

About Joel D Levitt

Joel D Levitt is a top-notch trainer of maintenance professionals. He has personally trained over 8,500 managers and supervisors from over 3,000 organisations in 20 countries in over 400 sessions. With over 20 years' of training experience, Joel brings to the seminar a unique blend of real-world experience as a skilled electrician and computer technician and expert in high technology, psychology and organisational behaviour. Ninety-eight percent rated his training very good or excellent.

Joel is the Founder and President of Springfield Resources (SRC), a company that designs and installs management systems in a wide variety of industries including airports, hospitals, high tech manufacturing, primary metal, mining, universities, school systems, military, government, etc. He has extensive experience in all facets of maintenance management including preventive maintenance, inventory control, computerised maintenance, system design and system installation.

Joel has conducted custom-made training and consulting for industry leaders such as BP, General Electric, Seagate Technologies, Sony, Coca Cola Bottlers, Exxon, MAS Aerotechnologies Sdn Bhd, Motorola, Osram Opto Semiconductors, Siemens, SCM Chemicals and many others.

Prior to SRC, Joel was a Senior Consultant at Computer Cost Control Corp. He assisted its president design & market computerised maintenance management systems to organisations including FedEx, United Airlines, JFK Airport, BFI, etc. He had also designed, installed and serviced complete automation with rack control, accounting and inventory control for BP North America's 30,000-barrel/day-oil terminal. He has designed the railroad fuel security and accounting system that was adopted by the American RR Association as the recommended standard.

Joel has written six books on maintenance management and chapters of two other books. He has written over two dozens of articles for trade publications on maintenance topics.

Click onto www.maintrainer.com to find out more about Joel D Levitt, his training and subscribe to his FREE monthly newsletter.

Other Related Programmes

Joel also conducts these training programmes:

- Maintenance Leadership Skills
- Managing Maintenance Shutdowns, Turnarounds and Outages
- Management Skills for Maintenance Supervisors and Team Leaders
- Advanced Management Skills for Maintenance Supervisors and Team Leaders
- Managing Maintenance Storerooms
- Planning and Scheduling Using CMMS
- Maintenance Process Improvement
- Preventive and Predictive Maintenance
- Maintenance Planning & Scheduling

For enquiries on public or in-house sessions, please contact us at 65-6288 1273 or email us at enquiries@partners-conference.com

Hear What Others Have to Say About Joel's Seminars

"Excellent presented. A very rewarding experience. Very comprehensive summary of major maintenance issues. Lively delivery. Provided insights on how I can improve the maintenance operations in my company." - HY Low, Engineer, SCEC Maintenance (S) Pte Ltd

"I was truly enlightened on the matters of real maintenance and all associated practices that make up the system. It has also drawn me to implement and establish a good maintenance system in my company in days to come. I appreciate mostly the real case studies used in class and can relate to every topic." - Joshua Sang, Mechanical Engineer, JAC Malaysia Sdn Bhd

"Course content was concise, course delivery was clear and understandable." - Noor Azimah Ismail, Engineer, Petronas Dagangan Berhad

"This course is very easy to understand, with accurate explanations." - Kemal Miftah Muthi, Maintenance Supervisor, PT Chubb Safes & Security Indonesia

For registration / enquiries, please contact:

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	Date	Fee
Maintenance Management (MM)	28 - 29 Jan 2008	S\$1,795
Total Productive Maintenance (TPM)	30 Jan 2008	S\$895
Lean Maintenance (LM)	31 Jan 2008	S\$895

Enjoy group discounts when you register at least 3 persons from the same organisation.

PLUS, if the same person registers for at least 2 seminars, he / she will enjoy an extra 5% discount AND receive a CD on "World Class Maintenance" worth US\$49.

Yes, please register me / us for Maintenance Management - MM Total Productive Maintenance - TPM Lean Maintenance - LM

Name of Delegates	Designation	Email	Please tick to indicate choice of event(s)		
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Seminar A: Maintenance Management

28 - 29 Jan 2008,
Furama City Centre, Singapore



Seminar B: Total Productive Maintenance

30 Jan 2008,
Furama City Centre, Singapore



Seminar C: Lean Maintenance

31 Jan 2008,
Furama City Centre, Singapore

Seminar Leader:
JOEL D. LEVITT

- Top-notch trainer for maintenance professionals with over 15 years experience.
- Has personally trained more than 9,000 maintenance professionals in more than 3,000 organisations from over 20 countries.
- Founder and President of Springfield Resources
- Author of a series of maintenance books



Organised by:

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 Conference & Event Management
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Seminar A: Maintenance Management

28 – 29 Jan 2008, Furama City Centre, Singapore

This seminar is designed for those who are responsible for their organisation's maintenance programme. It is appropriate for a variety of maintenance specialties including *manufacturing plants, buildings, equipment and fleets*. If you are responsible for cutting costs and maximising productivity in your organisation, this seminar is just for YOU!

