
**Consultancy / Mentoring Services for the proposed
Training Centre at Large Scale Steel Manufacturing Plant**

1.00 Proposal Background – Scoping of the Training Centre

Client has decided to set up training centres for its employees at its various manufacturing locations.

SAN Techno Mentors being a company involved in professional training for corporate companies, client asked SAN to present an approach paper to capture various aspects and ideas of the tasks involved. SAN made a presentation to the senior officials from HR & training, on their capabilities and also presented an approach / blue print for the training centre.

Subsequently, SAN proposed to make a visit to one of client's manufacturing sites, to meet the various line managers and understand their views on training needs. SAN made a visit during which SAN also visited the various manufacturing plants in order to get a first hand feel of the operations.

Client then requested from SAN a techno-commercial proposal to provide consulting services for setting up a new training centre at their works.

SAN Techno Mentors provided proposal for consulting/mentoring services for basic engineering design for a training centre. The deliverable of this assignment is intended to be used by client for the purpose of obtaining necessary CAPEX approval.

The following points indicate SAN's methodology to undertake this task; it highlights the scope of their activities, exclusions and the manner of carrying out the work.

Training Centre - Vision

Training Centre - Target Trainees

.....The target participants or target workforce for the training centre would cover all the employee categories at least up-to the middle management levels.....

Training Centre - Locations

.....While these multi location training centres could be focused for the junior executive and non executive categories, the facilities especially basic infrastructure could be planned so that other training programmes like continuing education, refresher and advanced programmes for junior or senior executives are conducted within the same premises.

Training Centre - Focus

.....The focus of the training centres is expected to be on functional and technical training programmes.

Training Centre - Training Programmes

.....The numbers of programmes, their duration as well as syllabus or contents would be jointly evolved into a draft training calendar.

Training Centre - Facilities

.....The training facilities would include training rooms so as to cover all the major manufacturing or utilities areas etc. There shall be multi-purpose halls, conference rooms, computer training rooms, Engineer's hostels.

Training Centre - Human Resources

.....An estimate of the administrative staff, number of instructors and support staff within laboratories, workshops or pilot plants is worked out.

Training Centre - Financial Projections

.....Fixed or capital costs are worked out after completing the previous steps. They include equipment as well as running or operational costs.

2.00 Training Centre – Special Features

Computer [software] Based Training [CBT]

Computer software based Real Time Plant Operation Training

Training Centre Scoping Project Organization

3.00 Methodology

.....This assignment consists of steps as indicated below. At the end of each step, we will submit an output which is the deliverable of that step, in the form of a short report.