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## Maintenance Data Collection & Planning Date: View Online -- Venue: London -- Fee: £5,000

**Overview:**

This uniquely structured program focuses on helping the delegate develop Maintenance Knowledge Management System for the organisation, which can then be used for Maintenance Planning.

The course will analyse issues that are related to the collation of fact based maintenance data in a form that would be suitable for use in a Maintenance System.

Examples of the data being discussed are: Maintenance records, Maintenance Procedures, Equipment History, Research & Development, Costing’s, Stakeholder requirements amongst other collectable data.

The advantage to this course is that any recommendations and knowledge gained is compatible with any Computerised Maintenance Management System (CMMS) used.

**Coverage:**

* Efficient data collection techniques
* Bring leadership and proven management techniques to the maintenance role
* Reduce maintenance backlog, control costs, reduce maintenance inventory and stock outs
* Motivate the workforce, and wisely use available information resources
* Increase maintenance productivity, establish preventive programs

**Objectives**

* Understand Maintenance Business Processes
* Design and implement maintenance plans
* Understand how maintenance management affects productivity & profitability
* Appreciate the correlation between the productivity of an organization and its maintenance management ability.
* Develop skills to effectively manage maintenance by focusing on critical areas

**How this helps your organisation?**

* **Turn maintenance centre from a cost centre to value adding centre**
* **Reduce maintenance costs**
* **Value driven maintenance**
* **Reduce downtime**
* **Streamline business processes**
* **Optimise usage of organisational resources**

## How this helps you personally?

* Improved Time Management skills
* Enrich the quality of your work
* Better organisational skills
* Become more self-motivated and confident in your ability to produce
* Hit your targets
* Anticipate problems or solve them as they arise

**Course Structure**

**Introduction**

* Strategic phases of maintenance
* Maintenance business processes
* Managing & Planning
* Sourcing Knowledge

**Data & Processes**

* Understand the expectations of your organisation and specifically your maintenance department
* Analyse Maintenance Business Processes
* Cover the different methodologies available for collecting data
* Data analysis techniques
* The role of leadership in Data collection
* How a Maintenance Knowledge Management System is built

**Systems**

* Maintenance strategy
* Scheduling systems
* Maintenance coordination & planning
* Discuss the best practices in Maintenance
* Discuss the best practices in Managing Maintenance

**Knowledge**

* Outsourcing maintenance
* Early Warning Systems
* Reacting to warnings

**Customers**

* Understand and discuss the importance of customer satisfaction and quality in organisational service
* Understand the importance of exceeding the expectation of the customer
* Defining the customer
* Keeping customers satisfied
* Internal customers
* External customers

**Maintenance Methodologies**

* Testing & Examination methods
* Root-Case Analysis
* Remedial maintenance
* Precautionary maintenance
* Condition & Predictive based maintenance
* Shutdown maintenance
* Improvement
* Advanced maintenance planning & administration
* Performance indication and measurement in maintenance
* The role of leadership in maintenance
* The role of technology and IT infrastructure within maintenance
* Competitor analysis and applying the latest maintenance industry practices to your organisation

**Course Dates:** Weekly

**Venue:** View Online

**Address:** Radisson Hotel

**Fee:** £5,000