

DELIVERING PRACTICAL, HANDS-ON
TRAINING PROGRAMMES COVERING

- › TEAM LEADERSHIP
- › CONTINUOUS IMPROVEMENT
- › MANUFACTURING
- › HEALTH & SAFETY



COURSE GUIDE

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BMINZ

Values

 Our values guide our daily decisions, how we work, the programmes we develop, who we recruit, and how we live.



 BMINZ.CO.NZ

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 LEVEL 1, 112 THIRD AVENUE,
TAURANGA 3110

BMINZ | LEARNING & DEVELOPMENT SPECIALISTS

WHO ARE WE

BMINZ help to develop your people with practical workplace-based hands-on training.

Business Management Improvement NZ (BMINZ) have been providing training solutions since 2012. Every BMINZ Facilitator has worked at multiple levels and bring a wealth of knowledge, skills and experience to their engaging training workshops.

BMINZ believes that every workplace can unlock their potential with the right training solutions

BMINZ are an NZQA registered and accredited Private Training Establishment (PTE).

INDUSTRY TRAINING & WORKPLACE ASSESSMENT

Upskilling teams in the following areas:

- › Team Leadership
- › Health and Safety
- › Continuous Improvement
- › Manufacturing.

BUSINESS DEVELOPMENT CONSULTANCY

Supporting business development by enhancing:

- › Culture & Communication
- › Quality
- › DiSC Profiling
- › Problem Solving
- › Project Management.

RESOURCE DEVELOPMENT

We help develop easy to follow workplace documents including health and safety packages, SOPs, in-house training material and competency assessments.

WHY BMINZ?

BMINZ takes your company goals and applies this to training your people to make it happen.

Appreciating many people learn by 'doing' - our delivery style supports learners at every level. Using a combination of short training room sessions and on-the-job coaching, BMINZ quickly converts learning to practical application with realistic, interactive and highly visual training sessions.

BMINZ use 'real' examples so learners can relate learning concepts to their day-to-day role.

A key aspect of all our courses rest on 'making things better'. BMINZ partners choose to work with us because of our continuous improvement approach. We give workplaces the skills to create ideas for improvement, make positive change, and increase worker participation.

Many of our programmes build in Opportunities for Improvement, so companies gain a tangible Return on Investment from attending.

LOCATIONS



POINTS OF DIFFERENCE

Continuous Improvement (CI) training is about building a culture to question existing methods and continuously look for improvement opportunities.

The beauty of on-the-job CI training is that the improvements your people discover are real and can be implemented in your business immediately.

Workplace-based CI qualifications deliver cost and waste reduction, while complementing and maintaining your people's core skills at every level of your organisation.

FOR YOUR BUSINESS

- › Streamline processes
- › Reduce waste along your supply chain
- › Gain a cultural shift - everyone working towards common goals and embracing change
- › Growth / expansion opportunities.

FOR YOUR PEOPLE

- › Enhance knowledge and skill
- › Encourage contribution and collaboration
- › Gain recognised New Zealand qualifications.

FOR YOUR CUSTOMERS

- › Right, quality products delivered on time and meet customer expectations.

Choosing onsite training means you get the training you need at time suitable for you.

If a critical issue happens, your staff are still onsite. We can schedule onsite training to coincide with necessary downtime meaning you lose even less work time.

ADAPTABLE AND COST EFFECTIVE COURSES

Onsite training enables training to be undertaken in the environment your team work in on a daily basis. This enables BMINZ to use real situations, machinery and processes. Everyday tasks being conducted, and common problems faced by employees and managers can be worked on, enabling real-time problem solving and Health and Safety in your workplace.

Working with BMINZ on site means our team and yours can use everyday real situations, machinery, and processes to apply training to. This results in real-time opportunity identification, problem solving, and decision-making.



BENEFITS OF ONSITE TRAINING

Onsite training can identify your worksite's specific challenges, providing employees with highly targeted instruction and immediately addressing your employee's worksite-relevant concerns and questions. We train people and workplaces for positive change and practical benefit.

FLEXIBILITY

The biggest benefit of onsite training is you get to choose a time that works for you and your daily work schedule.

With BMINZ, you can split your course over multiple sessions, so you don't have to lose staff for a day.



TEAM LEADERSHIP

Grow your business capability.
Our programmes focus on
leadership skills for improved
communication and better
team performance.





EFFECTIVE TEAM LEADERSHIP

Grow your business capabilities through effective team leadership.



AT A GLANCE



New Zealand Certificate in Business (Introduction to Team Leadership)



Level **3**



6 months **5** workshops



At your place, ours or online

BUILD STRONG LEADERS

Strong leaders develop strong teams. This programme will develop leadership skills for talent succession, and increase productivity in the workplace.

Participants will:

- › Explore personal DiSC personality and behavioural traits and set goals to be a more effective communicator and leader.
- › Deliver an Improvement project to the business. Using concepts learnt in the programme participants will need to collaborate and influence key stakeholders, research and set objectives, implement their improvement, and present results.



INDIVIDUALISED DiSC PROFILE REPORT

Each learner who attends this programme will receive an Individualised DiSC profile report. DiSC profiles help learners to understand how they can adapt their behaviours to support relationships and align actions to meet business goals.



DEVELOPING EFFECTIVE TEAM LEADERS

Effective leaders inspire confidence, trust, and respect. BMINZ facilitators work closely with participants to build confidence, enhance strength traits and set goals to improve in areas that will lift personal and team performance.

This Effective Team Leadership course is aimed at people who are current or emerging leaders.

The Improvement Project is a key aspect of the programme as it utilises leadership strategies taught so that participants can take these new skills straight back into the workplace immediately. This “Learning by Doing” helps embed the participants learning and gain confidence.



Exchanging thoughts, ideas and information clearly, confidently and professionally



Understanding leadership behaviours and how to adapt styles to influence team performance and communication



Developing SMART Goals and Objectives to achieve team goals and understanding the key concepts of continuous business improvement



Applying Root Cause Analysis tools to support problem-solving and decision-making



Recognising causes of poor time management and applying effective techniques to overcome these



Using objectives and outcome data to measure performance and results.



ENTRY CRITERIA

To be eligible to enrol in this programme you must meet the following entry criteria.

- › Be leading a team or able to lead a team.
- › Be aged over 16 years old.
- › Be a Citizen or Resident of Australia or New Zealand.
- › Open entry. There may be availability to train through your ITO (Industry Training Organisation). BMINZ will work with you to ascertain if you are eligible for a training subsidy through your ITO.



FIRST LINE MANAGEMENT

Managing work flows and teams to achieve organisational goals.



AT A GLANCE



New Zealand Certificate in Business (First Line Management)



Level **4**



6 months **4** workshops



At your place, ours or online

STRONG LEADERSHIP ALONGSIDE PROCESS IMPROVEMENT

The New Zealand Certificate in Business (First Line Management) (Level 4) BMINZ Programme bases the course around a company improvement project that your supervisor/leader can put in place in their team. This means that at the end of the programme our participants have improved in some tangible way how your business runs.

When you have people that can lead and manage a team smoothly the benefits that result from this include:

- › Improved productivity and improved processes
- › Staff retention
- › Increased team morale
- › Reduced conflict within the workplace, and with clients
- › Improved people performance
- › A culture of innovation and improvement.

