



CHICAGO COOK  
WORKFORCE PARTNERSHIP

Complete a separate table for each proposed course of training.

<b>Training Program #1</b>		
Name of Course	ISO 9001 Implementation Training	
Training Provider	Training Corp	
Start date	January 15, 2024	
End date	June 15, 2024	
Total training hours	100	
Location of training	ABC Company, 123 Main Street Chicago, IL 60632	
Number of employees to be trained in course	10	
Cost of course	\$15,000	
<b>Instructor Information</b>	Name	Albert E.
	Email	Albert@trainingcorp.org
	Phone	708-555-5555
<b>Instructor Bio/Resume Information</b>		
Provide a brief instructor bio below. <i>Attach resume of instructor to proposal.</i>		
<a href="https://www.trainingcorp.org/about-trainingcorp/team/albert-einstein/">https://www.trainingcorp.org/about-trainingcorp/team/albert-einstein/</a>		
<b>Description of Training</b>		
Provide a brief course description along with a list of topics covered.		
Training activities essential to developing a long term quality management system. Learning how to update the quality manual and necessary procedures, develop process maps, and assess risk. Training will also include learning how to implement established policies and procedures, and communicate the quality policy and procedures to all employees. Additionally internal auditing training will be developed to facilitate long-term evaluation and improvement of the quality management system.		
List the occupations of employees to be trained in this course.		
General Office Manager Sales Warehouse Staff Engineering		
How is training related to employees' job functions? Please explain for each occupation listed above.		



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General Office Manager/HR - Overall, this position would be responsible for the ISO system and continual success of the organization. By understanding ISO they will be able to support all of the other job functions in their roles. The HR function promotes awareness and competencies of our system.

Sales - Customer satisfaction and supplier management depends on these roles. The sales team need to understand ISO to support new and existing customers that will require ISO certified suppliers in the future.

Warehouse Staff - Production is crucial for meeting requirements of product to ensure quality products are built and meet customer expectations.

Engineering - necessary to produce consistent quality products and services. Engineering helps evaluate the quality of products so that they always meet customer expectations.

Upon completing the course, each employee will receive:

- Certificate of Completion/Achievement
- Industry recognized credential: