

2016



Maintenance Diploma



What we stand for:

“What lies behind us and what lies before us are tiny matters compared with what lies within us.”

We don't believe that people need to be fixed. We believe the potential that lies inside each and every one of us is the key to unlimited growth. Our mission is to bring what's inside out.

Why organizations need us:

Companies spend more than \$300 billion annually for training and less than 10 percent of what people are taught sticks.

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- ➡ In the majority of trainings are about flipping through a binder or listening to engaging stories – but not actually trying any of the skills being taught.
- ➡ Organizations make training plans using the spray and pray approach; "let's train everyone on everything and pray it works"

Introduction:

The Maintenance diploma is ideal if you are currently employed in the areas of asset management, maintenance engineering or maintenance management, and wish to advance your career and upgrade your knowledge, skills and qualifications. This qualification is highly regarded by industry, reflecting the increasing demand for asset management reliability, availability and maintainability, as well as advanced maintenance management qualifications.

This diploma aims to provide you with an understanding of electrical troubleshooting principles, maintenance philosophies, strategies and processes and occupational health and safety. You will develop your analytical skills in order to create sustainable, safe and cost effective solutions and will apply a range of practical skills and knowledge using the latest asset and management tools.

The course is underpinned by practical, work-based scenarios focused towards industry requirements. Using innovative case studies and interactive evaluation tools, students will develop the relevant skills to deal with unique problems in maintenance management.

Benefits:

- A comprehensive maintenance and reliability framework
- Key elements of a world-class maintenance and reliability program
- Implementation strategies
- Scheduling maintenance activities
- Long-, mid- and short-term schedules
- Maintenance strategy optimization techniques
- An understanding of the electrical equipment and their maintenance
- Using troubleshooting methods.
- Analyze and maintain electrical equipment.
- Presents and applies the fundamentals rules of the ASME code to operating equipment and systems
- Develop, implement and evaluate organizational health and safety policies and practices

Program Details:

- Total Number of Modules: 5 Modules
- Program duration: 5 Months
- Study Duration: 20 Hrs per week / 4 days per month
- Material: English Handouts
- Venue: EBC training Centre – Muscat
- CERTIFICATION REQUIRES ATTENDING AT LEAST 85% OF THE TOTAL SESSIONS.
- Upon successful completion of the final exam at the end of the program, participants are eligible to receive a THE ART OF TRANSMATIONAL LEADERSHIP & INSTITUTIONAL EXCELLENCE, accredited by BRIT college UK and IAO – Houston – USA



How will this be Presented?

The course will be conducted along workshop principles with formal lectures and interactive worked examples included in several workshops. The emphasis in the course will be on the explanation of all technical phenomena and providing answers to problems that are encountered in everyday industrial practice related to installation, operation and maintenance, as well as repair and alterations of maintenance systems. Each learning point will be reinforced with practical examples. There will be ample opportunities for active discussion and sharing professional experiences and exchange that will help solidify the gained knowledge.

Modules:

- Maintenance Planning & Scheduling
- Electrical Equipment Maintenance & Troubleshooting
- Air Conditioning & Refrigeration
- Fitness for Service
- Occupational Health & Safety

Program Content:

Maintenance Planning & Scheduling

From 01 to 04 / 05 / 2016

Module Profile:

- Asset Cost Management Introduction
 - Laying the Groundwork
 - Applying the Value based Process
 - Applying the Value based Process
 - Best Practice Criticality assessment methodologies
 - Maintenance Program justification techniques
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Electrical Equipment Maintenance & Troubleshooting

From 29 / 05 to 01 / 06 / 2016

Module Profile:

- Fundamentals of Electrical Maintenance
 - Maintenance of Electrical Equipment
 - Understanding the Complete Power Systems
 - Field Tests Essential to Planned Maintenance Program
 - Safety in Electrical Maintenance
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Air Conditioning & Refrigeration

From 17 to 20 / 07 / 2016

Module Profile:

- Air conditioning equipment and human comfort
 - Basics of heat transfer relating to AC-R
 - Temperature and humidity – measurement and perception
 - Comfort and precision air conditioning systems, their uses and the various types
 - Properties of air and water vapor
 - Chilled water in air conditioning
 - Introduction to the various types of ventilation systems
 - Other key components
 - Modern refrigerants
 - Analysis of an AC-R circuit using gauges and thermometers
 - Pressure enthalpy charts, how to plot the refrigeration cycle and what it means
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Fitness for Service

From 14 to 17 / 08 / 2016

Module Profile:

- Electrical Circuit Breakers Overview
- Foundations of Fitness-For-Service Assessment
- Mechanical Integrity and Fitness for Service
- Metal Loss - Corrosion and Pitting
- Blisters and Local Damage
- Fire and Mechanical Damage

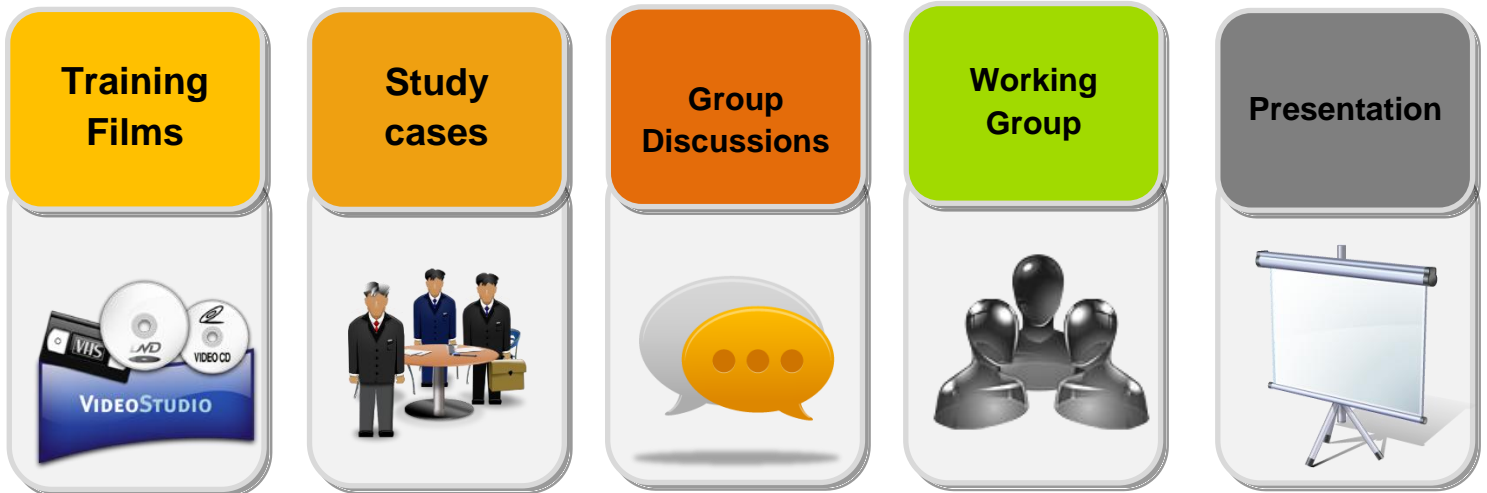
Occupational Health & Safety

From 18 to 21 / 09 / 2016

Module Profile:

- What is Safety?
- Quality Certificates
- Occupational health and Quality
- Safety procedures at work
- Preventing accidents at work
- Developing vision & Mission for Safety and Health
- OSHA Standards
- Implementation methodology
- Inspection procedures
- Quality Control
- Recording and Reporting Occupational Injuries and Illness

Diploma Training Techniques



Power Point: This method is used during the presentation. As it is well known that trainees are not able to concentrate for a long time during presentation, so we make sure to present the training program in an attractive professional way, including interceptor information to attract their attention.

Discussion: The trainees interaction over the systematic group discussions , and their view expression is the most effective training tool ,The aim of this discussion is to have a Reactor participant and not only listener

Study cases : A real Cases from the business world and contemporary companies, Communicating their experiences and lessons learned to participants through this cases.

Working Groups: A Set of written or electronic applications, to implement the theoretical principles and strengthen the theoretical side presented during the training program. We at the European Business Center are keen to provide renewed applications compatible with the training program.