KEY OUTCOMES

Your people who complete this programme will be able to:

- › Contribute to the organisation's objectives.
- › Manage work flows in an operational context to achieve team objectives.
- › Motivate and involve team members in achieving objectives.
- › Develop and manage relationships with team members and stakeholders.
- › Manage relationships within a team to sustain a productive workplace environment.
- › Promote an inclusive environment to value diversity for positive performance.
- › Manage self effectively to contribute to the performance of the business.
- › Demonstrate professional and ethical leadership behaviour in a socially and culturally appropriate manner.

- **Effective Leadership:** The programme focusses on identifying leadership skills – leading to greater professional and personal development.
- **Business Communications:** The BMINZ programme expands the ability to engage and communicate confidently.
- **Immediate Returns:** the BMINZ programme utilises a project goal, and so concepts, strategies and leadership tools are applied immediately after each session.
- **Conflict Resolution:** Our programme takes challenging leadership issues and provides solutions for people to then apply immediately.
- **Performance Management:** The BMINZ programme gives your leaders the confidence to conduct their employee review process.
- **Motivation:** The BMINZ programme provides guidance our trainees on creating and maintaining a positive and productive work environment.
- **Achieving workplace goals:** The BMINZ allows immediate workplace improvement through the project goal, while giving your people the tools to develop future team plans.



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DiSC FOR LEADERS

Enhancing connections, motivation and conflict resolution within your team



AT A GLANCE



BMINZ Certificate



1 day



At your place, ours or online

IMPROVE WORKPLACE RESULTS

This course provides workplace leaders with an insight into their workplace leadership traits. Understanding default behaviours means that people who complete this course can use their DiSC type to the best effect in the workplace. DiSC profiling improves communication skills in your people, promoting high performing teams.

Increase the bench-strength of your leaders by supporting your key people to understand their leadership style, and improve on any current behaviours. Your people will gain an in depth understanding of the most beneficial leadership skills for their teams.



INDIVIDUALISED DiSC PROFILE REPORT

Each learner who attends this programme will receive an Individualised DiSC profile report. DiSC profiles help learners to understand how they can adapt their behaviours to support relationships and align actions to meet business goals.

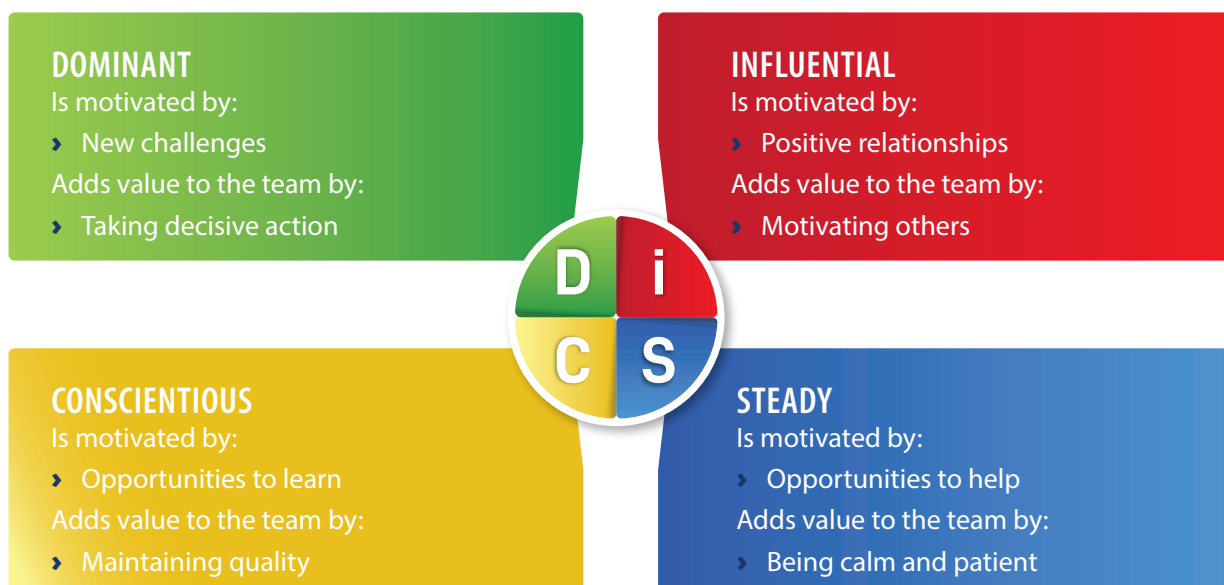


UNDERSTANDING DiSC

Enhance leadership skills through understanding DiSC behaviour styles and utilise this knowledge to team leadership.

DiSC is an assessment tool that uses four basic behaviour types to describe human behaviour. We are each unique, with our own blend of the four behaviour types, making us who we are, how we act and how we react to different situations.

This programme (with DiSC captured in a diagram below) is for people who are current or emerging team leaders.



Understand the four DiSC behaviour traits and how these traits drive a person's actions, communication preferences, and reactions to stress and conflict

Team Leaders who understand these traits can take proactive steps to empower their team by creating a work environment that recognises the unique behaviour dynamics of the team, making sure the team can respond positively to challenges



Understanding DiSC helps leaders to improve how teams connect and cooperate, reduces conflict and confusion, enhances productivity, and grow from these challenges.

DiSC profiling can help each member of a team, as the self awareness and knowledge people gain from the course help them to change the way they relate to others in a positive way. If teams in your company are not 100% functioning, then this course could be the answer to increasing productivity.



Arm your leaders with the tools to anticipate and respond to team behaviours.



EFFECTIVE COMMUNICATION SKILLS

Effective communication skills are crucial for the success of any business.



AT A GLANCE



BMINZ Certificate



1 day or tailored to suit



At your place, ours or online

THE PRINCIPLES OF COMMUNICATION

One of our most hotly requested topics - applied workplace communication is a skill that when mastered, can single-handedly improve productivity, safety and employee engagement in your workplace. This programme takes challenges in your workplace around communication shortfalls, and delivers real strategies and techniques for improvement.

Effective communication is an essential skill to achieve productivity goals and maintain strong working relationships at all levels within your organisation.

For Effective Communication we must:

- › Define company goals and expectations
- › Deliver your message clearly
- › Choose your channel carefully
- › Keep everyone in the loop
- › Actively listen
- › Show empathy.

KEY LEARNING OUTCOMES

At the end of the programme participants will develop the skills to:

- › Build stronger working relationships and connections
- › Develop self-awareness, explore your communication style and preferences
- › Gain insight into your unique brand and how to make a personal impact
- › Use practical techniques to improve how they relate to others and influence people
- › Display essential communication tools to use in everyday workplace situations
- › Manage communication time wasters to increase your productivity
- › Utilise a proactive rather than reactive communication approach
- › Manage your own and others' reactions in challenging situations or when giving or receiving feedback
- › Apply essential communication skills across all mediums
- › Be aware of body language as a communication tool, while learning ways to project a positive message through body language.



Use communication theories, models and concepts, and place them into 'real-world' examples, applying them to your workplace



Take communication techniques and apply these to your team's ability to function each day - reap the benefits of increased production through greater positive communication behaviours



Become aware of how behaviours could be adapted to support effective performance

Rediscover how communication can be improved through understanding behaviours.





PROBLEM SOLVING & ROOT CAUSE ANALYSIS

Learn how to make great decisions.



