

MemCons 2018 TRAINING CALENDAR

These are public training schedules. Courses could also be scheduled and planned for in-house to meet your specific Training needs. However, Topics not listed here could also be designed and tailored to meet your specific Training needs per request.

№	COURSE	BRIEF DESCRIPTION	DATE	VENUE
1.	TOTAL PRODUCTIVE MAINTENANCE MANAGEMENT (TPM)	The success of every organization depends on how all stakeholders positively influence productivity. TPM builds synergistic relationship among all organizational functions, but particularly between operations, production and maintenance, for continuous improvement of product quality, operational efficiency, capacity assurance and safety.	<i>24th – 26th January (3 Days)</i>	<i>MemCons Training Center (MTC) ACCRA</i>
2.	ROOT CAUSE PROBLEM ELIMINATION (RCPE)	This challenges the belief of ‘fix quick’, hasty conclusions and guides through the steps to eliminate unnecessary failures as well as detect successful achievements. You’ll learn how to apply the RCPE work process to eliminate problems using critical thinking exercises, problem solving techniques, and practical cause-and-effect diagram documentation.	<i>1st – 2nd February (2 Days)</i>	<i>MTC ACCRA</i>
			<i>9th – 10th August (2 Days)</i>	<i>TAKORADI</i>
3.	INDUSTRIAL PNEUMATICS TRAINING (IND-PNE)	By breaking down the components of the pneumatic system, Participants will design, construct, adjust, and analyze circuits leaving with valuable new skills that can be successfully applied to troubleshooting major components, eliminating the “trial and error” methods through a systematic approach. Using circuit diagrams, participants will learn how to determine the root cause of chronic and persistence problems to accomplish a desired results.	<i>Feb. 13-17</i>	<i>ACCRA</i>
			<i>April 9th - 13th</i>	<i>ACCRA</i>
			<i>June 18 - 22</i>	<i>ACCRA</i>
			<i>August 13 - 17</i>	<i>TAKORADI</i>
			<i>October 1 - 5</i>	<i>ACCRA</i>

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		The goal of this training is to provide participants with a solid understanding of the concepts associated with Pneumatic equipment as found in industry today.	<i>Nov. 12 - 16</i> <i>(5 Days)</i>	<i>ACCRA</i>
4.	SAFE WORK IN CONFINED SPACES AND AT HEIGHT, Code Of Practice, Regulations And Guidance	A number of people are killed or seriously injured in confined spaces and working at height each year in various industries. This happens in a wide range of industries, from those involving complex plant to simple storage vessels. This training contains an Approved Code of Practice (ACOP) and guidance on the duties in the Confined Spaces and Height. Regulations which are applicable across all industry sectors and which apply to working in confined spaces and at height.	<i>Feb. 19th - 20th</i> <i>(2 Days)</i>	<i>ACCRA</i>
5.	HEALTH AND SAFETY RISKS MANAGEMENT Code Of Practice, Regulations & Guidance	This Code of Practice on how to manage work health and safety risks is an approved code of practice under section 274 of the <i>Work Health and Safety Act</i> . An approved code of practice is a practical guide to achieving the standards of health, safety and welfare required under the WHS Act and the Work Health and Safety Regulations. This training offers participants a step by step method of assessing any health and safety risk and how to manage it effectively.	<i>Feb. 22nd - 23rd</i> <i>(2 Days)</i>	<i>ACCRA</i>
6.	IMPROVING MAINTENANCE AND RELIABILITY THROUGH CULTURAL CHANGE	Culture, a strong influence in organizational behavior determines to a large extent the performance outcomes. This course is designed to empower Senior Management personnel who will be involved in decision and implementation strategies to improve to improve systems to achieve long-term change.	<i>March 1st - 2nd</i> <i>(2 Days)</i>	<i>ACCRA</i>
7.	OPERATING AMMONIA REFRIGERATIO	This is aimed at showing the value of maintenance/servicing as well as flow control devices for effective and efficient running of ammonia refrigeration plant and also to equip participants with	<i>March 21 - 23</i> <i>(3 Days)</i>	<i>ACCRA</i>

