



SMS Pro™ Advanced 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. Two employees from each company should be able to administer the SMS program. This increases safety management continuity and helps mitigate “change management” risks.

PREREQUISITES:

Be SMS Pro™ Admins for at least one year or have taken the SMS Pro™ Basic Training course.

WHAT:

Advanced SMS Pro™ training **significantly** increases the effectiveness of safety management personnel and increase the ability to customize SMS Pro™ to suit organizational SMS needs.

Some benefits of this training include:

- Learn how to create and edit pages
- User role management
- Manage the layout of SMS Pros menu system
- Create new document repositories
- Advanced training for all of SMS Pros core modules
- And much more!

WHERE:

NorthWest Data Solutions
1900 Premier Court, Suite 106
Anchorage, Alaska
99502

WHY:

SMS Pro™ clients taking Advanced Training receive the “Administrator” role. This role allows users to customize SMS Pro™ as an even better tool for their company. Trained safety managers improve overall safety, increase business task efficiency, streamline safety program effectiveness, and improve the bottom line.

WHEN:

2011 Schedule: March 7 - 11
 May 30 – June 3
 July 18 – 22
 October 10 to 14

Mon-Thurs: 9 AM to 4:30 PM. Friday: 9 AM to 12PM

Cost:

\$2,500 each Discounts available online at www.asms-pro.com

Tentative Schedule:

Please note that this is subject to change. Also, 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	Introduction	Review - Q & A	Review - Q & A	Review - Q & A	Review - Q & A
9:30 AM	SMS Setup	Issue Manager	Reports, Charting, Data Analysis	Read Files for Different User Groups	Hazard & Risk Registry
10:00 AM	Understanding Roles Manage Roles	Issue Manager	Qualification & Training	Newsletters - all employee letter	Adding/Editing Modules
10:30 AM	Managing Menus	Issue Manager	Qualification & Training	Safety Survey, Archiving Surveys	SMS Manuals
11:00 AM	Creating Pages	Issue Manager	Performance Monitor	Lessons Learned Library	Wrap up Training - Frat - Dashboard -
11:30 AM	Adding Modules to Pages	Corrective Action Manager	Custom Inspection Form	Risk Exposure	Wrap up Training - Frat - Dashboard -
12:00 PM					
12:30 PM					
1:00 PM	Using Text/HTML module	Corrective Action Manager	Gap Analysis	Process Description Library	Certificate
1:30 PM	SMS Induction	ERP Manager	Customize Gap Analysis Forms	Custom Reports	Review
2:00 PM	Issue reporting	Dashboard	Meeting Manager	Audit	Review
2:30 PM	Custom Issue Reports	Data Analysis	Meeting Manager	Audit	Review
3:00 PM	Custom Issue Reports	Data Analysis	Task Manager	Audit	
3:30 PM	Hazard Analysis Tool	Reports, Charting, Data Analysis	Manage Corrective Actions	Audit	
4:00 PM	Hazard Analysis Tool	Reports, Data Analysis	Must Acknowledge	Audit	
4:30 PM					
5:00 PM					

Resources:

Where to Stay –

[Anchorage Hotels](#) (\$89 to 250 / Night)

What to do –

If you want to plan your own excursions after the days training here are a few links to check out.

[Activities](#)

[Hiking](#)

[Fishing](#)