AT A GLANCE



BMINZ Certificate



1 day



At your place or ours

EFFECTIVE PROBLEM SOLVING AND ROOT CAUSE ANALYSIS

Everyone can benefit from learning the tools to systematically solve workplace problems and identify the root cause to prevent recurrence. Using the cross-functional team approach, you will learn to apply disciplined and proven root cause analysis methodologies to problems impacting your organisation. Root Cause Analysis is a method of solving problems that is used to diagnose the true cause, faults, variations and/or problems.

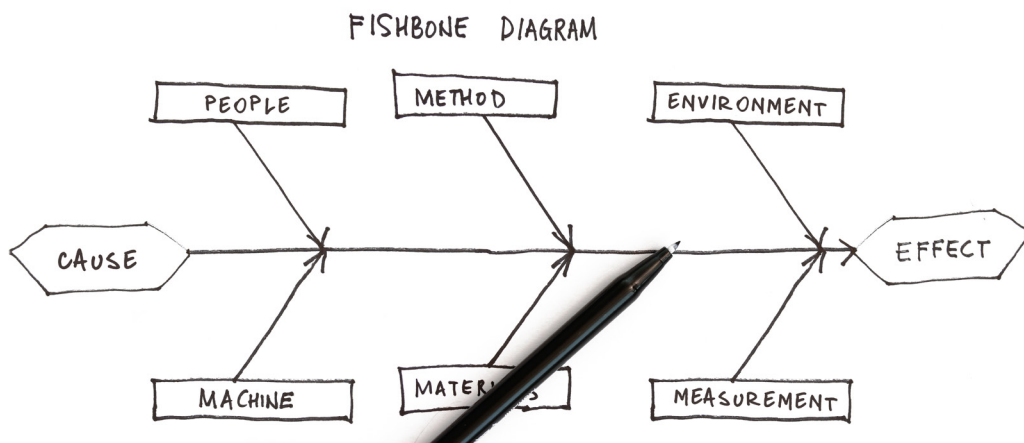
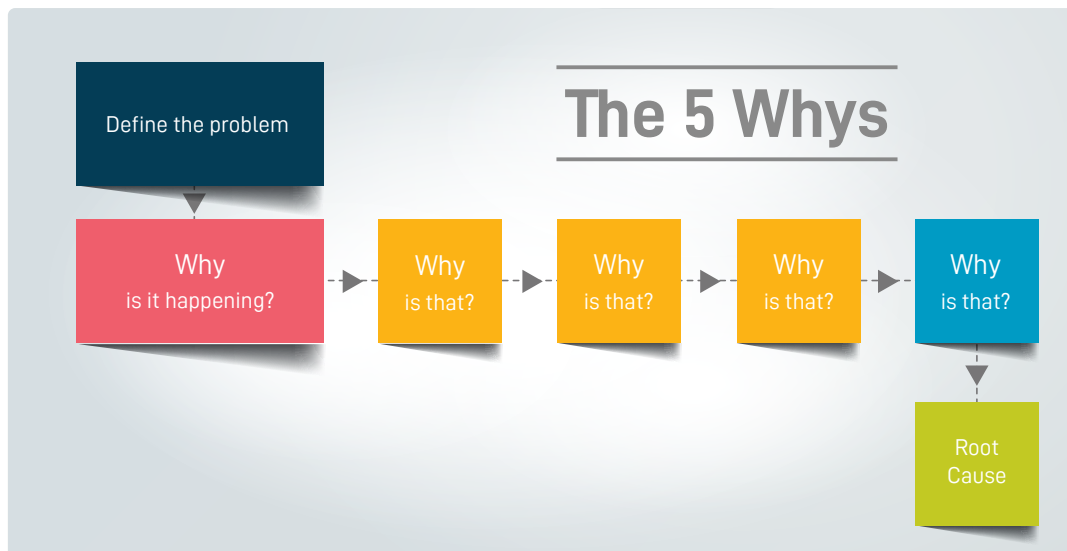
This one-day course will equip participants with the skills to identify and resolve workplace problems. Organisations with staff skilled in effective problem solving and root cause analysis have the benefit of:

- › Identifying cause and effect for problem solving
- › Developing long lasting workplace solutions
- › Improving reliability and performance management
- › Identifying supply chain interruptions and more.

LEARNING OBJECTIVES

Clearly defining problems that need evaluation with techniques to resolve them is the basis of this course. Participants will learn a systematic team approach to problem solving by utilising the Plan-Do-Check-Act (PDCA) method. Upon completion learners will be able to:

- › Define the problem, assemble a team and take containment action
- › Measure the impact of the problem
- › Apply standard methods to investigate and analyse problems
- › Explain methods for developing and implementing solutions
- › Identify root causes of problems and potential solutions
- › Implement appropriate actions to prevent recurrence
- › Develop best practices for monitoring action plans for success
- › Exercise effective team based problem solving skills
- › Articulate root cause analysis methods
- › Understand Fishbone, 5 Why, Histograms, Bell Curves and Variation.





TRAIN THE TRAINER

Great trainers are excellent for business, assisting the workforce in knowledge, skills and safety.



AT A GLANCE



BMINZ Certificate/
Deliver on-job training
for adult trainee



Unit Standard **7108**



Level **4** Credits **8**



1 day



At your place, ours or online

THE BMINZ TRAIN THE TRAINER COURSE

Training co workers is a skill that is developed. Training is often not given priority and tends to be delivered by some that may know the content but are not skilled in training. The result is a workforce that learns bad habits, short-cuts, and who do not understand the reason why workplace knowledge is important. Training your best workers to understand the expertise of training others means that you will always have a plan to keep knowledge within the business. Creating a secondary expert workforce is also a key risk minimisation strategy.

It is important that trainers have two separate skill sets and knowledge. Firstly they need to know the subject they are training. Secondly, they need to know how to transfer that information to the trainees so they clearly understand, are able to put into practice, and change behaviour.

COURSE OBJECTIVES

This course covers:

- › Teaching and learning styles
- › Principles of training and stages of learning
- › The differences between teaching, training, coaching, and mentoring
- › Creating a positive learning environment
- › Creating learning outcomes within a workplace context, in comparison to a traditional teaching context
- › Key important adult learning models and theories
- › Planning and writing learning outcomes
- › Effective training and delivery methods
- › Preparing, delivering, and reviewing on the job training
- › Understanding the measurement of competency, and any 'Just in Time' training required, including models to deliver this
- › The role of workplace assessment in knowledge adoption, and how these tools assist in defining a competent workforce.



Understand how adult learning theories and models can be applied to create better learning outcomes for your workforce

Generate ideas for successfully training your team to competently do their job



Use tools, templates and training structures straight away in the workplace for immediate positive results

Discover new ways to change existing training events, so they work more effectively



Provide a blueprint for future training in your company, while creating an expert tier of workers that can ensure Best Practice knowledge is demonstrated everyday.



ENTRY CRITERIA

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- › Be leading a team or able to lead a team.
- › Be aged over 16 years old.
- › Be a Citizen or Resident of Australia or New Zealand.
- › Open entry. There may be availability to train through your ITO (Industry Training Organisation). BMINZ will work with you to ascertain if you are eligible for a training subsidy through your ITO.



CONTINUOUS IMPROVEMENT

Continuous Improvement (CI) is at the heart of what we strive for at BMINZ. This is why we partner with workplaces to create extraordinary futures. Through our courses New Zealand workplaces learn CI models and processes that promote workplace responsibilities, idea generation for improvement, positive change, and increased worker participation.





CONTINUOUS IMPROVEMENT SHORT COURSE

BMINZ offer a range of targeted workshops, enhancing knowledge and on-job skills.



