



Facility and Manufacturing Asset Management

“Generating Results from the Boiler Room to the Boardroom”

Specializing in Maintenance Training and Consulting

MAINTENANCE MANAGEMENT

MAINTENANCE MANAGEMENT is a 2-day program designed to raise the competence level of participants in the areas of maintenance planning and scheduling, material procurement, estimating and work measurement, small project management, and communicative skills.

You will be involved in group discussions, role playing, several hands-on exercises, and Q & A sessions designed to support the above objective. Topics will range from the philosophical, such as discussions on how to convince non-maintenance "customers" to cooperate with a Maintenance Management Program, to the practical, such as how to effectively utilize the maintenance craftsman. There will be a heavy emphasis on work order control, planning techniques, and scheduling - daily, weekly, and small projects.

YOU SHOULD ATTEND IF YOU ARE:

- Facility Manager ♦ Maintenance Manager
- Maintenance Supervisor ♦ Maintenance Foreman
- Maintenance Planner/Scheduler ♦ Project Manager
- Maintenance Engineer

MENTORING OPPORTUNITY INCLUDED:

Upon completion of the course, mentoring opportunities will be available to each participant or as a group to answer any questions or concerns to better assist with the implementation of the processes learned in class. This mentoring will be conducted via conference calls or through SKYPE.

EXPECTED RETURN ON INVESTMENT:

- ♦ Lower Labor Costs
- ♦ Reduce Repair Parts Costs
- ♦ Improve Work Quality
- ♦ Lower Technician Induced Failures
- ♦ Raise Technician Induced Failures
- ♦ Raise Technician Efficiency
- ♦ Raise Morale and Pride
- ♦ Lower Life Cycle Costs to Maintain
- ♦ Convert Organization from *Reactive* to *Proactive* Maintenance

BUDGET WOES??? CAN'T TRAVEL???

Let us bring our services directly to you:

- ♦ On-site courses for all our standard topics
- ♦ Customized courses developed around your organization's specific issues
- ♦ Variable course hours, weekends, and off-shift schedules are available

COURSE OUTLINE

- ♦ **Management Vision**
 - ♦ Establishing the asset reliability vision
 - ♦ Developing the master plan
 - ♦ Creating the culture and traditions for long term success
- ♦ **Work Order System**
 - ♦ Installation / Implementation / Utilization
- ♦ **Material Control**
 - ♦ Supply room management / Supply room performance
 - ♦ Critical spares
- ♦ **Organization and Staffing**
 - ♦ Command and Control
 - ♦ Organize for success / Dispatching work load
- ♦ **Supervising Maintenance Craftsman**
 - ♦ The role of the maintenance supervisor
 - ♦ Developing the maintenance team
- ♦ **Maintenance Planning**
 - ♦ Why plan maintenance?
 - ♦ The planning process
 - ♦ Maintenance Scheduling
 - ♦ Controlling the maintenance process
 - ♦ Scheduling maintenance work
 - ♦ The weekly work schedule
- ♦ **Training**
 - ♦ Maintenance process training / Craft training
 - ♦ "Pay for Skills" program / Vendor and OEM education
- ♦ **Preventive and Predictive Maintenance**
 - ♦ Preventive / Predictive / Lubrication
- ♦ **Management Control**
 - ♦ Performance history / Current reporting
 - ♦ Analyzing key indicators / Continuous improvement

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