

SKILLS BOOTCAMP IN QUALITY MANAGEMENT LEARNING OUTCOMES



What is a QMS

17:Week 1

 6 hrs

- Know the purpose of a quality management system
- Understand the 8 principles of quality management
- Know the main clauses of the ISO9001 standards
- Understand risk-based thinking
- Be able to complete a SWOT Analysis
- Understand Organisation Structures



What are core processes

17:Week 2

 6 hrs

- Understand the differences between core and Support processes
- Be able to identify your organisations core processes and identify the supporting processes
- Understand why detail is required within core processes
- Be able to create core process turtle diagrams
- Be able to identify SMART KPI's



Internal Auditing P1

17:Week 3

 6 hrs

- Think Sharp – I challenged assumptions and stayed alert to hidden risks.
- Build Bridges – Strengthened trust and communication with stakeholders.
- Speak Smart – Adapted my style to suit technical and senior audiences.
- See the Big Picture – Linked audit findings to wider business strategy.
- Drive Change – Suggested practical improvements beyond just compliance.



Internal Auditing P2

17:Week 4

 6 hrs

- Own the Process – Led audits from planning to reporting with confidence.
- Risk First – Focused audit scope on areas of greatest impact.
- Test What Matters – Verified if controls really work, not just on paper.
- Report Right – Delivered clear, balanced findings backed by evidence.
- Learn & Level Up – Took every audit as a chance to grow professionally.



Lean Metrics

17:Week 5

 6 hrs

- Have a good understanding of lean metrics
- Understand what 'Lean Metrics' and the 'Cost of Quality' really mean!
- Introduction to the varying types of data
- Understand and apply Kano analysis
- Understand and apply SIPOC
- Calculate relevant Lean Metrics



Problem Solving

17:Week 6

 6 hrs

- Be able to understand why effective decision-making is a skill of self-management
- Be able to identify the philosophy that supports problem-solving
- Be able to prioritise the identification of associated costs of undetected problems
- Be able to identify problems using effective tools and techniques
- Be able to understand the types of problem-solving approaches
- Be able to conduct Practical Problem Solving (PPS) approaches

Together, we can grow your business.

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Project Management P1

 Week 7

 6 hrs

- Define what a project is, including its characteristics and how it differs from business-as-usual activities.
- Identify and describe the key components of a project, such as scope, time, cost, quality, and stakeholders.
- Explain the roles and responsibilities within a project team, with an introduction to stakeholder engagement.
- Interpret and apply a RACI chart to clarify roles and accountabilities within a project.
- Recognise common project risks and issues, and describe methods for identifying, assessing, and logging them.



Project Management P2

 Week 8

 6 hrs

- Describe the purpose and use of key project management tools, such as Gantt charts, Kanban boards, risk registers, and project logs.
- Use project management tools to monitor progress, manage resources, and control changes within a project.
- Develop a basic project plan, including milestones, timelines, and resources.
- Create a risk management plan, identifying mitigation strategies and escalation paths.
- Demonstrate the ability to coordinate project activities,



Supplier Performance

 Week 9

 6 hrs

- Describe the key components of a supply chain and their interdependencies.
- Analyse how supply chain performance affects organisational success.
- Identify strategies for managing supplier relationships and improving collaboration.
- Evaluate the impact of global, economic or environmental issues on supply chain continuity.
- Demonstrate how to use basic data tools (e.g., stock levels, lead times) to manage supply chain risks.



Effective Communication

 Week 10

 6 hrs

- Identify communication styles and practice active listening
- How to use non verbal cues and interpret body language
- Be able to present clear messages and use digital tools in communication
- Overcome communication barriers
- Provide simple and well rounded feedback



Managing Change

 Week 11

 6 hrs

- What is change management
- How to implement change
- Roles and responsibilities within change
- Communication and change
- Innovation and creativity in change
- Methods for managing change
- Risk in change



Risk Assessment

 Week 12

 6 hrs

- Understand what a risk assessment is
- Understand the differences between a hazard and a risk
- Understand how to complete a risk assessment with suitable and sufficient information included
- Understand how to implement reasonably practicable control measures
- Understand the principles of manual handling and safe lifting techniques