

Effective Maintenance Planning & Scheduling



2009

For a schedule of open enrollment classes or to bring this training to your plant or facility, contact us @

Reduce Maintenance Costs by Better Planning with Your Existing Workforce!

1-877-97-TRAIN

www.AmericanTrainco.com

LEARN:

- How to Measure & Evaluate Your Workforce Efficiency
- How to Reduce Maintenance Costs by Better Planning
- How to Improve Manpower Forecasting & Usage
- Techniques to Improve Processes and Planning
- Roles & Responsibilities of All Team Members



"Most plants lose focus... but this course will bring us back on track."

Greg Dahm - Maintenance Supervisor
Essroc Cement Corporation

- Reserve Your Space Now! CALL 1-877-97-TRAIN
- This seminar can be presented at your facility for larger groups
- Check us out online at www.AmericanTrainco.com for a complete listing of all seminars coming to your area

Effective Maintenance Planning & Scheduling

"Very informative. Informed instructor. I was very impressed with the program."

Cleveland Wills - Instrument Technician
Millennium Chemicals

"Good "Real World" tips on visual cues."

John Pribek - Maintenance Planner
Upper Occoquan Sewage Authority

PURPOSE OF SEMINAR

In an every increasingly competitive marketplace, the maintenance department is routinely asked to keep equipment running longer, with fewer failures and at lower costs. The planning and scheduling functions are critical components to make any maintenance program run with the new expectations.

This course provides the fundamentals of planning and scheduling required for any successful maintenance program. Effective Maintenance and Planning will provide students with real world applications, the principles behind the programs and specific techniques to implement your own plan.

In addition to defining the roles and responsibilities of the scheduler and planner, students will learn how to sell management teams on the importance of these roles and how to gain the cooperation and understanding of purchasing, operations and engineering.

By the end of this seminar, students will be able to go back to their facility and immediately apply what they learned to help make their plant or facility more efficient. Training like this never costs – *it pays!*

LEARNING OBJECTIVES

Upon completion of this course students will receive a personalized American Trainco Certificate of Completion and 1.4 CEU's (Continuing Education Credits) approved by the Maintenance Training Association of the Americas indicating that he or she has learned how to:

- Understand the Role & Duties of a Planner
- Understand the Role & Duties of a Scheduler
- Measure the Work Performance of Your Team
- Identify Different Maintenance Management Approaches
- Learn How to Sell Scheduling & Planning to Management
- Understand the Support System Required for a Successful Program
- Learn to Work with Purchasing, Operations & Engineering
- How to Develop Priority Systems
- How to Deal with Emergencies in Maintenance Planning & Scheduling
- Reporting & Benchmarking for Maintenance Efficiency
- How to Control Backlog
- Identify Critical Path Methods for Maintenance

ABOUT OUR INSTRUCTORS

All American Trainco instructors are required to have a formal education and real world work experience. They need to be leaders in their field. We don't hire field people without teaching experience, and we don't hire teachers without field experience. They must have both. And since attendees critique the instructor at the end of each class, a positive and enjoyable learning experience is virtually guaranteed.

UNAFFILIATED & NON-COMMERCIAL

Unlike some training experiences, you won't get a sales presentation at an American Trainco seminar – all you get is an honest, commercially unbiased education. We do not endorse or engage in the sale and promotion of any other supplier's products, so you know that by attending one of our seminars, your time and money is well spent.

WHO SHOULD ATTEND

This seminar is a must for anyone who is involved with maintenance at industrial plants, utilities or commercial and private building facilities. Attendees come from a wide variety of industries, skill-levels, company sizes, and job titles, so if you're not sure you'll fit in or will benefit from the class, don't worry – you will! People who will benefit from attending this seminar include...

Maintenance, Operations & Purchasing Managers & Personnel in:

- Manufacturing Plants
- Commercial Buildings
- Utilities
- Hospitals
- Waste Water Facilities
- Schools
- Government Buildings
- Shopping Centers
- Office & Apt Buildings

Including:

- Maintenance Personnel
- Maintenance Managers
- Purchasing Agents
- Operations Managers
- Plant Managers
- Manufacturing Managers
- Production Managers

HIGH QUALITY PRESENTATIONS

From the start we've demanded that all our presentations would be lively, attractive, crisp and clear. Our instructors use state-of-the-art computers, projection equipment and software to bring you a high quality visual experience.

TEACHING PHILOSOPHY

"Real World Training...for Real World Needs", is not just our slogan, but also our mission statement. At American Trainco, we approach our students as if they were our own employees. We instruct and guide them in practical knowledge that allows them to immediately go back to their workplace and apply what they have learned. Our instructors are seasoned veterans with years of real world experience, and the students who attend our seminars often get more from a few days of training than an entire year of reading textbooks or watching videos. How do we know? They tell us.

Anyone can teach theory, but there simply is no substitution for experience. What sets American Trainco apart is our ability to communicate that experience to our students. As one attendee told us at the end of his two-day training course, "I think I can go back to work now and teach the veterans a thing or two."