Key Learning Benefits

Learn how to:

- Develop, install and fine-tune your maintenance system;
- Achieve optimum use of existing labor, parts and equipment;
- Increase maintenance efficiency by targeting the trouble spots;
- Optimise your use of scarce resources;
- Reduce downtime up to 75%;
- Assess and audit the effectiveness of your current and future maintenance programs;
- Design a responsive reporting system that will meet your changing needs;

Programme Agenda

1. Strategic Assessment of Maintenance Operations

- How to examine your current maintenance operation?
- How to find dominant maintenance operations patterns?
- What are the tools for evaluating the importance and consequence of maintenance patterns?
- Create a mission for maintenance.

2. How to Estimate Maintenance for Buildings and Equipment (Macro Analysis)?

- Quick method to determine budget and staffing.
- Formulas for determining staffing.

3. Improving Maintenance Reliability

- Key concept is consequence driven maintenance.
- How to improve maintenance reliability through Reliability Centered Maintenance (RCM) techniques?
- What is the step-by-step approach to RCM?
(P.S: This session will provide you with examples from case studies, interactive worksheets and models for solving real world maintenance problems and challenges)
- The death of maintenance - What is the holy grail of maintenance efforts and how do we achieve it?

4. Preventive Maintenance

- What is preventive maintenance – really?
- The complete picture of PM and PdM.
- How to configure preventive maintenance to be the most effective in high uptime and lowest cost?
- How to use TLC (Tighten, Lubricate, Clean) to minimise breakdowns (75% of breakdowns are from defects in these areas)?

5. Maintenance Insourcing

- How to identify your best partners for maintenance innovation and management?
- How, why, when and where to build internal partnerships with other departments?
- How to apply the state-of-the-art "Total Productive Maintenance (TPM)" strategies and techniques?

6. Predictive Maintenance, Condition-Based Maintenance and Computerisation Techniques

- What are the six major predictive maintenance approaches?
- How does predictive maintenance and technology "foresee" future maintenance requirements?
- What are the popular predictive maintenance tools (detailed rundown) and how to use them?

7. Micro Economic Modeling of Maintenance Alternatives

- Case study from actual data of different maintenance alternatives.
- Five alternatives examined.

8. Computer Maintenance Management Systems (CMMS)

- A short course on how to look at and understand what is happening behind the scenes in CMMS.
- What are the popular systems and what questions to ask the vendor (and your own management)?
- What are the newest trends in CMMS that will turn this industry on its ear?
- How to maximise benefit from an existing system?

- Schedule repairs and deliver reliable results even with emergencies;
- Formulate an effective maintenance marketing effort with operations and top management

Illustrated with practical real-life examples, specific ideas and hands-on exercises, this two-day event will be very practical and informative. To add value to your learning at this seminar, you will receive an information-packed reference book – "The Handbook of Maintenance management" (worth US\$59.90) that includes:

- Charts
- Checklists
- How-to-do Lists
- Action Sheets

Answers to your Questions!

Who Should Attend

Maintenance Engineers • Managers • Plant Engineers / Managers • Production Managers • Operations Managers • Technical Managers • Industrial Engineers • Superintendents • Factory Managers

9. Working with Vendors and Justification of Contracting

- Justifying contracting.
- Fourteen reasons to hire a contractor and 11 reasons NOT to hire a contractor.
- Tips to avoid claims and problems.
- What are the strategies for building "win-win" long-term relationships?
- What are the new maintenance tools? (Grainger's CD ROM and the Internet)

10. Parts, Supplies, Inventory and Purchasing

- How to save money in the storeroom?
- How to reduce purchasing costs?
- What is the status of your storeroom now and what should be done?
- How to apply common sense strategies for working together with vendors (contracting, stock room, vendor partnership)?

11. Developing a Work Plan

- How to calculate available hours?
- How to determine how much time is available for backlog relief?
- How do your hours compare to EU and US?

12. Maintenance Planning

- Why is planning for maintenance operations so important?
- How to incorporate proper planning into your maintenance function?
- How to create a maintenance-planning package.
- Complete a job plan case study.

13. Benchmarking Maintenance

- How to apply tried and proven concepts of benchmarking to maintenance?
- We lay the groundwork for benchmarking in your operation.
- What are the specific formulas, performance measures and techniques for benchmarking maintenance?

