

MAINTENANCE PLANNING, SCHEDULING & WORK CONTROL

"Maximize Plant Efficiency and Minimize Downtime with Expert Maintenance Planning"

Schedule

Date	Venue	Fees (Face-to-Face)
23 - 27 Aug 2026	Manama, Bahrain	USD 3,495 per delegate
15 - 19 Nov 2026	Doha, Qatar	USD 3,495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

This 5-day course provides a practical, hands-on approach to improving maintenance operations through effective planning, scheduling, and work control. Poor maintenance planning often leads to equipment failures, increased downtime, and wasted resources. This program is designed to equip maintenance and reliability professionals with the tools and techniques needed to streamline maintenance activities, reduce costs, and boost overall plant performance.

Participants will explore the full maintenance management process — from work request and backlog management to job planning, scheduling, execution, and continuous improvement. Emphasis is placed on aligning maintenance activities with organizational goals and ensuring that all maintenance work adds measurable value.

Objectives

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

- Understand the principles and best practices of maintenance planning and scheduling.
- Develop effective maintenance strategies aligned with business goals.
- Improve work order processes, from creation to completion.
- Apply tools and techniques to prioritize and schedule maintenance tasks efficiently.
- Measure and improve maintenance performance through KPIs and continuous improvement

Why Attend

- Reduce unplanned downtime and increase equipment reliability.
- Streamline maintenance workflows for better coordination and resource use.
- Gain hands-on practice with maintenance planning and scheduling tools.
- Learn proven methods to improve maintenance work control and supervision.
- Equip yourself with the knowledge to drive performance improvements in your plant or facility.

Target Audience

This program is designed for:

- Maintenance and reliability engineers.
- Maintenance supervisors and planners.
- Operations managers and plant engineers.
- Anyone involved in the scheduling, execution, or supervision of maintenance work.

Individual Benefits

Key competencies that will be developed include:

- Ability to plan and schedule maintenance work effectively.
- Skills in prioritizing maintenance tasks for maximum plant benefit.
- Understanding of how to balance preventive and corrective maintenance activities.
- Familiarity with modern maintenance management systems and tools.
- Confidence in analyzing and improving maintenance performance.

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved maintenance efficiency, reducing costs and equipment failures.
- Stronger alignment between maintenance activities and business objectives.
- Better utilization of labor, materials, and equipment resources.
- Enhanced capability to track and report on maintenance performance.

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Interactive Lectures - Core concepts in maintenance planning, scheduling, and work control.
- Case Studies - Real-world examples illustrating best practices and lessons learned.
- Group Workshops - Hands-on exercises to practice planning, scheduling, and work control techniques.
- Peer Discussions - Exchange of experiences, challenges, and solutions among participants.
- Tools and Templates - Access to practical resources that can be applied immediately in the workplace.

MAWA EVENTS

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Maintenance Planning and Work Management

- Module 1: Fundamentals of Maintenance Planning (07:30 – 09:30)
 - Overview of maintenance management and its strategic importance
 - The role of planning in maintenance performance improvement
 - Key responsibilities of maintenance planners and supervisors
- Module 2: Work Identification and Backlog Management (09:45 – 11:15)
 - Capturing and categorizing maintenance work requests
 - Managing and prioritizing maintenance backlogs
 - Balancing preventive, predictive, and corrective work
- Module 3: Preparing for Effective Work Execution (01:00 – 03:30)
 - Developing detailed work packages and job plans
 - Identifying resource and material requirements
 - Coordinating with operations and procurement teams

Day 2: Advanced Scheduling Techniques

- Module 1: Principles of Maintenance Scheduling (07:30 – 09:30)
 - Scheduling fundamentals: short-term, mid-term, and long-term planning
 - Creating weekly and daily schedules
 - Resource leveling and optimization
- Module 2: Shutdown and Turnaround Planning (09:45 – 11:15)
 - Planning large-scale shutdowns and turnarounds
 - Risk management and contingency planning
 - Communication and coordination with stakeholders
- Module 3: Managing Work Execution and Supervision (01:00 – 03:30)
 - Ensuring work readiness and safety compliance
 - Monitoring progress and handling disruptions
 - Capturing execution feedback and closing work orders

Day 3: Performance Measurement and Continuous Improvement

- Module 1: Key Performance Indicators (KPIs) in Maintenance (07:30 – 09:30)
 - Defining and selecting the right KPIs
 - Measuring maintenance effectiveness and efficiency
 - Linking KPIs to business outcomes
- Module 2: Continuous Improvement Strategies (09:45 – 11:15)
 - Conducting root cause analysis and failure investigations
 - Implementing corrective actions and lessons learned
 - Integrating continuous improvement into maintenance processes
- Module 3: Technology and Tools in Maintenance Management (01:00 – 03:30)
 - Overview of Computerized Maintenance Management Systems (CMMS)
 - Leveraging data analytics and predictive maintenance tools
 - Best practices for system implementation and use

Day 4: Integrated Maintenance Planning and Scheduling

- Module 1: Aligning Maintenance with Business Goals (07:30 – 09:30)
 - Linking maintenance strategies to organizational objectives
 - Balancing cost, reliability, and risk in decision-making
 - Developing integrated maintenance policies
- Module 2: Reliability-Centered Maintenance (RCM) Principles (09:45 – 11:15)
 - Applying RCM to prioritize maintenance activities
 - Criticality analysis and risk-based decision making
 - Optimizing preventive maintenance programs
- Module 3: Managing Spare Parts and Materials (01:00 – 03:30)
 - Inventory management for maintenance operations
 - Ensuring material availability and minimizing stockouts
 - Collaborating with procurement and suppliers

Day 5: Final Integration and Future Strategies

- Module 1: Building a Maintenance Excellence Culture (07:30 – 09:30)
 - Leadership strategies for maintenance improvement
 - Engaging teams and fostering accountability
 - Building cross-functional collaboration
- Module 2: Benchmarking and Best Practices (09:45 – 11:15)
 - Comparing performance against industry benchmarks
 - Identifying gaps and improvement opportunities
 - Learning from global best practices
- Module 3: Action Planning and Wrap-up (01:00 – 03:30)
 - Developing personal and organizational action plans
 - Setting priorities and next steps
 - Final review and course conclusion

Certification

Participants will receive a Certificate of Completion in Maintenance Planning, Scheduling & Work Control, validating their advanced knowledge and practical competencies in improving maintenance performance, resource optimization, and operational efficiency.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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Interested in running this course for your team?

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