

TRAINING BROCHURE

**Management systems in
practice ISO 9001 and
ISO 14001**

Management systems in practice

ISO 9001 and ISO 14001

Introduction

Having an environmental management system according to ISO 14001 means that the organization works with environmental issues in a systematic and serious way. ISO 14001 sets requirements that the company must meet. Requirements that in many cases can be extensive and involve a great deal of work. To succeed with this work in a good and efficient way, it is important to get it right from the start. Many companies have discovered this and have had to "recommence".

The aim of the course

The aim of the course is to give those who attend the skills needed to maintain an integrated management system and the ability to use it for improvements or changes in the business.

The course contains three elements: business management and strategy; interpreting and complying with ISO 9001 and ISO 14001; change management.

One application is to use the integrated management system as a tool to reach out to corporate governance in an organization. Another application is to elevate or "restart" a management system, which could be done in connection with the introduction of the new editions of the standards or business change.

For whom?

The training meets a need identified by CANEA – support and knowledge for those who are newly appointed as responsible for a management system that needs to undergo changes.

You, as a course participant, may have recently been given the responsibility for an integrated management system or have had the responsibility for it for some time. If you work for an organization that is about to change, the management system and this course can be used to support that change.

You may be a specialist or a manager responsible for an integrated management system with sole or joint responsibility.



Contents

The training consists of three elements that together support the trainee in developing an integrated management system. All steps include theory sessions and practical cases.

Operational management and strategy

Participants are given an introduction to, and an overview of, business systems and business management. This part of the course also covers the basics of process orientation and the basics of how an organization identifies its environmental impact.

Management systems in practice

ISO 9001 and ISO 14001

Interpreting and complying with ISO 9001 and ISO 14001

In this part of the course, the participants and the lecturer go through the required elements of the standards. The aim is to answer questions such as: what does each requirement element mean, how does the organization meet them and what is the benefit?

Change management

This module explains how to identify pitfalls in change management, a useful model for change management, and how to diagnose a change situation.

Program

Day 1

09.00-18.00

- Introduction.
- Business management and strategy.
- Workshop: business environment and stakeholder analysis.
- Process orientation.
- Process mapping.
- Environmental aspects, impacts, and objectives.
- Quality objectives and management by objectives.
- Workshop: environmental aspects.

Day 2

08.00-18.00

- The requirements of ISO 9001 and ISO 14001.
- Workshop 1a: Getting familiar with ISO 9001 and ISO 14001.
- The requirements of ISO 9001 and ISO 14001, cont.
- Workshop: risk analysis.
- Requirements of ISO 9001 and ISO 14001, cont.
- Workshop 1b: Becoming familiar with ISO 9001 and ISO 14001.

Day 3

08.00-17.00

- The requirements of ISO 9001 and ISO 14001.
- Workshop 1c: Getting familiar with ISO 9001 and ISO 14001.

- The legal requirements of ISO 14001.
- Introduction to environmental legislation.
- Change management.
- Workshop: Change management.
- Human behavior in change projects.

Workshop

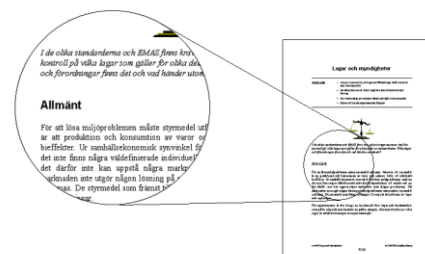
The theory sections of the course are mixed with several different workshops. These workshops are based on assignments that have been carried out by CANEA consultants.

Course certificate

A certificate of attendance will be issued for participation on all days of the course.

Course material

The course material consists of a course binder in which the different lectures are documented in detail. It is detailed enough to be used as a reference in daily work.



Our goal is to always offer the best training material on the market.

The lecturers

The course is given by lecturers with pedagogical skills and expertise in project management. All lecturers have extensive experience in project management work and contribute with examples from real situations.

Course fee

The price per participant is specified in the training calendar. The price includes full course documentation, lunch, and morning & afternoon coffee.