	N PLANT (AMREF)	Ammonia safety awareness, standard operating principles, service procedure and trouble-shooting.		
8.	INDUSTRIAL HYDRAULICS TRAINING (IND- HYD)	The practical applications of fluid power equip your team to gain understanding of the symbols used to construct circuits from schematic diagrams. The goal of this training is to provide participants with a solid understanding of the concepts associated with Hydraulic equipment as found in industry today. It also provides a closer look at numerous industries and their specific applications for Hydraulic, as well as a thorough guide to troubleshoot equipment troubles using the circuit/schematic diagram to determine the root cause of chronic and persistence problems to accomplish a desired results.	<i>March 5th - 9th</i>	<i>ACCRA</i>
			<i>May 7th - 11th</i>	<i>ACCRA</i>
			<i>July 16th - 20th</i>	<i>TAKORADI</i>
			<i>Sept. 10th - 14th</i>	<i>ACCRA</i>
			<i>Oct. 22nd - 26th</i>	<i>ACCRA</i>
			<i>(5 Days)</i>	
9.	TECHNICAL REPORT WRITING SKILLS FOR MAINTENANCE & PRODUCTION STAFF(TECHREP)	In our experience, many technical people although so passionate about their role, lose sight of the importance of good reports to their job performance and the entire organizational operations. This technical report writing course is aimed at stirring up the steam of report writing and to empower participants to improve their communication skills to enhance productivity.	<i>April 5th - 6th</i> <i>(2 Days)</i>	<i>ACCRA</i>
10.	MAINTENANCE PLANNING & SCHEDULING (MPS)	Efficient Planning and Scheduling work management process is foundational to achieving cost-effective equipment reliability. This course delivers the fundamental best practices in planning and scheduling of maintenance work. This is a practical exposition on how to define your work management system, implement the concepts and manage the planning and scheduling process in your operation to support the long-term reliability objectives of your organization.	<i>April 25th - 27th</i> <i>(3 Days)</i>	<i>ACCRA</i>
			<i>July 11th - 13th</i> <i>(3 Days)</i>	<i>TAKORADI</i>

11.	5S KEYS (5S)- KEYS TO TOTAL QUALITY ENVIRONMENT	5S is the foundation for all improvement initiatives and helps to establish a culture of continuous improvement. 5S result in a cleaner, better organized work place it will also allow your organization to build a vision of workplace transformation, team development and visual standardization that is shared by management and operators	<i>May 3rd – 4th</i> (2 Days)	ACCRA
12.	LEADERSHIP SKILLS FOR MAINTENANCE AND PRODUCTION TEAM LEADERS (LEADSKILLS)	Every achieving leader need to be able to effectively blend the value of achieving results with effective communication as well as strategic people management as part of efforts to maintaining achieving teams. This training provides a comprehensive, validated method, for evaluating and training team leaders to ensure they are competent to drive and maintain effective operational team who would be motivated and equipped to deliver achieving results.	<i>May 23rd – 25th</i> (3 Days)	ACCRA
13.	SAFE MATERIAL HANDLING PROCESSES (SAFEHANDLING)	This material handling training course stresses important rules to follow for safe material handling at your workplace. This course is designed to teach workers how to safely lift objects, either manually or with lifting equipment. This course uses various training methods including full-motion video to show workers how to assess a load for safe handling, how to recognize when a load is hazardous, be aware of pinch points, and how to use proper personal protective equipment. This material handling training is a must for all in receiving, warehouse, maintenance, production or material handling worker.	<i>May 16th – 18th</i> (3 Days)	ACCRA
14.	OPERATOR- BASED MAINTENANCE MANAGEMENT (AM)	This course will show how Operator Involvement and Skill Development play important roles in improving equipment reliability. About 65% of all breakdowns can be prevented by having the operator closest to the equipment clean, lubricate, and inspect on a regularly planned basis. This is a ‘hands-on’ dynamic course devoted to helping the operators understand how to improve	<i>June 7th – 8th</i> (2 Days)	ACCRA
			<i>Sept. 7th – 8th</i> (2 Days)	TAKORADI

