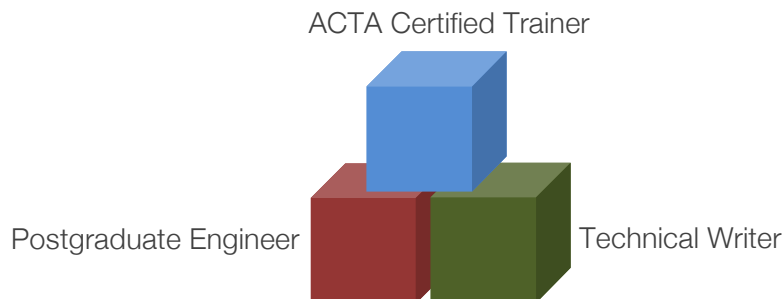


## Training Profile - Atul Mathur



### Experience

- **Teaching & Training:** An ACTA certified trainer with more than eight years of training and teaching experience. Have conducted over 50 training/teaching sessions. *Please see Appendix A for details.*
- **Writing:** Published author with over 100 writing projects to credit, including 50 articles published in various magazines and The Straits Times. Author of the book *Writing High-Quality Standard Operating Procedures*.
- **Engineering experience:** More than 15 years of engineering experience (design, project management, commissioning).

### Qualification

- Master's degree in mechanical engineering (M.Tech.)  
IIT Kanpur, India (1988-1990)
- Bachelor's degree in mechanical engineering (B.E.)  
Malaviya National Institute of Technology (MNIT), India (1981-1986)
- Advanced Certificate in Training & Assessment (ACTA)  
Institute for Adult Learning (IAL), Singapore (2011)

## Appendix A: Teaching and Training Experience

### TECHNICAL WRITING SKILLS

#### **Writing High-Quality Standard Operating Procedures (SOPs)**

Health Sciences Authority (HSA), Singapore  
[Mar 2018]

#### **Your Words, Your Power**

Micro-training for No Deviation Pte Ltd, Singapore  
[Nov 2017]

#### **Quick Steps to Writing Well**

Micro-training for Michelman Asia-Pacific Pte Ltd, Singapore  
[Aug 2017]

#### **Writing Clear, Concise and Effective SOPs**

Half-day workshop for ISPE, Singapore  
[May 2015]

#### **Good Writing Pays off**

One-day public workshop on writing skills, Singapore  
[Aug 2012]

#### **Tune Up Your Engineers' Writing Skills**

Two-day public training programme on writing skills for engineers  
[Nov 2011]

#### **Writing Productive E-mails**

Micro-training programme on writing productive e-mails  
[Aug & Sept 2011]

#### **Technical Report Writing Skills for Construction Industry Professionals**

One-day training programme for construction industry professionals  
[Dec 2010]

#### **Effective Written Business Communication Skills**

Two-day training programme for Eutech Instruments Pte Ltd  
[2006]

# CONTENT **ALIVE**

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## SELF-DEVELOPMENT

### **Motivation: The Hidden Power**

Half-day workshop at PowerQ Pte Ltd, Singapore

[Aug 2015]

### **The Practicing Mind**

Micro-training at Novartis Singapore Pharmaceutical Manufacturing, Singapore

[Aug 2014]

### **Give or Take: Reciprocity Styles**

Micro-training at Novartis Singapore Pharmaceutical Manufacturing, Singapore

[Aug 2014]

### **Learning to Learn**

Half-day workshop at James Cook University (JCU), Singapore

[July 2014]

### **Pursuit of Highest Potential**

Half-day workshop at National Community Leadership Institute (NACLI), Singapore

[July 2014]

### **Rekindle the Fire of Learning**

Half-day workshop at PowerQ Pte Ltd, Singapore

[June 2014]

### **Dreaming in Daylight**

Half-day public workshop at Singapore Botanical Gardens, Singapore

[May 2014]

### **Learning to Learn**

Micro-training at Novartis Singapore Pharmaceutical Manufacturing, Singapore

[May 2014]

### **How to Discover Your Natural Strengths?**

Half-day workshop at Botanical Gardens, Singapore

[April 2014]