AT A GLANCE



BMINZ Certificate



1 day



At your place or ours

IMPROVE FROM WITHIN

Continuous Improvement is at the heart of BMINZ, and is the ongoing effort to identify and eliminate waste, and improve workflow, processes, quality, work areas and health and safety. We recognise what it takes to make CI a success, and what factors could prevent you from succeeding.

Our workshops include 5S, Opportunities for Improvement and CI Auditing.

BMINZ offer a range of targeted workshops, enhancing knowledge and on-the-job skills. Our workshops include 5S, Opportunities for Improvement and CI Auditing. Continuous Improvement (CI) is the ongoing effort to improve workflow, processes, quality, work areas and health and safety.

BMINZ's Continuous Improvement Programmes provides your team members the skills and knowledge needed to support successful change that results in improved business performance.

CONTINUOUS IMPROVEMENT CONCEPTS

Success is driven by engagement at every level of an organisation. The key to change is creating an environment that embraces and encourages all team members to contribute to the organisation vision and goals, resulting in a shift in thinking and actions.

BMINZ's Continuous Improvement Programme gives your team members the skills and knowledge needed to support successful change that results in improved business performance.

Continuous Improvement:

- › Simplifies and streamlines processes.
- › Reduces waste along your supply chain.
- › Capitalise on opportunities through improved problem solving and decision making.

This enables your business to:

- › Pinpoint and make positive changes on inefficient processes.
- › Reduce costs through reduced waste
- › Display full worker participation in problem solving and future solutions.

- › Identify costs and waste within a process and apply cost-effective work practices for improvement
- › Recognise problems, use problem solving tools to determine the root cause, and develop solutions to prevent recurrence
- › Assess and measure quality to prevent deviations from expected standards
- › Examine standardised work practices to ensure they meet organisational and customer needs
- › Apply 5s principles for improved workflow and Health and Safety. Identify the impacts of change up and down the value stream
- › Take corrective action where improvement objectives are not met
- › Observe and measure performance to identify further opportunities for improvement.



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- › Be leading a team or able to lead a team
- › Be aged over 16 years old
- › Be a New Zealand or Australian Citizen or Resident



CONTINUOUS IMPROVEMENT FOR TEAMS

Give your teams the skills and knowledge to safely and wisely apply continuous improvement concepts in your company.



AT A GLANCE



NZ Certificate in Competitive Systems and Practices



Check our website for Unit Standard details



Level **3** Credits **40**



6 months **6** workshops



At your place

CONTINUOUS IMPROVEMENT FOR FRONT LINE STAFF

On completion of this course your front line staff will be able to put in place Continuous Improvement principles leading to improved performance for the business

Course participants will be introduced to:

- › Value Add versus Waste
- › 5S Principles
- › Quick change
- › Standardisation
- › Mistake proofing
- › Problem Solving and Root Cause Analysis
- › Process mapping
- › Cost of quality.

The qualification linked to this continuous improvement programme is the NZ Certificate in Systems and Practices Level 3.

CONTINUOUS IMPROVEMENT FOR TEAMS

This Level 3 certificate qualification equips your team with sound knowledge to help your workplace implement a continuous improvement strategy.

In this training course your people will gain the knowledge to describe a large range of systems and practice concepts and approaches so they can help you and your teams improve performance.

This qualification is the start of the Continuous Improvement pathway and moves your workers along the path and practice of looking for workplace improvements on a daily basis.



Identify waste within a process and take action to minimise it



Identify cost factors within own control and take action to improve cost efficiency



Apply CI concepts to improvements in own work



Understand and address the impact of change resulting from implementing CI in your own work



Sustain implemented CI improvements.



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- › Open entry. There may be availability to train through your ITO (Industry Training Organisation). BMINZ will work with you to ascertain if you are eligible for a training subsidy through your ITO.



CONTINUOUS IMPROVEMENT FOR LEADERS

Lift the skills and knowledge of your key leaders to take a key role in continuous improvement implementation.



AT A GLANCE



NZ Certificate in Competitive Systems and Practices



Check our website for Unit Standard details



Level **4** Credits **70**



12 months **9** workshops



At your place or ours

LEADING CONTINUOUS IMPROVEMENT IN YOUR ORGANISATION

After completing this course, your team leaders will be able to lead activities and support the change in culture that occurs when a workplace implements Continuous Improvement strategies. This programme is for lean leaders to guide their team through.

Over this programme participants will learn how to:

- › Lead an effective and engaged Continuous Improvement team
- › Run a productive toolbox meeting
- › Lead improvements in waste reduction and process mapping
- › Lead 5S implementation
- › Lead a standardisation process
- › Lead problem solving and root cause analysis
- › Monitor and manage quality.

CONTINUOUS IMPROVEMENT FOR LEADERS

This programme is aimed at team leaders who will have a key role in implementing a Continuous Improvement programme in your company. It is the next step in the Competitive Systems and Practices pathway.

This program takes team leaders through sound Continuous Improvement practices, that they can be applied with confidence in the workplace.



Document value chain to identify opportunities for improvement



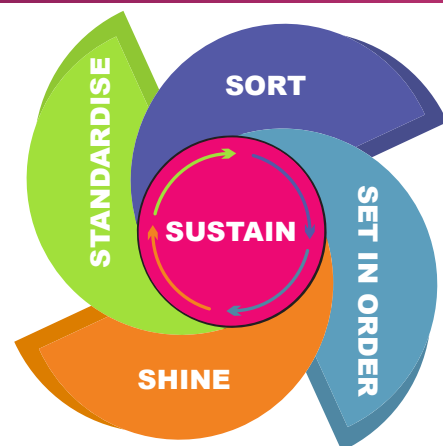
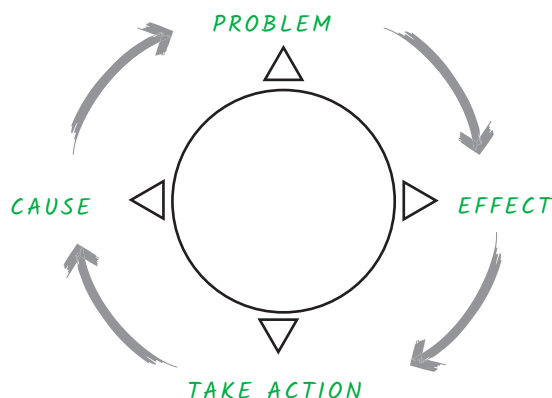
Apply continuous improvement to improve processes



Implement and monitor processes to ensure continuous improvements are sustained



Facilitate change in culture through continuous improvement activities.



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CONTINUOUS IMPROVEMENT FOR SPECIALISTS

This programme guides the implementation of a Continuous Improvement strategy by a manager, CI champion or specialist



AT A GLANCE



New Zealand Diploma in Competitive Systems and Practices



Check our website for Unit Standard details



Level **5** Credits **120**



18 months



At your place (distance learning)

LEADING CONTINUOUS IMPROVEMENT STRATEGY

The most successful Continuous Improvement programmes have commitment and engagement from all levels in an organisation. This Diploma level qualification is aimed at the strategic leaders for Continuous Improvement.

Developing and implementing a strategy, planning and analysing data and driving culture change are key outcomes of this programme.

CONTINUOUS IMPROVEMENT FOR SPECIALISTS

New Zealand Diploma in Competitive Systems and Practices (Level 5) (Reference 3000)

Aimed at managers, CI Champions or Specialists this programme converts continuous Improvement skills and knowledge into a strategic pathway to plan, implement, execute, review and improve your programme.