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		maintenance through more effective measurement of its contribution to the overall production.		
15.	BEARING & BELT CONVEYOR MAINTENANCE (BBC)	This course is intended to equip participants to gain efficiency in maintaining bearings and belt conveyors keep conveyor systems running longer and producing more and reduce bulk material handling maintenance costs.	<i>June 13th – 15th</i> <i>(3 Days)</i>	ACCRA
16.	CONTINUOUS IMPROVEMENT (CI)	Continuous Improvement is both a mind-set and a range of techniques to review and evaluate work processes. As a mind-set, it is a way of approaching work so that a culture of innovation and creativity is encouraged throughout your plant. Continuous Improvement (Kaizen) is a system that involves every employee - from upper management to the cleaning crew.	<i>June 28th – 29th</i> <i>(2 Days)</i>	ACCRA
17.	TOP MANAGEMENT TPM (TOPMGT)	CEOs, MDs, GM and all Senior Management personnel involved in decision and implementation of TPM are invited to this empowering course on how reliability techniques could become an organization-wide improvement and sustenance program.	<i>June 1st</i> <i>(1 Day)</i>	ACCRA
18.	RELIABILITY - CENTERED MAINTENANCE MANAGEMENT (RCM)	In many organizations the waste in operations and maintenance systems is huge. The waste is defined as the difference between how good your performance could be and your current performance. MemCons will work with your team to maximize productivity and improve reliability in maintenance and operations practices.	<i>July 4th – 6th</i> <i>(3 Days)</i>	ACCRA
19.	PACKAGING & PRODUCTIVITY IMPROVEMENT (P&PI)	The essence of efficient packing system considering Quality and Cost. The objective of this training is to equip and enlighten participants to improve their Packaging, product quality, productivity and long term viability.	<i>July 25th – 27th</i> <i>(3 Days)</i>	ACCRA
20.	PREVENTIVE MAINTENANCE	This course teaches the fundamentals of how to optimize a cost effective PM/ECCM process for your operation and implement a	<i>August 1st – 3rd</i>	ACCRA

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	ESSENTIAL CARE AND CONDITION MONITORING (PM/ECCM)	PM/ECCM program using practical experience from the field and case studies. PM/ECCM philosophy adapts the documentation method and level of detail depending on the consequence of breakdown (criticality of the equipment/process). You will practice the concepts learned in class using common components, equipment and processes.	<i>(3 Days)</i>	
21.	FUNDAMENTALS OF MACHINERY LUBRICATION (Greasing and Lubrication)	This is foundational course in industrial lubricants, machinery lubrication and oil sampling. If you aren't using the correct lubricant at the right time in the right quantity and in the right place, you could be doing your equipment more harm than good. Modern lubrication programs have changed considerably from "old school" methods that have been passed down through generations.	<i>August 23rd – 24th</i> <i>(2 Days)</i>	ACCRA
22.	TEAM BUILDING SKILLS FOR MAINTENANCE AND PRODUCTION TEAMS (TBS)	Team building is powerful tool to break down barriers and solve conflicts between employees. Team building activities creates a healthy bond within the team, it makes communication easy. Team bonding training breaks ice especially for new members in the team; it creates confidence in the team. Team building training gives an opportunity to the members to connect with their colleagues in different way, understand them personally and it helps them understand importance collaboration.	<i>Aug. 30th - 31st</i> <i>(2 Days)</i>	ACCRA
23.	RELIABILITY-CENTERED STOREROOM MANAGEMENT (STOREMGT)	Delays in the arrival of parts as well as time spent in locating right materials greatly affect productivity reliability. Maintenance materials and spare parts for equipment are a large cost of any plant's operating cost. This course covers how to develop effective materials/stores management work processes and critical decisions on material flow, the impact of materials management on reliability, key master data quality, and much more.	<i>Sept. 20th – 21st</i> <i>(2 Days)</i>	ACCRA
24.	IMPROVING PRODUCTIVITY AND	Meeting or exceeding productivity requires the disciplined implementation of processes and interdepartmental commitment. It is important for departments that are influenced by the processes to	<i>Sept. 27th – 28th</i>	ACCRA

	RELIABILITY THROUGH INTER-DEPARTMENTAL PARTNERSHIP	understand the entire processes and commit to sustaining winning working strategies. The impact of each department on the whole is key.	<i>(2 Days)</i>	
25.	INDUSTRIAL PUMP REPAIRS AND MAINTENANCE (INDPUMP)	This course is intended on educating participants on the fundamental principles of efficient pumping systems, operation, and maintenance. Process plant engineers, managers, technicians, operators, and others involved with pump systems are encouraged to attend and return to their jobs with the ability to improve plant production through the use of reliable pump and process piping system design.	<i>Oct. 10th - 12th</i> <i>(3 Days)</i>	<i>ACCRA</i>
26.	INDUSTRIAL CONTROL & AUTOMATION (PLC)	Industrial Control & Automation training introduces participants to the concepts of PLCs and explains how they can be used in a plant or manufacturing system. It covers PLC programming and Troubleshooting. This would be linked with the application in Hydraulics and Pneumatics Systems.	<i>Oct. 16th - 19th</i> <i>(4 Days)</i>	<i>ACCRA</i>
27.	5S, TOOL FOR WORKSHOP MANAGEMENT (5S KEYS)	5S is workplace management where the work area and workplace are organized and ritualized to minimize the loss of time and the use of movement. Its principles for eliminating wasted time and unnecessary motion are universally applicable to everyone and every business.	<i>Oct. 24th - 26th</i> <i>(3 Days)</i>	<i>3 Days</i>
28.	ELECTRICAL MOTORS AND CONTROLS MAINTENANCE (ELECTM)	This training is designed to educate industrial, commercial and institutional motor users about the many savings to be gained from optimum motor protection, control and maintenance. Optimum motor management affects plant production, energy savings, and motor replacement costs. This is a unique learning environment offering participants of all disciplines and excellent interactive opportunity to problem-solving learning.	<i>Nov. 1st - 2nd</i> <i>(2 Days)</i>	<i>ACCRA</i>

