SMS Pro
Basic Training Course (4.5 Days)

WHO:

Safety Managers, Department Heads, and other SMS Pro users interested in adding even greater value to their safety management program. We recommend at least two employees are sent to Basic Training from each company using SMS Pro. This increases safety management continuity and helps mitigate "change management" risks.

WHAT:

Basic SMS Pro Training helps prepare safety management personnel to manage organizational SMS programs and increase their ability to customize SMS Pro to suit company's needs.
Some benefits of this training include understanding:

- SMS requirements
- Basic user role management
- Policy setup & document management
- Basic training for all of SMS Pros core modules (risk management)
- Safety Promotion (Newsletters, Surveys, etc)
- And much more!

WHERE:

NorthWest Data Solutions
2627 C Street, Suite 150
Anchorage, Alaska 99503

WHY:

Many versions of SMS Pro are available to clients world-wide. Clients have access to online training videos for SMS Pro data management training, but some need more structure for one reason or another. English is often their second language, so they need special assistance. Users completing Basic Training are better assets to their company. Basic Training helps managers improve overall safety and take advantage of SMS Pro's many features.

WHEN:

http://www.asms-pro.com/Training.aspx?evt=2
Mon-Friday: 9 AM to 4:30 PM.

Cost:

$2,200 each   Discounts available online at www.asms-pro.com

Tentative Schedule Details:

Note: This schedule is subject to change. If you don't see an SMS Pro™ module listed that you think should be, let us know about it.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM	User Management	Review - Q & A	Review - Q & A	Review - Q & A	Review - Q & A
9:30 AM	User Roles	Issue Manager – Classifying an Issue	Hazard Analysis Tool	Message Board	Admin File Share
10:00 AM	Custom Settings – User Roles Setup	Issue Manager – Managing an Issue	Hazard Analysis Tool	Safety Newsletter / Safety Survey	Risk Assessment Tool
10:30 AM	Custom Settings - Configuration	Corrective Actions – Assigning and Managing / User Completion	Hazard and Risk Registry	Meeting Manager	Training and Qualifications Manager
11:00 AM	Custom Settings - Configuration	Issue Manager – Investigation / Lessons Learned Library / General Issue Viewer	Executive Dashboard	Meeting Manager	Training and Qualifications Manager
11:30 AM	HTML Modules (Org Chart, Applicable Regs, All Employee Letter)	Issue Manager – Investigation / Lessons Learned Library / General Issue Viewer	Executive Dashboard	Resource Scheduler / MSDS Repository	Recurrent SMS Training
12:00 PM					Review & Q&A
12:30 PM					Present Certificate
1:00 PM	Policy Manager / Duties and Requirements	Issue Manager – Issue Review / Audit	Gap Analysis	Emergency Drills / Emergency Notifications	
1:30 PM	User Induction	Bulk PDF Export	Implementation Manager	Management of Change	
2:00 PM	Issue reporting	Issue Validation	Auditing Overview / Auditing Dashboard	Safety Case Manager	
2:30 PM	Custom Issue Reports Other ways to report	Corrective Action Manager Module	Auditing Form Management / Scheduling audit	Vehicle Status / Management	
3:00 PM	Custom Issue Reports Other ways to report	Reports, Charting, Data Analysis	Conducting Audit / Managing Findings and Concerns	Goals and Objectives	
3:30 PM	Issue Manager - Selecting an Issue and Issue Details	Performance Reports	Vendor Management	Continuous Improvement	
4:00 PM	Issue Manager – Assessing an Issue	KPI Monitor / Classification Reports	Vendor Messages / Vendor PDF Module	Admin File Share	
4:30 PM	End of Day				
5:00 PM					

Additional Modules Covered as applicable to those attending the class:

Pilot Duty Time   **LOSA Audit**
Airport Inspection   **OSHA 300**
Vehicle Delays

Resources:

Where to Stay –

       Anchorage Hotels ($89 to 250 / Night)

What to do –

To plan your own daily excursions after training here are a few links to check out.

       Activities

       Hiking

       Fishing