The programme is delivered through distance learning and virtual coaching or face-to-face where agreed



Analyse the value chain to identify opportunities for improvement



Plan and lead the implementation of continuous improvement strategies



Develop and implement continuous improvement systems



Measure, control and review continuous improvement performance



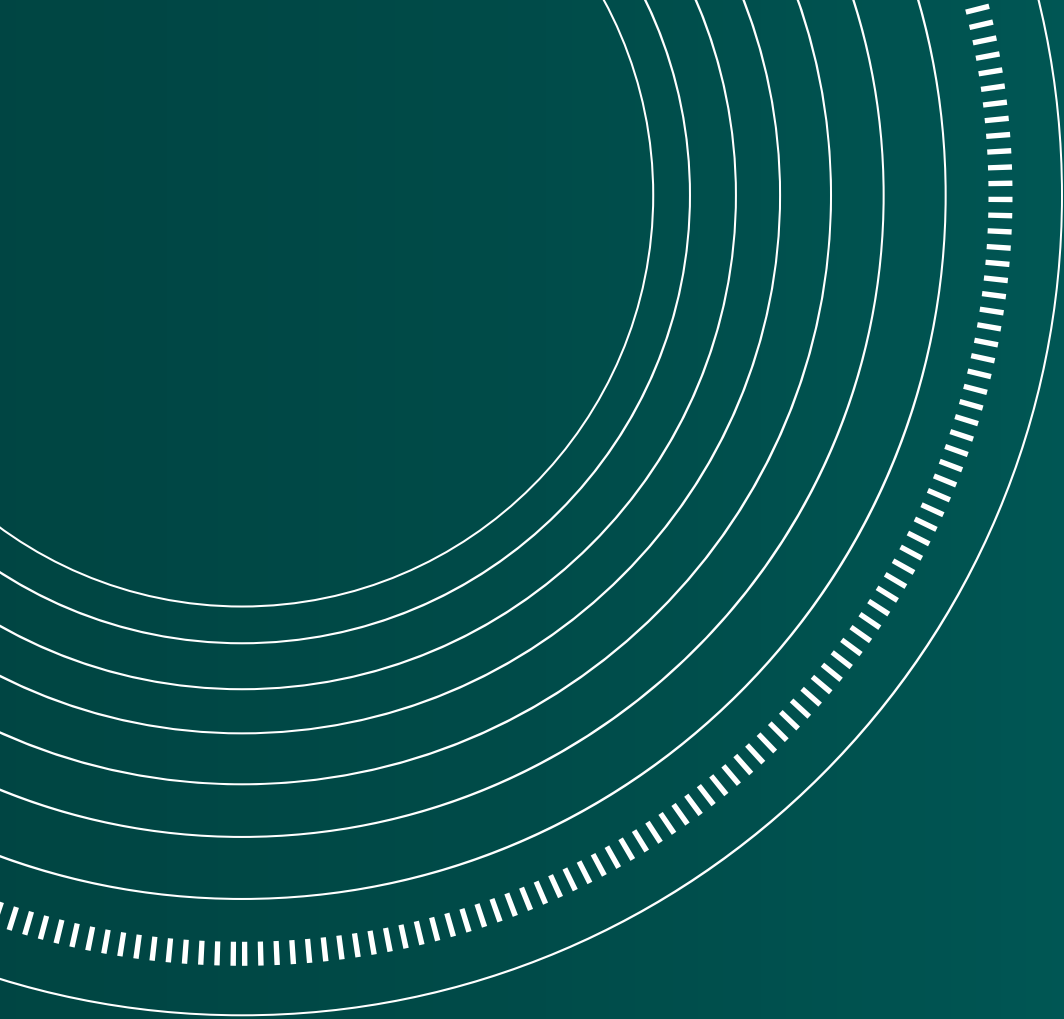
Drive holistic culture change through continuous improvement activities.



ENTRY CRITERIA

To be eligible to enrol in this programme you must meet the following entry criteria:

- › Be leading a team or able to lead a team.
- › To have achieved the Level 4 CSP qualification.
- › Be aged over 16 years old.
- › Be a Citizen or Resident of Australia or New Zealand.
- › Open entry. There may be availability to train through your ITO (Industry Training Organisation). BMINZ will work with you to ascertain if you are eligible for a training subsidy through your ITO.



MANUFACTURING

Effectively handle operational issues
and coordinate manufacturing
operations through NZ Certificates
in Manufacturing qualifications.

Work with BMINZ to provide your
people with skills, information and
good workplace behaviours to enable
them to be a productive component
of your manufacturing operation.





MANUFACTURING FOUNDATION SKILLS

BMINZ provides teams with skills and knowledge to become a productive and effective team.



AT A GLANCE



NZ Certificate in Manufacturing



Check our website for Unit Standard details



Level **2** Credits **40**



6 months **6** workshops



At your place

BUILDING STRONG FOUNDATIONS

To give people a confident start in the manufacturing industry this programme works through key foundation skills and covers:

- › Health and Safety knowledge and responsibilities
- › Procedural compliance
- › Quality and it's role in making sure products meet requirements.

This level 2 qualification supports a manufacturing workforce that understands why it's important for each person to do their job well. By training safe manufacturing practices to your floor level staff, you assist in creating a compliant workforce.

Training people to be safe in a manufacturing workplace is a sound investment.

BMINZ trains workers to participate in the safety of the manufacturing industry. Training focusses on safe operational processes as a foundation for safety within the industry.

MANUFACTURING FOUNDATION SKILLS

The NZ Certificate in Manufacturing (Level 2).

This programme is aimed at people who are new to the manufacturing industry, as it will provide workers with the knowledge, skills and behaviour changes to start their career as a good solid worker in the manufacturing industry. Training people at the foundation level reduces risk to your entire organisation.

- › Participants on this programme will understand how to apply workplace processes and practices to be a great team member in the manufacturing operation
- › People completing this course will learn essential health and safety workplace requirements that relate to their entry level role in manufacturing
- › Workers will learn how to communicate smartly to safely follow instructions in a manufacturing entry level role
- › Workers will understand how to carry out entry level tasks in a manufacturing operation in a safe manner.



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MANUFACTURING FOR TEAMS

NZ Certificate in Manufacturing (with Productivity Improvement strand).



AT A GLANCE



New Zealand Certificate in Manufacturing with a productivity improvement strand



Check our website for Unit Standard details



Level **3** Credits **60**



6-9 months



At your place

CREATE PRODUCTIVE TEAMS

Teamwork is crucial for developing and maintaining highly productive teams. Providing opportunities for people to work together to implement and improve workplace environments encourage collaboration, cooperation and engagement.

This programme supports your business by:

- › Training people to understand Health and Safety risk assessment in their role
- › Reducing waste along your supply chain
- › Capitalising on opportunities through improved problem solving and decision making solutions
- › Creating an improvement mindset and culture
- › Using 5S to improve the work environment
- › Build competency in processes and operating machinery.

MANUFACTURING SKILLS FOR TEAMS

Building on the foundations of manufacturing this programme will draw on the skills and knowledge of your teams as well as introduce new learning to establish a team approach to creating an improvement culture.

DELIVERY

Appreciating many people learn by 'doing' - our delivery style supports learners at every level. Using a combination of short training room sessions and on-the-job coaching, BMINZ quickly converts learning to practical application with realistic, interactive and highly visual training sessions.