Management systems in practice ISO 9001 and ISO 14001

Our training methodology

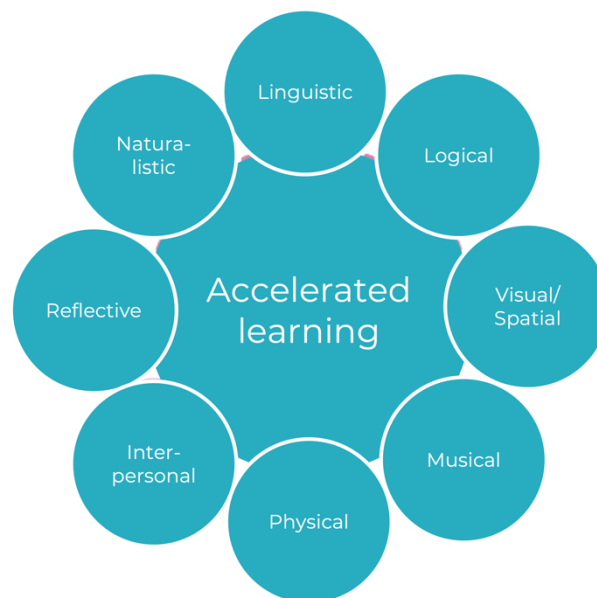
We run both open and in-house training courses. Knowledge is the basis for fact-based decisions and a prerequisite for engaging management and staff. Knowledge is part of our approach to changing behavior. Simply providing information is seldom enough to make people act differently.



The staircase model for information transfer and processing of values and attitudes

We complement the information with methods to address the values and attitudes of the participants. Through well-thought-out workshops, we go through all stages of the learning process. In in-house training, we often use the staircase model (see picture above) with training in the company's own operations and follow-up.

To further customize the training, company visits and consultations with our experienced consultants often precede in-house training. Part of our strength is that we can offer a complete solution for each company's training needs, from operator level to senior management. Our training courses are based on best practices from practical work in companies, where the lecturer provides many real-life examples. This is combined with a theoretical foundation.



The Accelerated Learning methodology, which involves stimulating learning with all the senses, is widely applied. The training group should consist of a maximum of 20 people, which gives the lecturer the opportunity to activate all participants in discussions. By alternating theory with activities and workshops, participants are given the opportunity to apply what they learned, which facilitates learning.

Contact us for more information:

Tel. 010-459 00 11
www.canea.com
utbildning@canea.se

CANEA – lasting success

There are three key factors for a successful change process: Competence to create and drive the change. IT systems that control and support it properly. And relevant know-how among your employees to maintain it over time. We are unique in bringing these three factors together in an integrated offering. This is a key reason why we have been able to deliver great results to hundreds of customers over the past 20 years.



CANEA Management – making your organization better

Our experience from numerous assignments shows that there are valuable opportunities for improvement in every organization. To meet increasingly stringent requirements, it is important to develop your own operations.

We have extensive experience with what works. This is gathered in our own method library, which forms the core of our knowledge and experience management. Based on each client's situation, an adaptation is made so that both the whole and the details work.

Our consultants understand both the whole and the details of an organization's environment, function, and management. Additionally, they have well-developed analytical mindsets and the ability to motivate. Teaching skills are also a given since we place great emphasis on knowledge transfer.

CANEA ONE – an integrated software suite

CANEA ONE is a comprehensive software suite for effective business management. The system enables control, implementation, monitoring and improvement of the business thanks to a fully integrated management of strategies, projects, processes, cases and documents.



CANEA Document

A document management system that creates order. Ideally managing an integrated management system.



CANEA Workflow

A case management system that allows you to design, deploy and monitor all types of workflows in a single solution.



CANEA Project

A comprehensive and easy-to-use project, portfolio, and resource management system supporting all aspects of project activities.



CANEA Process

An effective solution for modeling, communicating, collaborating, and improving business processes.



CANEA Strategy

Enables strategy activation through smart features such as goal decomposition, communication, and visualization.

