:		
- Packaging and Packaging Materials	1 day	
- Agents and Brokers	1 day	
- Consumer Products	1 day	
- Storage and Distribution	1 day	
Food Allergen Control	1 day	P
Food Safety Modernisation Act (FSMA)	1 day	P
Food Safety Modernisation Act (FSMA) FSPCA Preventive Controls for Human Food (PCQI)	2.5 days	P
5S For the Food Industry	1 day	P

Food Hygiene & Safety	0.5 to 1 day	
Instructor Skills for the Food Industry	2 days	P
Introduction to Food Safety Legislation	1 day	
ISO 9001 to ISO 22000 Conversion (FSSC)	1 day	
Risk Assessment & Communication for the Food Industry (ISO 31000)	1 day	
TACCP, VACCP, Food Defence, Biovigilance & Bioterrorism (Food Fraud/PAS 96)	2 days	P
Validation of Food Safety Management Systems (FSMS)	1 day	P
Basic Microbiology for the Food Industry	1 day	
CIEH - Food Safety Principles and Practice	1 day	
CIEH - Food Safety Supervision 2 day	2 days	
Food Safety Culture	1 day	P
Fundamentals of Food Standards Auditing	1 day	

*Programme Delivery

All programmes are delivered **In-House** and customised for your Organisation's specific needs.

P We also run **Public** programmes, as denoted by the icon P. For dates and venues, visit www.sqt-training.com.

Be ready to respond to the latest legislation. Know how to meet and exceed rigorous standards.

The **capability** to keep it simple yet effective

We'll guide you through the standards and regulations required for compliance, their practical implementation and auditing, as well as the associated risk management.

Programmes*

Internal Quality Auditing for:

- Manufacturers of Medical Devices	2 days
- Manufacturers of Active Pharmaceutical Ingredients	2 days
- Manufacturers of Finished Pharmaceuticals	2 days

ISO 13485 Refresher including 2016 Updates	1 day	P
ISO 13485:2016 & The Medical Devices Regulation *(CE Marking Process)*	2 days	P
Medical Device FDA QSR & QSIT	2 days	P
CAPA for the Medical Device Industry	1 day	P
CAPA for the Pharmaceutical Industry	1 day	
Pharma and Medical Device Industry Introduction	2 days	
Process Validation & Equipment Validation	2 days	P
Quality Risk Management and ISO 14971 - Medical Devices	1 day	P
Software Validation	2 days	P
Technical Writing Skills	1 day	P
21 CFR Part 11 Electronic Records and Electronic Signatures	1 day	

GMP for:

- Manufacturers of Active Pharmaceutical Ingredients	1 day
- Manufacturers of Finished Pharmaceuticals	1 day

Cleanroom

Controlling Contamination within the Cleanroom	1 day	
Effective Cleaning of a Cleanroom	1 day	
Cleanroom Microbiology	1 day	P
MDSAP: The Medical Device Single Audit Programme	2 days	
MDSAP Internal Quality Auditor	2 days	

Some of **our clients**

MSD   Mylan   GE

*Programme Delivery

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The **capability** to apply best practice

Our programmes ensure your lab is safe by incorporating smart hazard identification and risk management in line with the latest legislation and standards to ensure compliance.

Programmes*		
Good Laboratory Practice (QMS ISO 17025 2017)	1 day	**P**
ISO 17025 Internal Quality Auditing for Laboratories	2 days	
Laboratory Safety	1 day	**P**
Laboratory Software Validation	1 day	**P**
Lean Laboratory	2 days	

Progressive programmes to help you comply with the latest legislation and standards.

Baxter

Boston Scientific

Our **laboratory** tutors

How do you apply best practice in a challenging work environment? How can you make safety an integral feature of each and every process? These are the kind of deeply practical questions that our tutor team help you answer. Our team of experts have more than just academic qualifications; each brings extensive experience right from the front line having worked within laboratory environments.