14. Special Issues in Maintenance

- What are the challenges and unique opportunities of each type of maintenance?
- What are the seven best practices in minimising breakdowns?
- What you can learn from other maintenance professionals outside your area?
(This session will also cover a cross section overview of all the above topics and various types of maintenance including factory, fleet, building and field service)

15. Putting it All to Work

- What are the specific steps you need to take to make this seminar work for you?
- How to apply your new skills to specific situations?

Supervisor evaluation clinic: Every supervisor brings something unique to the supervisory relationship. Self-assessment test is provided and explained during this session. This test will show the participants how they are as supervisors, where they need development and where they have weaknesses that can be exploited by their subordinates, peers or bosses.

- The key attributes of a good supervisor.
- The self-audit.
- A tool-box for success and what the results mean for your future.

Bonus Session

Seminar B: Total Productive Maintenance

30 Jan 2008, Furama City Centre, Singapore

Who Should Attend

Direct manufacturing and Operations workers. Maintenance supervisors, managers, PM leads, PM workers should attend because they will serve as facilitators and trainers for their organisation.

Key Learning Benefits

At the end of the seminar, you will:

- Have a detailed understanding and the overall picture of what TPM is;
- Find out how to keep TPM going after the initial roll-out;
- Learn how to set up TPM is a systematic approach;
- Know how to run teams, design task lists and implement the system;
- Uncover the simple techniques of designing effective TPM activity for different types of equipment

Packed with insightful case studies, real-life examples and interactive group discussions and exercises, this seminar is highly comprehensive and participation-driven. As attendees to the seminar, you will each get a copy of "Managing Factory Maintenance" (worth US\$41.95)!

Programme Agenda

1. What is Total Productive Maintenance (TPM) and where did it come from?

2. Why we are here: World Class Maintenance



Seminar C: Lean Maintenance

31 Jan 2008, Furama City Centre, Singapore

Who Should Attend

This seminar is designed for all levels of maintenance personnel including maintenance workers. Supervisors, planners, managers, and maintenance engineers can also take it. The programme works best when people from different levels or when people from different plants take it together. A diversity of opinions and experiences is desired.

We promise that the LEAN teams will identify and reduce waste.

Key Learning Benefits

You will be taught specific techniques for locating and attacking waste, and reducing costs of operation. The outcome of the one-day session is a series of cost reduction projects, ready for execution. The project will be designed and justified. Some of the specific benefits include:

- How to uncover real waste in your operation;
- Know which project is the winner among all the waste uncovered;
- How to design a project from the beginning-middle and to the end;
- How to present your ideas to management;
- Execute project and get credit;
- Prove the Returns on Investment;

Programme Schedule for All Seminars

Registration: 08:30 – 09:00 hours

Seminar: 09:00 – 17:00 hours

Luncheon, morning and afternoon tea-breaks will be provided for during the seminar(s).

Certification

All participants will receive a certificate upon successful completion of training.

3. TPM should be part of a Preventive maintenance program

- What is PM?
- PM systems also include
- Be sure to look at...

4. Economic Justification of TPM

- True Cost of breakdown
- Case study in TPM economics

5. TLC a subset of PM and key to TPM

- Tighten
- Lubricate
- Clean

6. TPM

- Installation of TPM
- Attention to the 6 loses
- Seven steps to autonomous maintenance
- Keeping TPM meeting minutes
- Measuring equipment effectiveness
- Case Study in measuring equipment effectiveness
- Exercise in choosing TPM tasks

7. For TPM to work you'd better be great at Training

- Certified operator/mechanic
- Case study in training

8. Look out; problems ahead

9. Future of Maintenance

10. Resources for your TPM programme

Programme Agenda

1. Techniques for continuous improvement including inputs to maintenance.
2. Where to get data to support cost saving plans.
3. Brainstorming sessions specifically designed to uncover waste.
4. Where to focus attention and where to look for the 'low hanging fruit'.
5. Priority system is introduced to insure actionable projects.
 - Groups set priority for each idea based on proprietary measures
 - Groups develop list of projects in priority order
6. Forms are offered to help groups refine and write-up one idea
7. Rigorous formats are employed to insure projects are thought through, and different aspects are reviewed.
8. How to conduct a cost analysis on a money saving project.
9. How to determine ROI (Return on Investment), Payback and develop a metric to demonstrate success or failure.
10. How to get these projects done in the real world.
11. Assign management mentor that will provide: money that was budgeted, run interference, supplies, help, faith, access to asset and resources, whatever else is needed
12. How to write success stories. Pass stories on to management