

Effective Management Skills & Technical Skills for Maintenance

INTRODUCTION

Highly-trained maintenance supervisors are the key to trouble-free, productive and profitable operations. Maintenance supervisors faces problems that are unique to maintenance management. Maintenance Supervision is a specialised job that requires specialised training.

Traditional "supervisory" courses just do not cover the unique skills required. Maintenance supervisors need to be effective communicators with their employees and with management, know how to motivate workers to increase productivity and how to run their department in the most efficient way possible. In addition to these skills maintenance supervisors must also have technical, human relations, administrative, and decision making skills.

These and many other questions will be answered in this practical and effective Management Skills Course for Maintenance Supervisors.



TRAINING OBJECTIVES

This is our basic introductory course for building supervisory, management and team skills. These carefully chosen topics will increase the effectiveness of your managers and supervisors:

- The definition, purpose and responsibility of Maintenance
- The different types of maintenance and key maintenance concepts and theories; including Preventive Maintenance and Reliability Centered Maintenance
- Understanding Equipment Failure and how to prevent or eliminate it
- The 6 key factors required of maintenance to achieve its purpose of helping to get optimal operating performance
- Understand the role and responsibilities of the Maintenance Supervisor
- Preventative maintenance and other vital techniques for running a world-class maintenance department.
- How to prioritise and allocate work, as well as dealing with backlogs.
- How to pre-plan tasks and ensure the availability of spares and materials to complete the task.
- Setting the budget for equipment maintenance requirements
- Best practices for applying preventive, predictive and condition-based maintenance
- Guidelines for assessing your existing PM system and making improvements
- Outline ways to make the change from technician to supervisor
- Be a more effective leader
- Learn how to delegate
- Increase your team's productivity – adding value and reducing waste
- Learn how to motivate your team
- Evaluate and improve essential communication skills.
- Deal tactfully with difficult team members
- Setting up work schedules that add to the productive day, reduce confusion and invigorate your work force.
- Introduction to tested time management techniques, including 10 key time savers tailored to the maintenance manager's particular needs.

(Training Objectives Continued)

- Supervisory staffing issues: interviewing for new staff, discipline, supervising issues
- Be a contributing leader/member of an organisations' quality improvement team, by understanding and communicating the accepted concepts and techniques of quality implementation

WHO SHOULD ATTEND?

This course is designed for:

- Maintenance managers and supervisors either supervising maintenance workers or manage maintenance through supervisors
- People looking to improve their skills, or those being considered for advancement
- Maintenance Planners
- Key Operations Supervisors
- CMMS Administrator or key users
- Key Maintenance support assistants
- Supervision from other related areas such as Operations, Warehouse and Housekeeping are also invited, as they deal with maintenance on a daily basis.

Course Duration: 2 Days

SAAMA Accredited: 2 CPD Points

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