Here's how we do it:



PRINCIPLES OF PRODUCTIVITY AND IMPROVEMENT



Problem solving and root cause analysis



Applying 5s



Understanding quality



Health and Safety with a focus on risk assessment



Develop competency in manufacturing operations



Create an improvement mindset.



ENTRY CRITERIA

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MANUFACTURING ADVANCED SKILLS

Develop supervisors or highly competent operators to streamline processes and improve productivity.



AT A GLANCE



NZ Certificate in
Manufacturing



Check our website for
Unit Standard details



Level **4** Credits **60-80**



6-9 months



At your place and
virtual coaching

TRAINING YOUR MANUFACTURING LEADERS

This is the top level of the Manufacturing qualification. Reward your leaders and managers with a qualification that recognises their expertise, while adding new technical abilities resulting in even more rewarding team outcomes.

Not all leaders are expert operators and not all expert operators are top leaders. Through this programme people will boost skills to gain an appreciation for both the technical and leadership aspects of manufacturing performance.

Building on the groundwork covered in the level 3 qualification, the level 4 programme provides supervisors and key people in your operation with the knowledge to set up, troubleshoot, coordinate, and maintain efficiency within the stages of the manufacturing process.

MANUFACTURING ADVANCED SKILLS

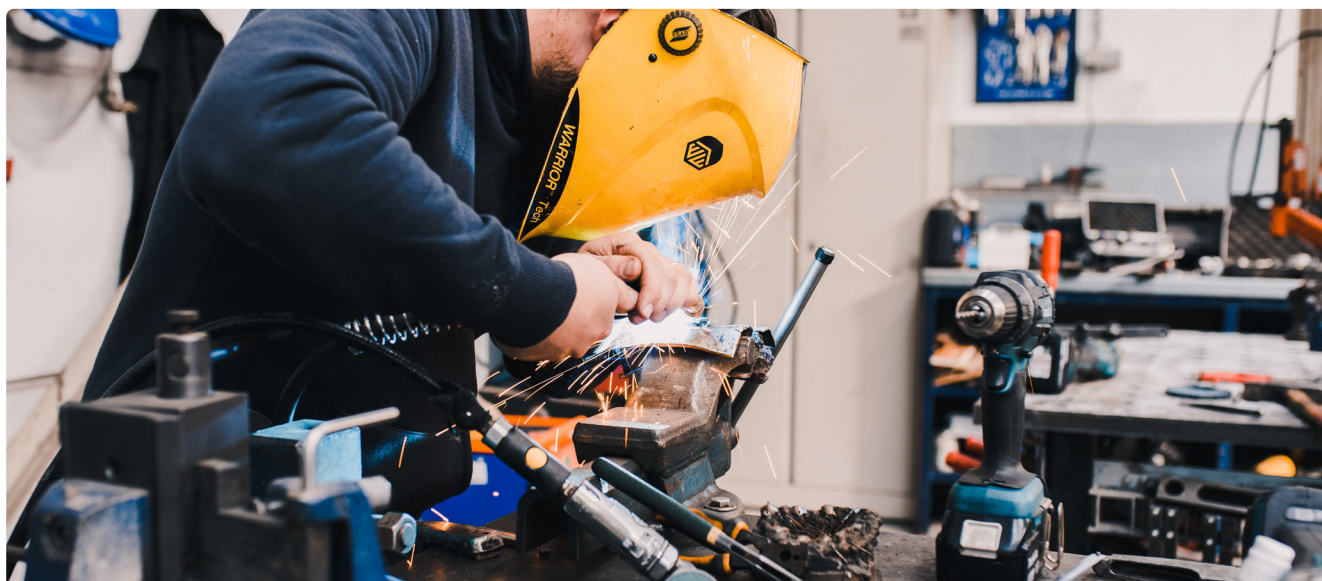
This programme is aimed at people who play an important part in supervising, leading or training others in the manufacturing process. Participants will gain further skills in understanding manufacturing processes, how to efficiently manage variables, key drivers of performance and effective coordination of a work area.

After completing this programme your workers will be able to:

- › Identify, diagnose and rectify operational issues in a manufacturing environment
- › Coordinate one or more stages of a manufacturing operation
- › Set up and control equipment to meet daily production, safety and quality requirements of a manufacturing process.

Graduates of the Technical Support strand will also be able to:

- › Use technical knowledge to complete tasks to support manufacturing operations.



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MANUFACTURING FOR LEADERS

Develop a strategy to implement Continuous Improvement.



AT A GLANCE



New Zealand Certificate in Manufacturing



Check our website for Unit Standard details



Level **5** Credits **65**



9-18 months



At your place and virtual coaching

DEVELOP SYSTEMS AND STRATEGIES TO IMPLEMENT AND MANAGE CONTINUOUS IMPROVEMENT.

This course is for experienced people in leadership roles. People achieving this qualification will be able to identify and manage key performance indicators (KPIs), improve productivity and quality outcomes.

When you achieve this qualification, you will be able to:

- › Manage adherence to compliance standards.
- › Apply quality assurance to improve end-product quality.
- › Achieve and improve KPIs.
- › Troubleshoot and resolve production issues at the process level.
- › Deliver measurable improvement to productivity and quality.

EMBEDDING LEAN PRINCIPLES

Analyse, map and manage a value stream using continuous improvement processes.

- › Define the customers' needs.
- › Assess the value added at each step.
- › Reduce waste.
- › Liaise regularly with chain members.
- › Monitor the value added at each step.
- › Continue to reduce waste.

Develop quick changeover procedures using Continuous Improvement process

- › Analyse the changeover.
- › Apply quick changeover principles.
- › Implement new changeover standard procedures.

Develop or improve a Balanced Scorecard and facilitate its use for improving performance in the workplace.

Facilitate holistic culture improvement in an organisation using Continuous Improvement.

Analysing the competitive operational techniques being implemented in the organisation and the stage of implementation, including identifying people, related needs and issues

- › Using formal problem solving procedures, such as root cause analysis (RCA)
- › Developing formal and informal communication procedures with others in the work area, team leaders and other employees relevant to competitive systems and practices
- › Establishing processes for communicating the organisation's goals and KPIs, especially in regards to standardisation, elimination of waste and quality changes
- › Establishing sources of assistance in the organisation for people experiencing difficulty with competitive systems and practices changes
- › Interpreting procedures and instructions relevant to your own expertise for others



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HEALTH & SAFETY

Improve the health
and safety of your
workforce by adopting
a continuous health
and safety culture that
promotes communication
and collaboration for
safe work practices.





WORKPLACE HEALTH & SAFETY

Achieve safety goals
through improved risk
assessment and risk
management strategies



AT A GLANCE



NZ Certificate in Workplace
Health and Safety Practice



Check our website for
Unit Standard details



Level **3**



6 months **5** workshops



At your place or ours

LEAD THE WAY WITH SAFER WORKPLACES

Workplaces need qualified Health and Safety champions to guide others and foster a culture of health and safety practice. It's a 'must' not 'maybe' that your Health and Safety focused people complete the NZ Certificate in Workplace Health and Safety Practice (Level 3).

Workplace Health and Safety knowledge should be used, talked about, and shared by everyone in your company.

While covering key Health and Safety strategies, your people learn to carry health and safety communication through their teams, and encourage others to speak up about health and safety issues.

This course ensures attendees lead from a health and safety viewpoint, with a good, strong communication component covered so key health and safety messages are heard in the workplace and are adopted.