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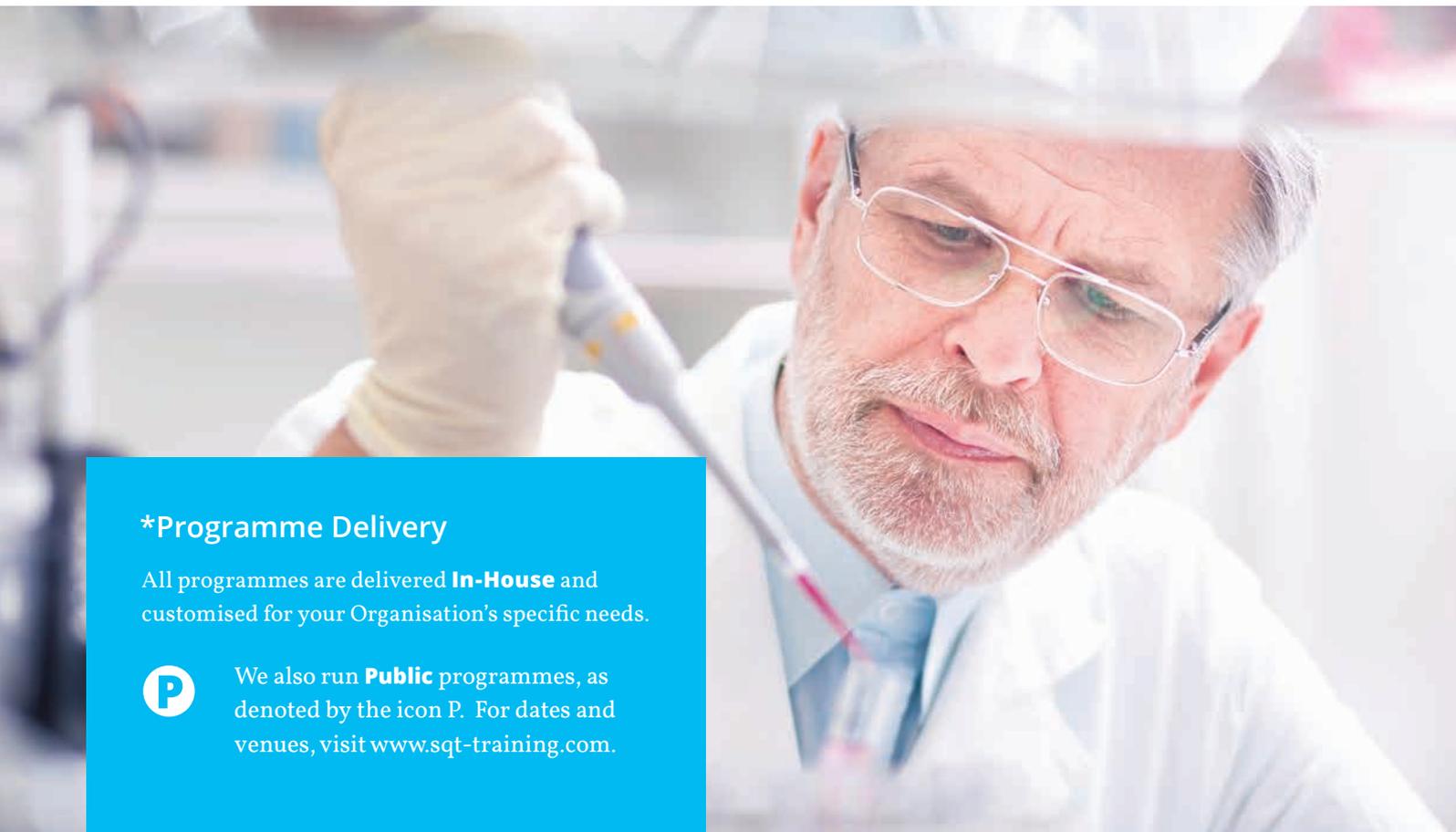
Learn from **leaders**

Our team of tutors have backgrounds in food science, microbiology, hygiene and quality management systems. They take this experience and blend it with the latest legislative knowledge and industry examples, to deliver best practice Food Safety programmes that enable real knowledge transfer and learning.

SQT tutors are highly respected and sought-after professionals because they have worked at senior Technical, Operational and Quality levels within the food, beverage and meat industries across several different countries.

Earn a prestigious, **international qualification**

We offer Food Safety programmes accredited by QQI & CIEH. These programmes will increase your knowledge, improve your capability while ensuring you get the best qualification possible

Progressive training for **progressive organisations**

The **capability** to focus on what matters

Our programmes will help you manage day-to-day work challenges while adhering to strict regulations and complying with the demands of accreditation systems.