OTHER SEMINARS

American Trainco presents a variety of maintenance training seminars throughout the country on a regular basis. Some of the other training topics we can bring to your site include:

- Basic Electricity for the Non-Electrician™
- Electrical Troubleshooting
- Air Conditioning & Refrigeration
- Boiler Operation, Maintenance & Safety™
- Arc Flash Protection & Electrical Safety™
- 2008 National Electrical Code®

And 20+ other courses in the following areas:

- Electrical / Electrical Controls
- HVACR
- Mechanical
- Facility & Plant Management
- Fluid Power
- Pumps / Piping
- Codes / Standards / Safety

C O U R S E O V E R V I E W

Implementing a Maintenance Planning and Scheduling Program is more than just being organized, it's also about keeping your equipment running longer for less money and manpower. This two-day course is for maintenance personnel, operators, managers and purchasing managers who desire to understand the best practices in maintenance management. This course will teach you the roles and responsibilities of planners and schedulers, how they impact overall maintenance and how to implement this program at your plant or facility. Students will learn specific techniques to help streamline their maintenance program in order to reduce maintenance costs while using their existing workforce.

AGENDA

- I. The Maintenance Process Overview
- II. Planning Maintenance Time
- III. A Look at World Class Companies, Principles, & Metrics
- IV. A Look at Other Industries
- V. Maintenance Work Process Flow
- VI. The Planning Process
 - A. Work Approval Process & Validation
 - B. Effective Validation
 - C. Categorizing Work Requests
 - D. Developing Criteria
 - E. Work Request Approval
- VII. Work Order Detail
 - A. The Walk Down Process
- VIII. Creating a Detailed Job Plan
 - A. Gathering Required Information
 - B. Downtime Requirements & Details
 - C. Contractor or outside service Requirements
- IX. Maintenance Scheduling
 - A. The Scheduling Process Overview
 - B. Pre-Meeting Organization
 - a. Planned work order listing
 - b. Detailed job plans for high priority work orders
 - c. Contractor requirements
 - d. Shutdown requirements
 - e. Current production schedule
 - C. The Scheduling Meeting
 - D. Prioritization
 - E. The Scheduling Meeting
 - a. How to schedule
 - b. Priorities
 - c. Equipment Availability
 - d. Labor Utilization
 - e. Final Schedule creation
 - f. Use of Timelines
- X. Maintenance Metrics
- XI. Continuous Improvement Techniques & Methods

Most students who attend our seminars are interested in a well-rounded general education. But many others have unique issues they face at work, and so they want specific answers to specific questions. Therefore, at the beginning of each seminar students are given the opportunity to briefly write down their reasons for coming to the seminar and/or what they hope to specifically learn while in attendance. Using this information, the instructor may change or vary the course information listed above depending on the needs and interests of the students.

SEMINAR AGENDA

7:30 am	Registration
8:00 am	Class Begins
12:00 - 1:00 pm	Lunch (on your own)
4:30 pm	Class Ends

SEMINAR FEE

\$985 Both Days

NO RISK REGISTRATION
& MONEY BACK GUARANTEE

If you're not sure you'll be able to attend this seminar, you can still make a reservation to hold your space in class. While payment is due prior to the start of the seminar, you may choose a full refund or credit for cancellations made at least 24 hours in advance. Student substitutions can also be freely made at any time prior to the start of the seminar. Refunds will not be issued for registered attendees who fail to show up and have not given a notice of cancellation. In the rare event that you do not receive the expected value after attending our seminar, simply notify us in writing of your reasons and your money will be promptly refunded.

IN-HOUSE TRAINING

You can bring this or any other maintenance training program directly to your facility. Simply give us a call, tell us what you're looking for, and we'll provide you a quote. We also provide custom training for courses not listed in this brochure.

Call: 1-877-97-TRAIN

Email: Sales@AmericanTrainco.com

Or visit us on the web at: www.AmericanTrainco.com

CONSULTING

American Trainco offers complete consulting services for maintenance, reliability and maintenance management programs including assessments, training, implementation and change management. In addition to the consulting, we offer complete maintenance and manufacturing training programs to predict, assess, train and certify for all of your facility and maintenance needs.

Reserve Your Space Now!

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Or Online at: www.AmericanTrainco.com

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www.AmericanTrainco.com



“Excellent outline of procedures & steps to successful maintenance management program.”

Randall Pitts
Maintenance Planner / Scheduler
Madison Paper Company

Effective Maintenance

Planning & Scheduling



“Well worth the money.”

Steven Farber
Operating Engineer
Federal Reserve Board

SEMINAR FEE
Both Days: \$985

FIVE EASY WAYS TO REGISTER

- 1) **Internet** www.AmericanTrainco.com
- 2) **Fax** (303) 531-4565
- 3) **Phone** Toll Free 1-877-978-7246 or (303) 531-4560
- 4) **Mail** American Trainco, Inc. P.O. Box 3397 Englewood, CO 80155
- 5) **E-mail** Information from this form to: Sales@AmericanTrainco.com

Primary Contact / Authorizing Supervisor: Name _____
 Title _____ Company Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____ Email _____

Seminar Attendees:	Name	Title	E-Mail	Seminar City

Billing Information: (Please fill out this section only if the "Bill To" name and address is different than the Authorizing Person's name and address above.)

Individual's Name _____ Title _____ Company Name _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Fax _____ Email _____

GOT A LARGE GROUP?

BLOCK PURCHASING PROGRAM

Buy your training in bulk and save up to 25%! This program can be used to register any person for any seminar, at any location and for any date.

ON-SITE TRAINING

Bring any of our seminars directly to your site. The more people you have, the greater the savings!

Call

1-877-97-TRAIN

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Englewood, CO 80155



PROMOTION CODE

X05

