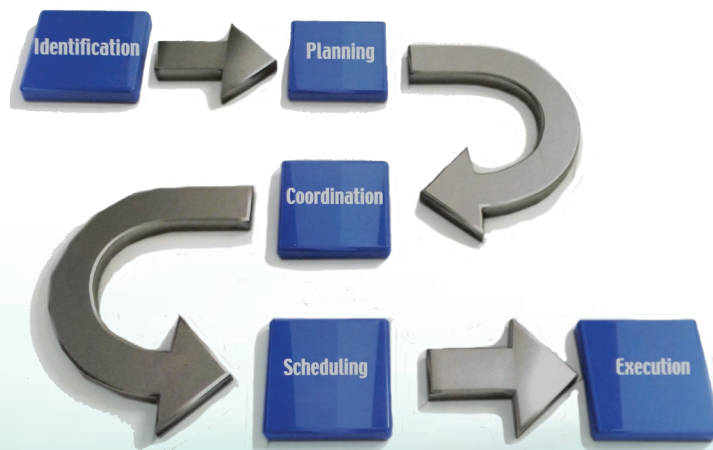


SIRF Roundtables

JOEL LEVITT PRESENTS PLANNING AND SCHEDULING

Benchmark your Maintenance Practices to World Class





International Specialist
Workshop



Introduction

Joel is the consummate Maintenance Systems and Practices presenter with vast experience in many industries throughout the world.

This workshop is specifically aimed at anyone involved with maintenance planning and scheduling. Joel takes trainees through his in depth program giving expert guidance in the methodologies and strategies and tactics to help your business towards world class planning and scheduling.

Is reliability of your plant and the performance of your maintenance department part of your competitive advantage strategy? If so, Joel Levitt's planning and scheduling course should be a fundamental building block for the development of your maintenance team.

Course Outline

An in depth look at all aspects of maintenance planning & scheduling functions. Maintenance leaders will share a common language and vision. The course covers the collaborative approach to decision making, and cohesion with other departments required for overall success.

DAY 1

The truth about maintenance productivity
The maintenance planner role
Driving continuous improvement with your work order system
Maximizing use of available hours
How to plan maintenance work

- Effective Planning
- Understanding the Requirements

DAY 2

Importance of a maintenance calendar
Periodic tasks and improving your CMMS system
Scheduling maintenance available hours
Effective management of a backlog
Maximising scheduled downtime opportunities
Matching resources to jobs
Job execution, feedback and metrics

Workshop Methodology

Joel uses an mixture of training and activity based techniques. Detailed exercises and reflective questionnaires about the trainees own workplace, help to enhance the learning experience and teach specific relevant skills. Joel challenges individuals to go back and make genuine system improvements.



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Learning Outcomes

- **PRIORITIZING JOBS AND BACKLOG:** Working out what's important and dealing with them effectively
- **ENACTING THE PLAN:** Understanding the importance of prior preparation
- **ONGOING CMMS DEVELOPMENT:** The importance of work order feedback from trades to streamlining your CMMS
- **HOW TO IMPROVE PRODUCTIVITY:** Learning the techniques to get more out of your existing workforce by working smarter not harder
- **CALENDAR AND READY BACKLOG:** Having planned jobs ready to draw on when your plan hits a roadblock improves maintenance output
- **MEASURING AND MONITORING SUCCESS:** How to keep hold of your improvements
- **COMPARISON TO WORLD CLASS:** improve teamwork and job satisfaction

Business Benefits

Improve maintenance efficiency via plan preparation and execution of the plan resulting in less impact on production and lower overall maintenance cost.

Reduction in the backlog of jobs through effective prioritization and a structured maintenance plan initiating ready backlog jobs when any roadblocks are experienced while driving the plan.

Trainees will have a new and deeper understanding of how to effectively manage maintenance and drive continuous improvement

Additional Courses

Known worldwide for his 2-day planning and scheduling workshop, Joel has a number of other courses available for public or in-house delivery.

Management skills for supervisors and team leaders

Preventative and predictive maintenance

Managing shutdowns and turnarounds

Managing factories and process industries

Facilities management

Lean maintenance

Fleet management

Total productive maintenance

Maintenance management

Optimizing inventories

Contact your local SIRF facilitator for more information about any of these courses.



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The Presenter

Joel Levitt is an international trainer and renowned author in his chosen field of maintenance systems and practices. Joel has trained more than 17,000 managers, engineers, supervisors, maintenance planners, team leaders from over 3,000 organisations and 500+ sessions in 25 countries. With decades of hands on experience, Joel is an expert in all facets of maintenance management, including management skills, preventative maintenance, inventory control, CMMS design and system installation. A seasoned author of more than 10 books and 200+ articles we have no doubt Joel can help you on your maintenance continuous improvement journey.



Who should attend

This course is applicable to everyone from engineering and maintenance managers through to team leaders and even influential shop floor leader roles. If you want to set up or improve your maintenance practices then this course and trainer is a great option for you. [See Joel's events here.](#)

www.sirfrt.com.au

Testimonials

"I would just like to take the opportunity to congratulate you on a very well-run workshop. The content was applicable and understandable. I have already used some of your knowledge to assist our maintenance department. The highlight of the presentation for me was the way in which the course was delivered. You certainly know how to get the message across and make the attendees comfortable. Once again my congratulations and thanks." **John Russell**, Peabody Energy Australia Coal

"It was interesting to hear Joel basically reinforce what Grahame Adams and I had worked out here at Queensland News. We have introduced a couple his tools in our planning function. To be able to sit with other planners doing similar jobs was of a benefit, as the cross pollination of ideas is always advantageous. Thanks for the opportunity to be a part of the workshop."

John Kluver, Engineering Supervisor, Queensland News, Australia

"I have found Joel Levitt to be the most realistic and practical trainer I know. He can relate with the whole facility from the shop floor to the boardroom." **Steve Lindborg**, Holcim (US) Inc. GM Theodore Plant