



ME060: Advanced Maintenance Management

Training Description:

Maintenance managers and engineers face a big challenge today to do their jobs as the industry is in a fight to survive and competition is on international levels. In addition to technological growth that accelerates too fast, in a way its proof that change is not an option in the industry.

Why should you consider Advanced Maintenance Management Training Course? Effective management and leadership are essential to the success of any organization, maintenance practices included. In large part, it is about identifying opportunities and taking advantage of them to the benefit of the organization. Maintenance, from those starting out to those winding down, are faced with a myriad of issues and concerns—and these issues and concerns get more acute as the market for maintenance management becomes increasingly sophisticated, competitive and global.

For a maintenance practice to succeed in today's competitive marketplace, it has to cope with and manage these issues. Maintenance strategy, policy and technology are continually evolving, and their practice management needs constant changing.

To help improve the management and operational efficiency of practices, especially maintenance departments, this intensive training course is intended to help those managing maintenance practices to address opportunities and challenges; improve their competitiveness, profitability, and sustainability; enhance their expertise, competence, and efficiency; create an environment conducive to the provision of high-quality services; and showcase global best practices and latest maintenance management techniques.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Leverage the value and usefulness of strategy and strategic planning
- ✓ Create and implement a robust business strategy
- ✓ Analyse options and make choices in setting goals and objectives
- ✓ Aligning and linking strategic and operational management
- ✓ Explore where the best opportunities will be found in the future
- ✓ Develop and cultivate a highly focused strategy to take the best opportunities
- ✓ Concentrate resources and actions to sustain competitiveness
- ✓ Formulate insights into strategic planning problems
- ✓ Manage the key processes of strategic change
- ✓ Implement strategic plans effectively
- ✓ Develop an operational plan to carry and move through on the vision
- ✓ Monitor and measure performance

Personal Benefit:

- ✓ New and Modern concepts, techniques and strategies in maintenance management
- ✓ Leadership & Managerial capabilities to improve the performance of maintenance units
- ✓ Concepts and techniques necessary for effectively planning, scheduling and controlling maintenance activities
- ✓ Manage and administer routine, corrective, as well as large scale preventive maintenance activities

Organisational Benefit:

- ✓ The ISO Factor: Many companies are implementing ISO as a maintenance system which is now a requirement under ISO 9002

- ✓ The Productivity Factor: In an effort to have an advantage over their competitors, many companies are turning toward CMMS (Computerized Maintenance Management Systems) and also TPM (Total Productive Maintenance)
- ✓ The Cost Factor: A successful and effective maintenance management program results in savings in maintenance time and costs, increases productivity
- ✓ Review and assess the critical operational requirements for successful planning and control of the maintenance work
- ✓ Use the precise Key Performance Indicators (KPIs) for the measurement and evaluation of the maintenance department

Training Designed for:

This course is intended for all Professionals who are employed in the Maintenance department and want to learn advanced techniques on maintenance management, Maintenance operations teams, Maintenance supervisors, Maintenance engineers, Maintenance team leaders and managers and Operations team leaders and managers.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ **Module 1: The Manager’s Role in the Workplace**
 - What is Management?
 - Manager or Supervisor – What’s the difference?
 - 5 skills of the management process
 - How are managerial levels different?
 - Manager Tips
 - Management Principles
 - Managerial job roles
 - Managers Goals
 - How is Managerial Performance judged?

DAY TWO:

- ❖ **Module 2: Strategic Planning for Goal Achievement**
 - What is Planning all about?
 - Who is responsible for planning? – Planning levels
 - Mission, Vision, and Value Statements
 - Strategic Plan
 - Goals, Objectives, Policies, Procedures, and Standards

- Forms of Planning
 - Strategic Planning
 - Tactical Planning
 - Operational Planning
 - Contingency Planning
- Planning tools
 - Analytical tools
 - Needs Assessment
 - SWOT Analysis
 - PEST Analysis
 - PESTLE Analysis
 - Organizational tools
 - Project Plan
 - PERT Chart
 - Gantt Chart
- The building, adapting and communicating strategy

DAY THREE:

- ❖ **Module 3: Maintenance of World-Class Concept and Level**
 - Maintenance maturity and evolution
 - Maintenance Strategy; vision, mission, goals and objectives
 - Maintenance organization “roles & responsibilities”
 - RACI Model for maintenance
 - Work management and Workflow
- ❖ **Module 4: Visionary Leadership Traits**
 - Leader Vs. Manager
 - Basic skills
 - Levels of leadership
 - Situational Leadership
 - SWOT and PESTLE Analysis
 - Strategic issues
 - Culture change
 - Empowering leadership

DAY FOUR:

- ❖ **Module 5: Strategic Implementation and Receiving the Value out of Strategy**
 - Alignment of Strategy, Culture, Structure and People
 - Effective Execution – converting and translating strategic analysis and planning into action
 - Aligning and Linking Strategy with Operational Objectives
 - Implementation – getting practical things done
 - Creating Tomorrow’s Organization out of Today’s Organization
 - Strategic Planning at a Personal Level
 - Overview: The Complete Strategy Process

DAY FIVE:

- ❖ **Module 6: Controlling to Improve Results**

- What is Control?
- The control process
- The control pyramid
- Key Performance Indicators (KPI)
- Definition and Purpose
- Guiding Principles
- Maintenance & Reliability KPI
- Balanced Score Cards
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

Aisha Relativo - Training & Career Development Manager

aisha@cmc-me.com / training@cmc-me.com

Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615