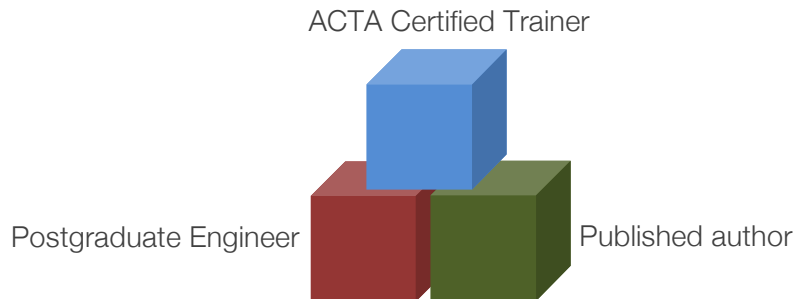


Atul Mathur - Training Profile



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 books *Writing High-Quality Standard Operating Procedures* and *Break Free: A Practical Guide to Getting a New Job*.
- **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)

GlaxoSmithKline, Singapore
[Oct 2018]

Writing High-Quality Standard Operating Procedures (SOPs)

Public workshop at Ngee Ann Polytechnic, Singapore
[Jul 2018]

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

PERSONAL DEVELOPMENT

Break Free: Practical Tips for Getting a New Job

Talk at Career & Learning Fair, Singapore

[Sep2018]

Reading a Book and Getting the Best Out of it

Talk at Michelman Asia-Pacific Pte Ltd, Singapore

[Aug 2018]

Design Thinking: Unleashing the Innovator

Indian Institute of Management (IIM), Trichy, India

[Aug 2018]

Empathy: Stepping into the Shoes

Workshop at No Deviation Pte Ltd, Singapore

[Jun 2018]

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]

CONTENT ALIVE

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]

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]

CONTENT **ALIVE**

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]

ACMV / HVAC / ENERGY

HVAC Fundamentals & Design

2-day workshop at PowerQ Pte Ltd, Singapore

[Jul 2019]

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]

CONTENT ALIVE

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]

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]

CONTENT ALIVE

COMPETENCY ASSESSMENT TOOL

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

Contact information

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