

## **SOLUTION ADDRESS**

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# ***SKILLS DEVELOPMENT CATALOG***

**2017**

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# OVERVIEW

Solad is dedicated to effectively upgrade its clients'/customers workforce performance by covering a wide range areas skills areas amongst and not limited to:

- Engineering
- Soft Skills
- Health and Safety;
- Procurement and logistics

This catalogue is designed in such a way our customers can easily identify the specific skills in which they want their guys they trained or developed.

# I TECHNICAL

## I.1 HEAVY DUTY MECHANICS

Item	Skill Details
1	Belts & Chains
2	Apply Hydraulic Fundamentals
3	Demonstrate Bearing, Seal & Gasket Application
4	Apply Fuel & Lubricant Principles
5	Perform Jacking, locking & Lifting Operation
6	Apply Jointing Material & Compound Fundamentals
7	Demonstrate Introductory Drawing Practices
8	Apply Basic Electrical Fundamentals
9	Four Stroke Engine
10	Apply Bearing Fundamentals
11	Brakes Systems
12	Tires & Tracks
13	Apply Basic Mechanical Awareness Principles
14	Maintenance Principles

## I.2 PLANT MECHANIC

Item	Skill Details
1	Apply Pump Maintenance Principles
2	Apply Fuel & Lubricant Principles
4	Apply Bearings & Seals Principles
5	Conduct Basic Alignment
6	Perform Jacking, Blocking & Lifting Operations
7	Apply Jointing Material & Compounds Fundamentals
8	Apply Hydraulics & Pneumatics – Basic
9	Demonstrate Introductory Drawing Practices
10	Perform Oxy-Acetylene Welding Cutting
11	Fans & Balancing
12	Electrical Theory
13	Conveyors System
14	Intermediate Hydraulics
15	Intermediate Bearings
16	Mechanical Drive Components – Overhaul
17	Alignment & Levelling

## I.3 WELDING & BOILER MAKING

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<b>Item</b>	<b>Skill Title</b>
1	Use of Measuring Tools
2	Use of Workshop Tools
3	Oxy-Acetylene Welding & Cutting
4	Perform Fabrication Technique
6	Material Science
7	Apply Jointing Fundamentals
8	Fabrication Structure
9	Geometric Development
10	Perform Shields Manual Metal Arc Welding
11	Welding And Hard Facing

## I.4 ELECTRICITY

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<b>Item</b>	<b>Skill title</b>
1	Electrical & Electronic Test Equipment
3	Electrical Print Reading & Interpretation
4	Basic Control Circuits
5	AC Electrical Principles & Applications
6	Electrical Trade Mathematics
7	Perform Introductory Slings & Lifting
8	Elect Wiring Installation-Domestic, Office & Industry
9	Motor Control Principles
10	Transformer
11	Circuit Protection
12	Introduction to PLC'S -
13	Three Phase Synchronous Motors
14	High Voltage Installations

## I.5 INDUSTRIAL INSTRUMENTATION;

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<b>Item</b>	<b>Skill Title</b>
1	Apply Control Fundamentals Principles
2	Temperature Measurement
3	Pressure Measurement
4	Flow Measurement
5	Industrial Instrumentation Symbols
6	Workshop Practices
7	Basic Electronics 1&2
8	Control Loop Fundamentals
9	Use Electrical & Electronic Measuring Equipment
10	Apply Chemistry Fundamentals
11	Process And Instrumentation Drawing (P&ID)
12	ISA

## I.6 EARTH MOVING EQUIPMENT

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<b>Item</b>	<b>Skill Title</b>
1	Drive and Operate an Excavator
2	Drive and Operate Dump Truck
3	Drive and Operate a Dozer
4	Drive and Operate Forklift
5	Operate a Gantry Crane
6	Drive and Operate a Mobile Crane
7	Drive a Light Vehicle
8	Drive and Operate Dozer
9	Drive and Operate Bob Cat
10	Drive and Operate a Sky Jack
11	Drive and Operate a TLB ...

## II. SOFT SKILLS (MANAGEMENT)

<b>N</b>	<b>Skill Title</b>
1	Situational Leadership Principles
2	Resolving Performance Problems
3	Concept of Leadership
4	Behavioural Management in Teamwork
5	Leading & Managing People
6	Day-to-Day Supervision
7	Team Building
8	Conflict Resolution
9	Managing Difficult People
10	Time and Priority Management
11	Coaching & Mentoring Skills
12	Employee Motivation
13	Change Management
14	Disciplinary Measures
15	Customer Service
16	Planning & Scheduling Work
17	Delegation & Control
18	Feedback
19	Stress management
20	Communication Skills and Interpersonal Competences
21	Active Listening
22	Effective meetings
23	Writing Report
24	Appraising People And Performance
25	Key Responsibility Areas (KRAs) Goal Setting
26	Self-Motivation/Personal Action Plan

### III. HEALTH SAFETY AND ENVIRONMENT

<b>N</b>	<b>Skill Title</b>
1	Confined Space
2	Chemical Aware
3	Fire Extinguisher
4	First Aids
5	Site Driving
6	Energy Isolation (Lock Out Tag Out)
7	Working With High Voltage Power Lines
8	Hot Work
9	Confined Space
10	Excavation & Trenches
11	Machine Guarding
12	Working at Height
13	Electrical Storms
14	Working around Overhead Power Line
15	Color Coding, Signs & Label
16	Surface Ground Control
17	Communication in work place
18	Contribute to quality Work Outcomes
19	PTO
20	Job Safety Analysis (JSA)



## IV. STORE & LOGISTICS

Item	Skills Title
1	general safety
2	computing and applications
3	stores requisitions
4	basics of picking slips
5	basics of bill of materials
6	purchase requisitions
7	stock outs
8	stock rotations
9	physical checking
10	security of stocks
11	warehouse safety
12	field & site visits
13	housekeeping (introduction)
14	goods received (introduction)
15	delivery
16	materials appreciation
17	inventory introduction
18	warehousing standards
19	monitoring max/min
20	monitoring of re-order quantities
21	turnover of inventory
22	catalogue theory
23	catalogue basic philosophy
24	catalogue terminology
25	hazardous goods
26	racking, bins and parts location
27	warehouse maintenance
28	materials handling
29	internal requirements
30	introducing performance indicators
31	bar coding
32	what is cataloguing
33	advanced purchase requisitions
34	advanced purchase orders
35	introduction to procurement
36	materials flow
37	processing of goods inwards

38	processing of goods outwards
39	invoicing matching
40	introduction to eoq, abc, etc.
41	evaluation of suppliers
42	purchasing objectives
44	cataloguing review and application
45	purchasing requisition and orders
46	basics of inventory
47	dues in and dues out
48	rotable stocks
49	purchasing and professionalism
50	purchasing strategy
51	direct purchases
52	advanced purchase orders
53	purchasing manuals
54	legal obligations
56	components & rotatable items
57	buying qualifications & requirements
58	transportation & freight handling
59	consolidation of freight
60	hazardous goods and storage
61	shipping documents
62	ventilation & internal protection