NZ WORKPLACE HEALTH AND SAFETY PRACTICES

Safer workplaces benefit from improved productivity and quality. Developing forward thinking health and safety leaders creates a positive safety culture, engaging team members at every level of your company.

This programme is aimed at people who are current or emerging health and safety champions/leaders and includes roles and responsibilities of Health & Safety Representatives.

Learners develop their health and safety skills through solid foundation knowledge of good health and safety work practices, while identifying opportunities for safety improvement.



Identify legislative and industry requirements relevant to your work



Use communication strategies for sharing health and safety messages effectively



Identify and encourage behaviours that drive safe work practices



Carry out risk assessment and risk management actions on the job



Understand and promote good workplace health and safety practices for the benefit of workers, their families, the workplace, and the wider community.



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INCIDENT INVESTIGATION

Utilising incident investigation tools to understand the true root cause of an event.



AT A GLANCE



Produce an occupational health and safety incident investigation



Unit Standard **17601**



Level **4** Credits **6**



1 day



At your place or ours

IMPROVE WORKPLACE PROCESSES THROUGH EFFECTIVE ANALYSIS

Strong incident investigation skills are an asset to your workplace. Understanding the incident investigation process, including multiple causation, and root cause analysis, alongside effective incident investigation reporting is a strength your staff need.

This one-day workshop provides the information, tools and resources to further develop your skills for investigating, recording and reporting incidents, whilst taking continuous improvement action to prevent future workplace incidents.

INCIDENT INVESTIGATION

Root Cause Analysis is the key to good investigation. This programme is aimed at people who are current or emerging health and safety leaders.

Learners develop their incident investigation skills by understanding the value of different incident investigation tools, and the benefits of developing a reporting culture to support incident prevention.

This workshop includes:

- › Understanding legislative requirements for investigating and taking action following an incident
- › Developing a proactive incident reporting system to flush out problems, learn from them, and eliminate potential harm
- › Taking investigative action - prioritising incident levels, selecting an incident investigation model, identifying contributing factors and the root cause, and producing an investigation report
- › Continually improving workplace health and safety by implementing preventative measures, monitoring effectiveness, and sharing outcomes with all.



Identify the value of a positive Health and Safety reporting culture



Identify workplace procedures for responding to an incident



Master the use of Root Cause Analysis tools, including 5 Whys, Swiss Cheese and Bow Tie incident investigation tools and apply them on the job to identify and report true root cause findings



Enhance interviewing skills to support Root Cause Analysis activities



Identify corrective actions and control measures for the prevention of incident recurrence



Monitor incident data to further support incident prevention.



ENTRY CRITERIA

To be eligible to enrol in this programme you must meet the following entry criteria:

- › Be aged over 16 years old
- › Be a New Zealand or Australian Citizen or Resident



HEALTH & SAFETY REP TRAINING

Develop Health and Safety Representatives (HSR) understanding of their roles and responsibilities and skills to stop unsafe work.



AT A GLANCE



Describe the role and functions of the Health and Safety Representative in a New Zealand Workplace



Unit Standard **29315**



Level **3** Credits **2**



1 day



At your place or ours

COVERING HEALTH AND SAFETY REPRESENTATIVES CAPABILITY

People enrolled in this course will understand the functions and powers available to them as a Health and Safety Representative under the Health and Safety at Work Act (2015).

Health and Safety Reps have a responsibility and power to advocate on behalf of their workmates.

HSRs provide workers with a formal, visible way to contribute to workplace health and safety, and they encourage worker participation while supporting worker engagement.

HEALTH AND SAFETY REPRESENTATIVE

We use our workplace training techniques to cover situations and scenarios that bring to life the essential role of a HSR, and how an effective HSR functions with the PCBU, workplace and WorkSafe.

In this course the trainee will:



Gain an understanding of legislation (HSWA 2015) to identify roles and functions of an HSR, and the obligations of a PCBU and WorkSafe when supporting HSRs



Understand their role in advocating on behalf of workers, providing support for effective reporting of issues and other H&S communications, as well as support when returning to work following an incident



Master the risk management process and the importance of communication with workers and management



Describe the purpose, procedures and obligations relating to a Provisional Improvement Notice (PIN)



Identify the rights and process for stopping unsafe work.



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ASSESSING & ANALYSING RISK

Having people on the ground that understand and assess risk, as well as identify management and maintenance of risk is a profitable move for your company.



AT A GLANCE



Apply health and safety risk assessment to a job role



Check our website for Unit Standard details



Level **3** Credits **8**



1 day



At your place, ours or online

START BUILDING YOUR RISK MANAGEMENT CHAMPIONS

Identifying and assessing risks to ensure that workplaces stay safe is a critical skill. All workplaces can benefit from a risk assessment based approach for continued health and safety.

By completing this course you will be able to have the knowledge to apply the principles of health and safety risk assessment in the workplace while understanding industry good practice.

RISK ASSESSMENT AND JOB SAFETY ANALYSIS

This programme is aimed at people at every level within an organisation.

Learners develop their risk assessment and risk management skills through interactive scenarios and course discussions that give them a broad understanding to take back to their workplace.

In this course the trainee will:



Identify legislative and industry requirements for reducing risk on the job



Understand the risk assessment process for creating an ongoing risk improvement cycle



Identify hazards and evaluate their risk using a risk matrix tool, allowing you to prioritise and target your health and safety efforts to the right place at the right time



Identify effective risk management solutions with the support of the Hierarchy of Controls



Enhance risk monitoring and maintenance processes to reduce future risk.



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FIRE EXTINGUISHER

Utilise two training options to suit your workplace.



**Virtual Reality
Experience the fire
without the heat**



OPTION 1



BMINZ Certificate



2 hours

OPTION 2



Suppress fire with hand extinguishers and fixed hose reels



Unit Standard **3271**



Level **2** Credits **1**



4 hours

NZQA UNIT STANDARD LINK

Receive the Fire Extinguisher Training course and complete an assessment to achieve an NZQA unit standard.

BMINZ provides two training options: a 2 hour session or a 4 hour session that includes an assessment. Talk to us about the best fit for your people.

FIRE EXTINGUISHER TRAINING

Use leading edge Virtual Reality technology to experience a high-pressure fire situation without the danger or damage.

Training includes the use of our specialist VR system, allowing your team to evaluate, assess, and extinguish fires without the fire risk.



This programme is aimed at people at every level of an organisation.

Learners develop their fire prevention skills through:

- › Understanding the science of a fire and fire classes
- › Understanding suppression techniques and extinguisher types to match with fire classes
- › Risk assess in the moment to minimise harm to people and property
- › Select the correct extinguisher for the fire class and its size
- › Develop a process for safely evacuating a workplace and engaging with emergency services



Fire Classes & Fire Suppression



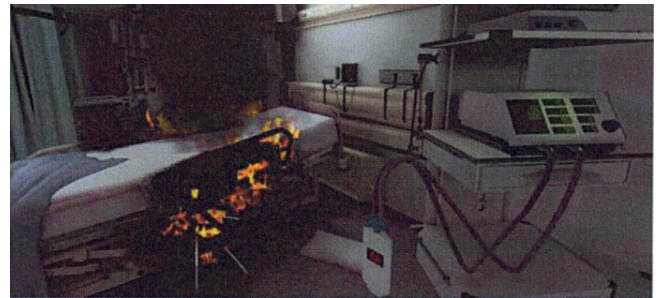
Risk Assessment



Evacuation Planning



Extinguishing Fires



ENTRY CRITERIA

To be eligible to enrol in this programme you must meet the following entry criteria:

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FIRE WARDEN AND EVACUATION TRAINING

Demonstrate
knowledge of fire and
emergency warden
duties in the workplace



**Optional
virtual Reality**
Experience the fire
without the heat



AT A GLANCE



Demonstrate knowledge of
fire and emergency warden
duties in the workplace



Unit Standard **18408**



Level **3** Credits **3**



4 hours



At your place or ours

TRAIN YOUR WORKPLACE FIRE WARDENS WITH BMINZ

Under the new Fire and Emergency New Zealand (FENZ) Regulations 2018, building owners must ensure an adequate evacuation procedure is in place.

