

2015 Workshop & Training Catalog



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Who We Are & What We Do

Native Moon provides customized training to our customers to allow their team to grow and maximize their capabilities. Every customer is unique. We will craft trainings tailored to your project realities and improvement goals. Whether you're just getting started or looking for targeted support, our dual-track training options provide what you need when you need it. Trainings can be as short as an hour or run over several months. Many of the workshops in this catalog are "modules" but we can customize in-depth trainings according to your particular needs.

Fundamental Track

These workshops are designed to introduce key issues and considerations for the topic area.

Implementation Track

These intermediate level workshops focus on the nuts and bolts of seeing an initiative through to a successful outcome.

We're also happy to provide individual consultation and technical assistance to supplement any training. Please review the trainings in this catalog to identify the best fit for your team.

Please feel free to contact Native Moon to discuss customization options and price at tamy.pressnell@nativemoon.co or 865.685.0896.

Key Program Areas

Meeting the needs of our customers as they are trying to achieve excellence in project management, quality management, human resources and other leadership roles is our goal. Our work is designed to make sure our customers learn how to involve PMBOK policies, quality standards, HR laws and practices with a specific focus on the program areas below.

Project Management

Our Project Management training system is established by following the PMBOK Five Principles of Project Management: (1) Initiation, (2) Planning, (3) Executing, (4) Monitoring and Controlled, and (5) Closing. Our Project Management courses will allow your management team to have the information and expertise to successfully lead their projects.

Quality Management

Our Quality Management training system is established by following the PMBOK Quality Management Process: (1) Plan Quality, (2) Perform Quality Assurance, and (3) Perform Quality Control. Our facilitators have years of experience in quality management and are NQA-1 Lead Auditors and are ISO certified professionals.

Safety Management

Our Safety Management training system is established based on the Construction Extension of the PMBOK. Safety Management is the processes required to ensure that accidents are prevented and personal injury and property damage are avoided. Our courses are used by the team members to strengthen their safety culture and assist the leadership team in ensuring a zero tolerance environment on the job.

Human Resources Management

Our Human Resources Management training system is established based on PMBOK principles. Those principles include: (1) human resource planning, (2) acquiring the project team, (3) developing the team, and (4) managing the team. We have Certified Human Resource Professionals that can train your team and allow them to plan for their staff, recruit the right staff, develop the staff and decrease turnover ratios, and assist in managing the staff.

Compliance Management

Our compliance management training system has been established to assist the leadership team in complying with applicable local, state, and federal regulations as well as with project specific guidance documents, policies, and directives. Our compliance facilitators have had years of experience with regulatory requirements and government directives and can provide this expertise and training to your project team.

Project Management Courses

INTRODUCTION TO PROJECT MANAGEMENT

This is a two-day course introducing the future leaders of your company to the PMBOK Guide and the PMP Program. This training is part of our fundamental track and allows the participant to understand the elements of Project Management and how the components of the team integrate to form strong project leadership. Topics of discussion include: project planning, scheduling, resource loading, quality management, managing scope, safety management, and lessons learned.

PROJECT MANAGEMENT PROFESSIONAL (PMP) PREP COURSE

This is a week long course with over 500 practice questions to prepare you to take the PMP certification. This training will provide an overview of the PMBOK processes, a study guide, and an overview of PMI Professional Responsibilities and Ethics.

Quality Management Courses

INTRODUCTION TO QUALITY MANAGEMENT

This is a two-day course introducing the future quality leaders of your company to the quality processes in the PMBOK as well as NQA-1 and ISO certifications. This training is part of our fundamental track and allows the participant to understand the elements of Quality Management

CORRECTIVE ACTION PLANNING AND DEVELOPMENT

This course provides the quality team with the process to develop a corrective action plan, implement the plan and complete the actions to ensure that quality processes are followed.

CAUSAL ANALYSIS TRAINING (WEB BASED)

This is a web-based training offered by Native Moon that instructs the quality professional how to determine the root cause of a failure and determine what the contributing factors were to the incident. This web-based training will also provide the quality professional with the training to communicate the findings of the causal analysis and provide instruction to the project team on the path forward during the corrective action planning and development phase.

INTRODUCTION TO NQA-1

This course is provided to the quality assurance professional that will be involved in a nuclear project that follows NQA quality standards. Topics discussed will include: ASME standards, 10 CFR 50 requirements, 10 CFR 21 requirements, and a comparison of ASME NQA-1 with ISO 2001:2008. We will also discuss audit planning, responsibilities of an auditor, techniques used by an auditor, how to audit for effectiveness, identify nonconformities, how to review case scenarios, how to notate observations in the field, how to document recommendations and findings.

