










TRAINING ACTION	RECIPIENTS	2018/2019	ACTION OBJECTIVE	VALUE (Exempt VAT)
 Quality				
ISO 9001: 2015 Quality (7 hours)	Managing and Technical Officers	11 December 2018 March 2019 October 2019	<ul style="list-style-type: none"> Train on the content of ISO 9001 "Quality management systems: requirements" Know and know how to apply the self - defense tools of the Management System 	120 Euros
ISO / IEC 20000:2018 Information Technology Service Management (7 hours)	Managing and Technical Officers	January 17, 2019	<ul style="list-style-type: none"> Train Management and Service Technicians in the concepts and benefits of implementing the Information Technology Services Management System based on the requirements of ISO / IEC 20000: 2018 Part-1 	150 Euros
 Internal Audits				
Quality Audits Standard NP EN ISO 19011 (14 theoretical hours + 21 practical hours)	New Internal Auditors	Theoretical 12 December 2018 March 2019 October 2019	<ul style="list-style-type: none"> Training Internal Auditors able to conduct internal audits of the Quality Management System Providing Trainees preparation methodology, implementation and monitoring of internal audit, according to NP EN ISO 19011 	250 Euros
		Practical Schedule		Budgeting
Integrated Management System Audits Standard NP EN ISO 19011 (21 theoretical hours + 21 practical hours)	New Internal Auditors	Theoretical 12 December 2018 March 2019 October 2019	<ul style="list-style-type: none"> Training Internal Auditors able to conduct internal audits of Integrated Management Systems Environment, Quality and Safety Provide students with a methodology for preparation, execution and follow-up of the Internal Audit, according to the Norm NP EN ISO 19011 	360 Euros
		Practical Schedule		Budgeting

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 Safety, Hygiene and Health at Work				
Evaluation and Control of Professional Risks (14 hours)	Managing and Technical Officers	February 19 and 20, 2019	<ul style="list-style-type: none"> • Know the concept of danger and risk • Know the professional risks associated with the activities • Understand methodologies and techniques for hazard identification • To know and apply methodologies of evaluation and estimation of risks • Know the criteria and reference values applicable to professional risks 	240 Euros
The ISO 45001 standard and the OHSAS 18001 standard (7 hours)	Managing and Technical Officers	10th April 2019	<ul style="list-style-type: none"> • Train the Responsible for the Safety Management System on the content of the ISO 45001 and OHSAS 18001 standards and the main differences • Know and know how to apply the self - defense tools of the Management System 	120 Euros
First aid (7 hours)	Employees of companies integrating emergency and evacuation teams and first aid	May 8th 2019	Enable trainees with knowledge, theoretical and practical, of first aid for intervention in emergency situations.	120 euros
Use of means of first intervention (7 hours)		10 May 2019	To enable the trainees with knowledge, theoretical and practical, of firefighting with the use of equipment of first intervention.	120 euros
Fire Safety (14 hours)	SHST and Professionals whose activity is related to security against	March 14 and 15, 2019	Explain to the students the fundamental concepts associated with the phenomenon of combustion, fire propagation and extinction. Differentiate the various Uses-Type, and the categorization of the fire risk of spaces and buildings (categories and places of risk). Calculate the determination of the modified fire load	240 euros
Awareness of the ATEX Directives (4 hours)	Fire	Schedule with the Customer	Expose the legal requirements for the application of the ATEX Directives to the trainees, allowing them to recognize the places where there is a danger of forming an explosive atmosphere and adjusting the behavior against the risk of explosion	75 euros

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 Information security and risk management				
Information security and risk management	Managing and Technical Officers	April 4, 2019	<ul style="list-style-type: none"> Know the information security concepts and standards of ISO requirements / IEC 27001: 2013 and management of risk (ISO 31000) Know how to apply the risk controls of ISO / IEC 27002: 2013 	150 Euros
GDPR - General Regulation of Protection of Personal Data	Managing and Technical Officers	November 15, 2018 February 21, 2019	<ul style="list-style-type: none"> Identify applicable legislation Know the principles of protection of personal data Analyze the rights of the holder of the personal data and the implications for the controller Assess the responsibilities of the DPO 	150 euros
 Research, Development and Innovation				
Standard NP 4457 Management Systems for Research, Development and Innovation (7 hours)	Managing and Technical Officers	March 21, 2019	Train the person responsible for the IDI Management System on the content of Reference Standard NP 4457: 2007 "Management of Research, Development and Innovation (IDI). Requirements of the IDI management system.	120 Euros
 Environment				
ISO 14001: 2015 Environmental management systems (7 hours)	Managing and Technical Officers	16 May 2019	<ul style="list-style-type: none"> Training on the content of the ISO reference 14001 "Environmental Management Systems: Requirements" Know and know how to apply the tools of an Environmental Management System 	120 Euros

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 Informatics				
Microsoft Office Tools Excel, Word, PPT, Outlook, Visio (From 2 to 9 hours)	Managing and Technical Officers	Schedule with Customer	Generally: provide the trainee with the capacity to use the tools in their work, increasing their ability to solve the tasks of their responsibility	Budgeting
Intermediate Excel	Managing and Technical Officers	18, 19 and 20 Feb. 2019 8, 9 and 10 July 2019	Provide the trainee with the ability to use spreadsheets, useful for the resolution of tasks of their responsibility	120 Euros
 SoftSkills				
Time management (7 hours)	Managing and Technical Officers	September 19, 2019	<ul style="list-style-type: none"> Develop skills in effective time management Recognize attitudes that impair time management: Time wasters Apply tools for planning, organizing and controlling time 	120 Euros
Goal setting and performance appraisal (7 hours)	Managing and Technical Officers	October 17, 2019	<ul style="list-style-type: none"> Develop skills in the methodology of goal setting and performance evaluation Know how to manage the recognition of the teams involved: evaluators and evaluated 	120 Euros
Customer satisfaction and loyalty (7 hours)	Managing and Technical Officers	November 14, 2019	Provide participants with techniques that allow them to know the Customer, manage their expectations and loyalty	120 Euros

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 Food Safety				
Introduction to Hygiene and Food Safety (7 hours)	Responsible and all employees who work in the food area	Schedule with Customer	Provide those responsible and collaborators with basic hygiene and food safety and HACCP responsibilities	Budgeting
Good hygiene and food safety practices (14 hours)	Responsible and collaborators who work in the food area. Preferential with previous attendance of the course introduction to the HSA	Schedule with Customer	Provide those responsible and collaborators with knowledge of hygiene and food safety, responsibilities and requirements in a HACCP system and associated tools and requirements	Budgeting

The INTRA - ORGANIZATION training actions are carried out according to a proposal directed to the specific needs of the Client.

Do not hesitate to contact us!

The enrollment of more than one trainee holds a discount of 10% on the value of the 2nd and following registrations.

Visit the Training Regulations at www.qualiwork.pt

Registration via email: formacao@qualiwork.pt through the Registration Form