The training is designed to ensure workplaces are compliant. Department Heads, Section Leaders, Shift Managers and appointed Evacuation Wardens that attend this course gain an appreciation of the risks of fire and their responsibilities.

Trainees will learn about the causes of fire, the action to be taken and correct evacuation procedures. Courses can be tailored to specific workplace needs.

TRAINING COMPLIANCE AS A FIRE WARDEN

Evacuation Warden courses ensure participants can:

- › Understand the difference between an evacuation scheme and an actual evacuation
- › Understand an evacuation warden's role and responsibilities
- › Understand the purpose of trial evacuations and relate this understanding to their own worksite
- › Carry out a successful evacuation within their own worksite.

This programme is aimed at people at every level of an organisation.

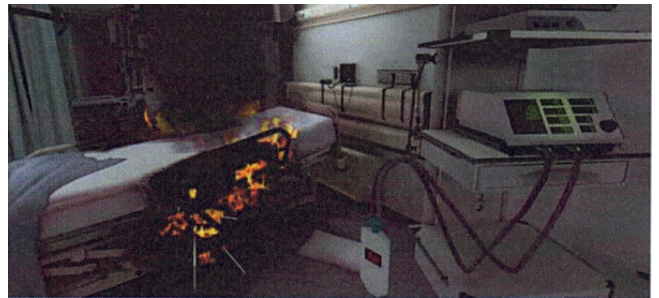
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- › Understanding the science of a fire and fire classes
- › Understanding suppression techniques and extinguisher types to match with fire classes
- › Risk assess in the moment to minimise harm to people and property
- › Select the correct extinguisher for the fire class and its size
- › Develop a process for safely evacuating a workplace and engaging with emergency services

OPTIONAL FIRE EXTINGUISHER TRAINING

Use leading edge Virtual Reality technology to experience a high-pressure fire situation without the danger or damage.

Training includes the use of our specialist VR system, allowing your team to evaluate, assess, and extinguish fires without the fire risk.



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SAFER TEAM CONSULTANCY

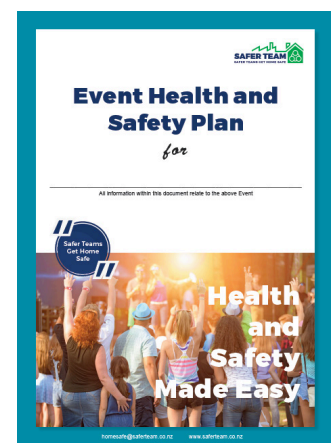
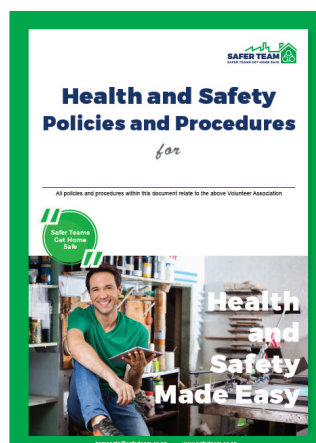
Health & Safety
packs and standard
operating procedures



HEALTH AND SAFETY MADE SIMPLE

Our Safer Team consultants provide an Action Plan that sets you up with a range of planning tools templates to ensure that your business is compliant with current legislation.

Safer Team can also customise templates and develop the safe working procedures that you need.



HEALTH AND SAFETY PACKAGE

Do you know what you need to meet legislation?

This pack includes:

- › Health and Safety Policies and Procedures
- › Health and Safety Templates:
 - Risk Assessment Form
 - Incident/Accident Investigation Report
 - Health and Safety Training Register
 - Contractor Health and Safety Agreement and many more.
- › Getting Started Implementation Guide
- › A sample of Safe Operating Procedure.

PRE-QUALIFICATION APPLICATION SUPPORT

Contractor Certifications such as SiteWise, PreQual and SHE have become an essential business requirement for many businesses in order to secure contract work with many large organisations.

Safer Team offers support to businesses to achieve results easily, providing the maximum amount of support and minimum amount of stress. With our guidance and experience, we can help you achieve the pass rates required.

Safer Team can help you with your:

- › A Gap Analysis of your documentation to advise you of what evidence is required
- › Templates of the required forms
- › Loading evidence onto the pre-qualification system.

HOW CAN SOPS HELP YOUR BUSINESS?

Partnering with you to help write your Standard Operating Procedures (SOP's)

PROVIDE CONSISTENCY

Consistency is key in running a business. Your customers and clients want to know what to expect when they communicate or interact with you. They will also come to expect a certain standard.

MINIMISE ERRORS

SOPs will help to ensure that things are done correctly every time.

IMPROVING PRODUCTIVITY AND SAVING TIME

Teams may not understand the correct way to carry out tasks and procedures. SOPs will ensure everyone will do the same job in the same way that is consistent with the company requirements.

FOLLOWING SAFETY AND COMPLIANCE

SOPs outline safe working procedures so everyone gets home safely. They help you comply with health and safety regulations.

STANDARDISED TRAINING

Having comprehensive SOPs ready to go can save time when training new employees on specific tasks and make sure training is consistent across your company.

BENEFITS

We've taken the stress out of health and safety with this simple to use package, ready to implement into your workplace. Get started today with the Health and Safety System and Tools you need to meet legislation.



CHANGING THE STORY

Inspire your teams to be healthy and safe at work.



AT A GLANCE



BMINZ Certificate



1 day



At your place or ours

COURSE PURPOSE

This course will support leaders to develop the knowledge, skills and behaviours to become better Health and Safety communicators. They will learn how to develop their teams and create a positive Health and Safety environment.

The best Health and Safety plans and systems can fail due to poor or non-existent communication, either a total lack of it, or miscommunication.

Effective communication needs to be given just as much time and attention as the actual plan itself.

Lack of communication can impede a good Health and Safety culture being created in your workplace. It can also create a dangerous, non compliant and disengaged approach to Health and Safety.

WHY COMMUNICATION IS VITAL

Effective communication is crucial to achieving an injury-free workplace. Most injuries can be attributed to people not following procedure and not communicating health and safety concerns.

Employees are often reluctant to provide feedback to leaders or to bring up concerns with colleagues.

- › Do your employees have a clear and consistent understanding of what is expected from a Health and Safety perspective?
- › Are your employees not listening to the Health and Safety messages and it is hard to get their buy in?
- › Are your employees taking Health and Safety seriously or are they avoiding their responsibilities?
- › Is there a resistance to change that is hindering the development of a great safety culture?

Being able to provide and receive health and safety feedback more effectively will change in a way that will make your health and safety goals more achievable.



Notes

Notes

bminz.co.nz
contactus@bminz.co.nz
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