Programmes*

Quality Management Systems for Medical Laboratories *(ISO 15189, Process based approach)*	1 day
ISO 15189 Internal Quality Auditing of Medical Laboratory Quality Management Systems	2 days
Technical Writing Skills	1 day **P**
Lean Six Sigma Green Belt	5 days **P**
QQI Certificate in Process Engineering Special Purpose Award (7S20279) Level 7, 15 ECTS Credits (Individual Company Project Required)	
Lean Six Sigma Black Belt for Service & Transaction	12 days
QQI Certificate in Process Engineering Special Purpose Award (8S20274) Level 8, 40 ETCS Credits (Individual project required)	
Lean Laboratory	2 days
Lean Healthcare White Belt	0.5 days

Learn from **leaders**

Working in a high pressure, intense environment is demanding in itself. Having to adhere to strict legislative regulations and comply with accreditation systems adds more pressure. Our expert tutors understand how difficult this can be and will help you find the right balance. We'll swiftly guide you through legislation and auditing best practice while addressing your concerns in an honest and confidential manner.

We empower people with the capability to help their organisations reach the highest standards, maintain compliance and drive efficiency.

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Some of **our clients**

Irish Blood Transfusion Service
Seirbhís Fuilaistriúcháin na hÉireann

BON SECOURS HEALTH SYSTEM

SAINT LUKE'S HOSPITAL

Leadership & Personal Development

If you were to ask leaders what they value most within their organisations, most would probably say 'our people'. It is your people's expertise, knowledge, energy and creativity that help achieve business goals and meet customer expectations. If organisations are to sustain and grow within their specific market or area, then human talent must be nurtured and developed.

Whether it's learning how to deliver excellent customer service or how to coach others within your business, our programmes will build upon your existing skills while learning new tools to help you reach your full potential. During our programmes we invite you to explore new methodologies, experience different models and decide on their applicability to your particular situation. Learning is achieved through a process of immersion and reflection.

Our aim is to work with individuals and organisations as they grow and enhance their leadership and interpersonal skills. This cannot be achieved without each individual experiencing a process of personal development and change. We create an inclusive, trusting, enjoyable training environment to facilitate this individual learning process. Our passion is to provide you with an opportunity to explore and develop your skills, so that you can interact with people in a more effective and potentially life changing way.

We provide you with an opportunity to explore and develop your skills.
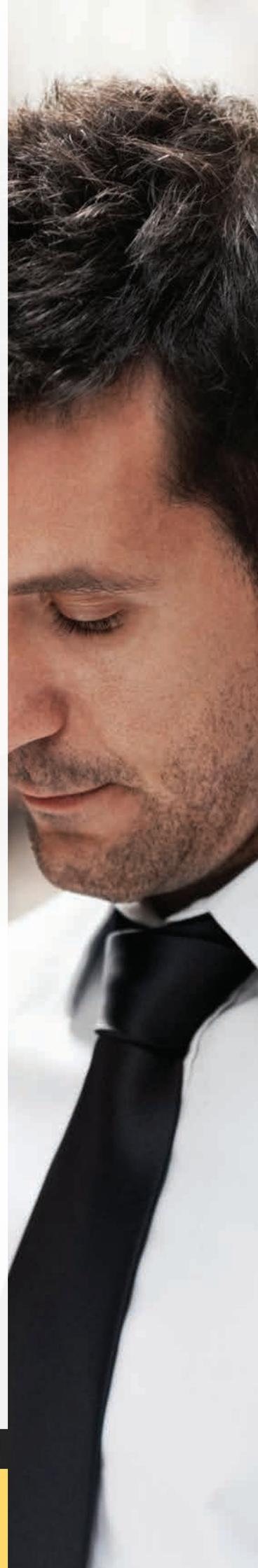
The **capability** to teach and inspire

You have the insight. You have the expertise. Learn how to share this knowledge in a way that inspires and empowers.

Programmes*

Training Needs Identification and Design** *QQI Level 6 Minor Award (6N3325)*	5 days	
Training Delivery and Evaluation** *QQI Level 6 Minor Award (6N3326)*	5 days	
Train the Trainer	1, 2 or 3 days	
Train The Trainer for Industry *(Production, Process and Quality Environments)*	2 days	**P**
Instructor Skills for the Food Industry	2 days	**P**

Our **expert** tutors

Our team of business leaders, coaches and personal development experts come straight from the front line in manufacturing, retail and the service industry. Their knowledge, experience and passion will help you teach in a way that both inspires and empowers others.