Safety Management Courses

INTRODUCTION TO SAFETY MANAGEMENT

This is a two-day course introducing the future leaders of your company to the Safety Management processes provided in the PMBOK. This training is part of our fundamental track and allows the participant to understand the elements of Safety Management. Topics of discussion include: how to develop a strong safety culture, employee participation, safety information, hazard analysis, procedures, training, oversight of contractors, pre-start up safety reviews, safety work practices, management of a change of condition, emergency planning and response, and compliance reviews/audits.

Native Moon also offers Implementation Track training relating to safety that is classroom and web-based. A list of some of our courses is provided below; however, our team can customize training to meet our customers' specific needs.

Safety Classroom Training

Aerial Lift
Bucket Truck Rescue
Certified Crane Operator Site Specific & Competency Check
Competent Person Rigger Annual Training
Confined Space Entrant/Attendant
Confined Space for Supervisors
Construction Equipment Spotter
CPR
Electrical Safety for Equipment Operators
Fire Extinguisher Practical
Fire Watch
First Aid
Forklift Training
Fundamentals of Fall Prevention and Protection Training
Crane Safety
Hazardous Energy Control for Authorized Employees
Hazardous Energy Control for Issuing Authorities
Hearing Conservation
High Voltage Workers Competent Person Rigging Safety Course
Hotwork Issuing Authority/Supervisor Training

Safety Web-Based Training

Annual Tractor Operators Safety Training
Asbestos Awareness—Refresher
Bloodborne Pathogens
Calibrated Torque Wrench
Drum Web Safety
Electrical Safety Briefing
Electrical Safety for the Non-Electrical Worker
Front Line Supervisor Training
Generic Configuration Management Plan Training
Hazardous Communications—Level 1
Hazards Assessment Documents Training
Hazcom for Supervisors
Hearing Conservation
Ladders & Scaffolds
Lead Worker
Measuring & Test Equipment Training for Equipment Users
PCB Awareness
Personal Protective Equipment
Safe Handling for Compressed Gas Cylinders
Safety Management Program (SMP) Description Document and Compliance Matrix Training

Safety Management Courses

Safety Classroom Training (Continued)

ISMS/EMS Leadership Workshops

Job Hazard Analysis for Planners

Job Performance measure for Backhoe Operators

Lead Worker

Mined Material Handler

Overhung Crane Operator Retraining

Riding Mower Safety

Safe Rigging and Handling Practices

Safety Basis Responsibilities Briefing

Safety Basis Overview

Signal Person Training

Telescopic Handlers

Safety Web-Based Training (Continued)

Safety Basis Overview

Scaffolds

Security Refresher

Temperature Extremes

Traffic Flagger Qualification Training and Awareness

Human Resources Management

INTRODUCTION TO HUMAN RESOURCES MANAGEMENT

This is a two-day course introducing the future human resources managers of your company to the human resources processes in the PMBOK. This training is part of our fundamental track and allows the participant to understand the elements of Human Resources.

Compliance Management Courses

INTRODUCTION TO COMPLIANCE MANAGEMENT

This is a two-day course introducing the future compliance managers of your company to the local, state, and federal regulations that one must follow to be compliant in their field of expertise. This training is part of our fundamental track and allows the participant to understand the elements of Compliance Management.

Other courses offered in the Compliance Management arena are provided in the table below as part of our Implementation Track.

Compliance Management Classroom Training

DOT General Awareness (Familiarization, Safety, and Security)
DOT Identification of Hazardous Materials
DOT Labeling
DOT Marking
DOT Packaging Operations
DOT Placarding of Vehicles
DOT Separation/Segregation by Highway & Unique Moves
DOT Shipping Papers
Driver Load Securement
Federal Motor Carrier Safety Regulations
Hazmat Driver Training
HAZWOPER Supervisor 8 hour

Compliance Management Web-Based Training

90-Day Accumulation Areas
DOT Drug and Alcohol Program Training
DOT General Awareness (Familiarization, Safety and Security)
Driver Qualification File Training
Environmental Compliance and Protection for the ES&H Representative
Introduction to Hazardous Waste Management
Occurrence Notification and Reporting
Universal Waste Awareness—An Introduction to Universal Waste Management
Waste Certification

Technical Services

Native Moon can provide staff augmentation services including: subject matter experts, project managers, quality management, safety specialists, and compliance specialists to assist your team in meeting their project needs. If you are interested in discussing our staff availability, please call Tammy Pressnell or Laura Durand at 865-685-0896.

Native Moon is an Economically Disadvantaged Woman, Native American owned small emerging business that was founded in 2013. Our headquarters office is located in Oak Ridge, TN. We have satellite offices in Chandler, Arizona and Albuquerque, New Mexico. This catalog provides some of our courses, if you need additional training or customized training, please call us.