Questionnaire: One of the most extensively used method in training in purpose of trainees thinking type recognition and evaluating their thinking way and level. Therefore, we are keen to provide the trainees with a range of questionnaires at the beginning of each program to identify their levels and their expectation from the training.

Training Materials: Each participant will receive a training kit consist of the following:
Hard copy of the training materials: neatly and professionally prepared uncluttered depending on the training program

Soft copy of the training materials: A power point presentation in electronic form on a USB, so participant can revise the training program as it was presented.

Questionnaires & Exercises: Each participant will get a full copy of all the exercises and questionnaires

Training Quality Guarantee:

The European Business Center for Training and Development Keens to ensure the quality of all its training programs through a clear methodology, The Center by using his broad experience in training and developing was able to develop a methodology represented in two phases to maintain the quality :

At the beginning of Diploma:

- To make sure to clarify the functional and behavioral objectives to the participants in a clearway.
- Transferring the functional and behavioral objectives to training objectives
- Determine the trainee 's level before starting the diploma program .
- Make sure to identify the actual training needs of the trainee.

At the end of Diploma:

- The centre will distribute the identification form to participant
- Preparing and sending a graphic evaluation report of the diploma trainees to their training management.
- Preparing and sending the trainer evaluation report to the trainees
- Determining the trainee 's level at the end of the training

Training Implementation Mechanism

- length of diploma program is 5 months one course monthly
- Each course 4 days – Sunday till Wednesday – from 09:00 AM to 02:30 PM
- Venue : EBC Training Center , Al Khuwair , Muscat
- A certified instructor specialized in the course content and outlines will oversees each course
- 70% of the course will be practical (working group & playing role)
- Each Participant attend 85% of the diploma program will receive a Course Certificate accredited by IAO – Houston U.S.A
- Coffee Break (Snacks) on daily basic during the course
- Each participant will receive a diploma acceptance certification from Brit University upon registration
- Professionals Trainers with High Efficiency will Supervise the Diploma Program

Diploma Program Closer

The diploma program closing ceremony will be held in one of the five stars hotel in Muscat in two session:

First Session: Each participant will be given ten minutes to make a visual

Presentation, presenting his vision on his Workplace, lessons learned
From the program and



Second Session:

Closing Ceremony

Certificate & Gift distribution

Participants Evaluation:

NO.	Evaluation Items	Grade
1	Attendance Measured by the daily attendance schedule	From 20
2	Participation and Interaction during the diploma program Measured by the trainers Evaluation of the participant	From 10
3	knowledge acquisition A knowledge test at the end of the diploma	From 20
4	Ability to apply the acquired skills Measured by diploma trainers and through Working groups	From 10
5	Presentation & Delivering Skills Measured through a visual presentations made by the participant during the diploma program	From 10
6	Teamwork efficiency and Teams leading Measured through Working Groups during the diploma program	From 10
7	Communication Quality Measured Through Playing roles exercises & Judging the participant ability	From 10
8	Creative abilities and Problem solving Measured though case studies related to problems	From 10
Total Final Grades		100 Marks

Diploma Certificate

- Upon successful completion of the final exam at the end of the program, participants are eligible to receive a THE ART OF TRANSMATIONAL LEADERSHIP & INSTITUTIONAL EXCELLENCE, accredited by BRIT college UK and IAO – Houston – USA

European Business center for
training & Development



International Accreditation Organization
Huston US- IAO



BRIT college
UK



REGISTRATION FEES:

- **OMR 2750 / per participant, registration fees should be fully paid at the end of the first week of the Diploma Program**

FEES INCLUDE:

- **Diploma registration fees**
- **Training Materials (Soft & Hard Copies)**
- **Coffee Breaks & Snacks**

Coordination and follow up

Nada Ojeh – Business Development Manager
European Business Center for Training & Development

nada@ebctraining.net

Tel: +968 24488195 / 159

Fax : +968 24488134

GSM: +986 94000336

Rami Ahmad - General Manager
European Business Center for Training & Development

rami@ebctraining.net

Tel: +968 24488195 / 159

Fax : +968 24488134

GSM: +968 95050333

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