### **Mind-set**

Guest lecture at James Cook University (JCU)

[March 2014]

### **Power of Focus**

Guest lecture at James Cook University (JCU)

[November 2013]

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## **Right Attitude: Your Ultimate Qualification**

Guest lecture at James Cook University (JCU)  
[August 2013]

## **Right Attitude: Your Ultimate Qualification**

One-day public workshop, Singapore  
[May 2013]

## **Goal Setting: The Ladder to Achievements**

One-day programme for the students of Global Indian International School (GIIS), Singapore  
[Feb 2012]

## **What's Your Story?**

Talk on the art of storytelling at Association of Professional Trainers, Singapore  
[Aug 2011]

## **The Right Career Choice**

Presentation at the Global Indian International School  
[2009]

## **Create Your Own Job**

Public talk during a career exhibition at Suntec City  
[2006]

## **Doing Things Differently: Strategies for a Successful Career**

Talk at the Society of Technical Communicators  
[2005]

## **Enjoying Job Security**

Public talk at Orchard Library  
[2005]

## **Effective Strategies for Finding a New Job Faster**

Public talk at Orchard Library  
[2005]

## **How to Find a New Career Direction?**

Public talk at Orchard Library  
[2005]

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## ACMV / HVAC / ENERGY

### **Introduction to Air-conditioning and Mechanical Ventilation**

2-day workshop at Land Transport Authority (LTA), Singapore  
[Mar 2015]

### **Power of Systematic Thinking for HVAC Troubleshooting**

Half-day workshop at PowerQ Pte Ltd, Singapore  
[Mar 2015]

### **Introduction to HVAC Validation**

Teaching session at Ngee Ann Polytechnic, Singapore  
[Nov 2014]

### **Problem Solving in HVAC Commissioning**

Half-day workshop for air-conditioning engineers, Mumbai, India  
[March 2013]

### **Introduction to ACMV in Pharmaceutical Facilities**

Talk at International Society for Pharmaceutical Engineering (ISPE)  
[July 2012]

### **Management of ACMV**

Lectures at BCA Academy (students of Diploma in Strategic Facilities Management)  
[May-Aug 2012]

### **Training on Air-conditioning (Psychrometry)**

Half-day training programme on air-conditioning (Psychrometry) for PowerQ Technology Pte Ltd  
[Dec 2011]

### **Training on Air-conditioning (Industrial fans)**

Half-day training programme on air-conditioning (industrial fans) for PowerQ Technology Pte Ltd  
[Dec 2011]

### **Beginner's Mind: Air-conditioning Fundamentals**

Half-day training programme for PowerQ Technology Pte Ltd  
[2006]

### **Energy Management and Audit**

Lectures at SIM University  
[August-September 2013]

### **Singapore Certified Energy Manager (SCEM) Training**

Three-day, National Environment Agency-approved training programme on Energy Management and Economics for building industry professionals  
[May 2011, Sept 2011, Feb 2012, Mar 2012 & Jun 2012]

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## Energy Audit and Measurements

Lectures at BCA Academy (students of Diploma in Strategic Facilities Management)  
[May-Aug 2012]

## QUALITY, ASSET MANAGEMENT, INNOVATION, PRODUCTIVITY

### Creating Quality Mind-set

Talk at ISPE (International Society for Pharmaceutical Engineering) workshop at Raffles Marina, Singapore  
[Aug 2014]

### Infrastructure Asset Management

Workshops at Novartis Singapore Pharmaceutical Manufacturing, Singapore  
[May-Oct 2014]

### A Bite of Innovation

Guest lecture at James Cook University (JCU)  
[August 2013]

### Can Patients Boost the Productivity of a Pharmaceutical Plant?

Talk at ISPE (International Society for Pharmaceutical Engineering) conference at MBS, Singapore  
[July 2013]

### Innovation: Moving Beyond the Buzzword

Half-day training programme for Eutech Instruments Pte Ltd  
[2006]

## COMPETENCY ASSESSMENT TOOL

Prepared a competency map and an assessment tool for technicians in the pharmaceutical industry  
[2013]

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## Contact information

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