

**OSI holdings presents the 2011 Course Schedule**

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<b><u>Quality Management Systems</u></b>		<b>Days</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>
CBS 01	Combined Management Systems - ISO 9001, ISO 14001 & OHSAS	5							
CBS 02	Combined Management System Lead Auditor ISO 9001, ISO 14001 & OHSAS (SAATCA Reg)	10		26-07		1-11			
CBS 03	ISO 9001:2008 Quality Management Systems Introduction	2	10-11	6-7		1-2			
CBS 04	Project Planning for Certification	2							
CBS 05	ISO 19011 Management Systems Auditing	3	17-19	14-16		09-11			
CBS 06	ISO 9001:2008 Lead/ Internal Auditor (SAATCA Registered)	5	29-02	26-30	17-21	28-02			13-17
CBS 07	Supplier Management	1							
CBS 08	ISO/TS 16949 For Automotive Production & Service	2							
CBS 11	ISO 22000 FSS Internal Auditor	5					5-9		
CBS 13	Shop Floor Quality Concepts	1*							
CBS 14	Documenting Systems, Procedures and Plans	2							
CBS 16	The Small Business & Quality	1							
<b><u>Environmental Management Systems</u></b>		<b>Days</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>
CBS 30	ISO 14001 Environmental Management Systems Introduction (SAATCA Registered)	2		8-9	3-4	3-4		09-10	
CBS 34	Environmental Management Systems Lead Auditor (SAATCA Registered)	5		19-23				09-13	

	<b><u>Occupational Health &amp; Safety (OHSAS 18001)</u></b>	<b>Days</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>
CBS 40	Legislation for Health and Safety Overview	2							
CBS 41	Occupational Health & Safety Standards OHSAS 18001 Introduction (SAATCA Registered)	2		12-13	5-6	7-8		23-24	
CBS 42	Hazard Identification and Risk Assessment	2	I/H						
CBS 44	Occupational Injuries & Diseases Act 130 of 1993	1							
CBS 45	OHSAS 18001 Auditor (SAATCA Registered)	5	22-26			21-25		23-27	
CBS 46	Aids Management System SANS 16001 Overview	2							
CBS 48	Risk Management	3							
CBS 49	Job Safety Analysis, Documenting Systems, Procedures	2							
CBS 50	Workplace Inspections	2							
CBS 51	Introduction to Occupational Health (Medicine & Hygiene)	1							
CBS 52	Employee Health & Safety	1							
CBS 53	Incident & Accident Investigations	3			12-14				
CBS 54	Basic Safety	3							
CBS 55	Hazard Analysis & Critical Control Point (HACCP) & Food Hygiene Systems	3			24-26				

	<b><u>Performance Excellence &amp; Continuous Improvement</u></b>	<b>Days</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>
CBS 70	Developing Managerial Skills	2		26-27					
CBS 71	Business Excellence Model Introduction	2							
CBS 72	Conducting a Quality Health Assessment	2							
CBS 73	Total Quality Management	3				16-18			
CBS 74	Planning Business Excellence Course	1							
CBS 75	Maximising the benefit from Self Assessment	2							
CBS 76	Developing Facilitator Skills for QMS Implimentation	3							
CBS 77	7 to 7 Executive Workshop	1*		2					
CBS 78	Dancing with Stress	3							
CBS 79	Effective Presentation Skills	2							
CBS 80	Leadership Skills	3		28-30					
CBS 81	Benchmarking for Continuous Improvement	2	10-11		27-28				
CBS 82	Managing for Project by Project Improvement	2			6-7				
CBS 83	Process Mapping for Continuous Improvement	2			17-18				
CBS 84	Deploying Project by Project Improvement	2							
CBS 85	Tools for Process Improvement	3			3-5				
CBS 86	Customer Service Excellence	3	3-5			23-25		16-18	
CBS 87	Facilitating Skills for Continuous Improvement	3							
CBS 88	Quality Circles, Improvement Tools and Small Group Activities	3							
CBS 89	Understanding Quality Costs	2							
CBS 90	Managing Organisational Change	3			19-21				
CBS 91	Managing Conflict, Change & Handling Difficult People	3							
CBS 92	The Balanced Scorecard	3							
CBS 95	Emotional Intelligence	4							
CBS 96	Beyond Emotional Intelligence	3							
CBS 100	Soaring with the Eagles	1							

PLS NOTE: THE **CBS 05** COURSE has a prerequisite of a SAATCA registered System Course  
Course Location: Blue=Kyalami / RED= CAPE TOWN / GREEN= BOTSWANA / ORANGE= DURBAN  
: COURSES NOT IN HIGHLIGHTED IN COLOUR ARE AVAILABLE ON REQUEST.

\* Indicates more suitable for in-house workshop