*Programme Delivery

All programmes are delivered **In-House** and customised for your Organisation's specific needs.

P We also run **Public** programmes, as denoted by the icon P. For dates and venues, visit www.sqt-training.com.

** Successful completion of these two modules will lead to the Training and Development QQI Accredited Special Purpose Award Level 6 (6S3372)
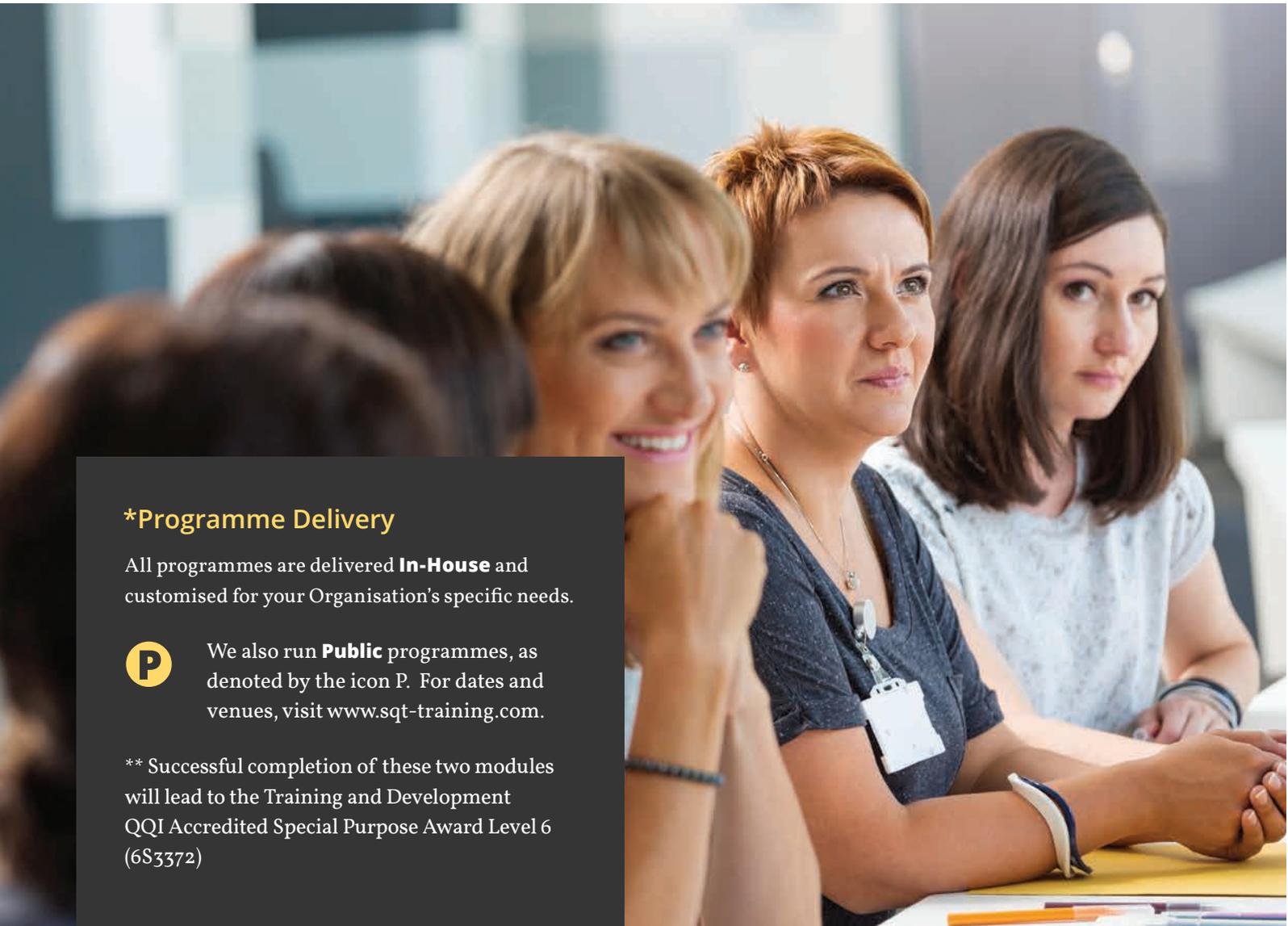
The **capability** to drive change

Develop the ability to really manage people and relationships. Learn how to be a progressive, influential leader by developing skills that empower others to reach their full potential.

