

# € TRAINING

Improving Effectiveness of Engineering and  
Maintenance Departments





# Improving Effectiveness of Engineering and Maintenance Departments

## Introduction:

This training program is designed to enhance the efficiency and performance of engineering and maintenance teams. It empowers participants to implement effective strategies that drive productivity and ensure the reliability of engineering and maintenance activities.

## Program Objectives:

By the end of this program, participants will be able to:

- Understand the key principles of effective engineering and maintenance management.
- Gain proficiency in planning and scheduling maintenance activities.
- Learn techniques for optimizing resource allocation and workflow.
- Develop skills in risk assessment and mitigation for engineering and maintenance tasks.
- Implement strategies for continuous improvement and operational excellence.

## Target Audience:

- Engineering managers and supervisors.
- Maintenance managers and supervisors.
- Engineers and maintenance technicians.
- Operations managers and project planners.
- Professionals seeking to enhance the effectiveness of their engineering and maintenance departments.

## Program Outline:

### Unit 1:

#### Fundamentals of Effective Management:

- Importance of Effective Engineering and Maintenance Management.
- Key Roles and Responsibilities in Engineering and Maintenance Departments.
- Strategic Planning and Goal Setting.

- Regulatory Requirements and Compliance.
- Key Performance Indicators KPIs for Engineering and Maintenance.

## Unit 2:

### Planning and Scheduling Maintenance Activities:

- Developing Maintenance Plans and Schedules.
- Prioritizing Maintenance Tasks and Activities.
- Resource Allocation and Management.
- Coordinating with Other Departments and Stakeholders.
- Documentation and Record-Keeping Practices.

## Unit 3:

### Optimizing Resource Allocation and Workflow:

- Techniques for Efficient Resource Utilization.
- Workflow Analysis and Improvement.
- Inventory Management and Procurement Strategies.
- Implementing Technology for Enhanced Efficiency.
- Case Studies on Successful Resource Optimization.

## Unit 4:

### Risk Assessment and Mitigation:

- Identifying Risks and Hazards in Engineering and Maintenance.
- Risk Assessment Techniques: HAZOP, FMEA.
- Implementing Risk Mitigation Measures.
- Emergency Response Planning and Incident Management.
- Lessons Learned and Continuous Improvement.

## Unit 5:



## Continuous Improvement and Operational Excellence:

- Performance Evaluation and Analysis.
- Root Cause Analysis RCA for Engineering and Maintenance Issues.
- Implementing Best Practices for Continuous Improvement.
- Training and Development for Engineering and Maintenance Personnel.
- Future Trends and Innovations in Engineering and Maintenance.