Programmes*

Leadership

Leading and Managing People *QQI Level 6 Minor Award (6N2191)*	6 days	P
Coaching Skills for People Managers	2 days	
Emotional Intelligence & its Role in Managing Effectively *(Includes EQ report)*	1 day	P
Interviewing and Selection Skills	1 or 2 days	
Management & Executive Development	1, 2 or 3 days	
Managing Performance Effectively	1 or 2 days	
Supervisory Management Skills	2 days	P
Team Leadership	1, 2 or 3 days	

Personal Development

Techniques for Successful Communication	1 or 2 days	
Creative Thinking	1 day	
Customer Care & Contact Skills	1, 2 or 3 days	
Dealing with Challenging Situations and People *(Includes individual DiSC assessment)*	2 days	
Effective Meeting Skills	0.5 or 1 day	
Effective Time Management	1 day	
How to stay Resilient in the Workplace	1 or 2 days	
Presentation Skills	1 or 2 days	
Storytelling for Business – How to Connect, Enthuse and Engage through Storytelling	1 day	
Technical Writing Skills	1 day	P

Learn from **leaders**

Our highly qualified and experienced tutors, facilitators and professional business coaches have extensive real life experience in a range of organisations, from Manufacturing and Service to Retail. Our tutors call on this experience to deliver tailored programmes that enable a true culture of change, growth and personal development.

*Programme Delivery

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Progressive training for **progressive organisations**

SIEMENS

Deutsche Bank

65,000

people have been trained by SQT in the past 30 years

We are a training partner rather than a training provider.

Our programmes are renowned for their dynamic, practical, real world approach and are built on a foundation of theory and practice that works. Programmes that enable you to meet and exceed the latest legislation and industry standards. Programmes that empower you to work more efficiently and more effectively; to drive real and lasting organisational change.

Our Training Management team

Aishling Madigan, Karen O'Shea, Jean Hastings, Lisa Neville, Kim Feehan, Bernie Madigan, Linda Rochford, David Williams (Director)

Our Quality & Academic Governance Team

Lorraine Halpin-Foley (Director Of Quality & Academic Affairs), Eilish Carter, Siobhan Cunningham (Director)

Learn from **leaders**

Our programmes are delivered by seasoned industry experts who have worked in the field. They've implemented standards, survived real life audits and driven real lasting change in organisations. Their experience enables delivery of engaging and practical programmes brought to life through real world insights and stories.

Our **tutors...**

✔ Are highly respected experts within industry (we regularly train 3rd Party Auditors).

✔ Have practical experience finding solutions to real world problems.

✔ Impart technical knowledge in a language that is easily understood.

✔ Use engaging and interactive tools and techniques for active learning.

✔ Are proven to deliver real measurable results.

✔ Deliver programmes that develop real capability.

Lean Six Sigma, Process & Project Management

Lean Six Sigma

John Ryan, Éamon Ó Béarra, Nicola Donohue, Ashling Keogh , Pat Cullinane , Padraig Kelly, Declan Carey, Shane Donohue, John Lafferty

Continual Process Improvement

Albert Plant, Dick Delaney, Grainne Heneghan

Project & Programme Management

Liam Dillon, Michael Lane

Compliance, Standards & Auditing

Quality

Finbarr Stapleton, Shane Curran, Nick Smyth, Helena McSweeney, Cheryl Robertson, Elizabeth Walker, Peter Fleming

Environment & Energy Management

Nick Smyth, Finbarr Stapleton, Shane Curran, Cheryl Robertson, Ian Boylan, Elizabeth Walker, Liam Regan

Health & Safety

Finbarr Stapleton, Nick Smyth, David McClean, Peter Fleming

Food Safety

Denis Kiely, Edel Jones, Ciaron White, Frank Holland, Brian Robinson, Tom Keane, Joan Brien

Life Sciences

Kevina O'Donoghue, John Lafferty, Gerry Burke

Hospitals & Medical / Laboratory

Kevina O'Donoghue, John Lafferty, Finbarr Stapleton, Padraig Kelly

Leadership & Personal Development

Maura Murphy, Gina Ryan, Ian Duncan, Cormac Murphy, Pádraic Ó Máille, Shane Donohue

SQT

Get qualified. Be capable. Progress.