29.	FOCUSED IMPROVEMENT (FI)	Focus Improvement (FI) is the engine of World Class Manufacturing (WCM) system designed to provide the skills and knowledge needed in solving more complex or chronic plant problems. This course intends to build up focused improvement practitioners to lead and champion targeted improvement projects in their Plant and support the implementation of World Class Manufacturing Practices.	<i>Nov. 29th – 30th</i> <i>(2 Days)</i>	ACCRA
30.	HEALTH AND SAFETY IN ENGINEERING WORKSHOPS AND MANUAL WORK Code Of Practice, Regulations And Guidance	The health and safety in engineering workshop training has been design for people who run and work in engineering workshops, ranging from those who make their own products, to those who maintain and repair plant and machinery either independently or as part of larger company/enterprises. It is intended to help them manage their own health and safety and work in safer and healthier ways.	<i>Dec. 5th – 7th</i> <i>(3 Days)</i>	ACCRA
31.	PROPER USAGE & MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENTS (PPE's)	Personal protective equipment's (PPE) are introduced when engineering controls are not adequate to control exposures, during emergency and clean up procedures to supplement Administrative and Engineering controls. The training is aimed to provide participants with effective systems of maintenance of (PPE) to make sure the equipment continues to provide the degree of protection for its designed purpose to prevent injuries.	<i>Dec. 12th – 14th</i> <i>(3 Days)</i>	ACCRA
32.	INDUSTRIAL SAFE WORK (ELECTRICAL AND CHEMICAL) Code Of Practice, Regulations & Guidance	The training is to achieve implemented systems and used as Code of practice, Regulations and guidelines to provide practical guidance on measures that may be put in place to reduce the incidence of occupational injury and disease in the industry due to electrical work and chemicals.	<i>Dec. 17th – 19th</i> <i>(3 Days)</i>	ACCRA

33.	MAINTENANCE OF BOILER MACHINES	This course is designed primarily for Boiler Operators, Maintenance Staff, Plant Technicians and engineers. This an intensive course designed to provide a thorough grounding in the everyday operation and maintenance of boilers, burners and boiler auxiliary equipment. The course also covers all relevant Health and Safety issues, fault identification and emergency situations. The ultimate aim of the course to make sure that the plant can be operated safely, efficiently and economically.	<i>(3 Days)</i>	
34.	FORKLIFT OPERATOR TRAINING	Operating a forklift requires skill, training, and experience. Although it may seem as easy as driving a car, there are many factors that make driving a forklift much more difficult. Learning how to operate a forklift safely can help to prevent accidental injuries and possible death. The goal of forklift training is to help you achieve a work environment that is accident free and meets SAFETY regulations. Participants will receive training on the safe working practices applicable to forklift operations and sufficient practical training to ensure the operator is conversant and comfortable with the operating of the machines in a work environment.	<i>(3 Days)</i>	
35.	TROUBLE SHOOTING & MAINTENANCE OF AIR-CONDITION AND REFRIGERATION SYSTEM	Troubleshooting and Maintenance of Air-conditioning and Refrigeration system workshop has been design to enhance the knowledge of engineers and technicians on various methods and procedures of troubleshooting Ref and AC systems to eliminate frequent breakdowns and to improve productivity.	<i>(3 Days)</i>	
36.	MICROSOFT EXCEL TRAINING PROGRAM	It doesn't matter whether you work in the management, maintenance, operation, or supervision roles; you know the industry is constantly changing. The best way to stay ahead of these changes and any related issues that arise is to train and have a plan for them, rather	<i>(5 Days)</i>	

		than waiting. MemCons Advanced Excel Course concentrates on Excel features and techniques that you will be able to apply every day in order to make your spreadsheets more reliable, more efficient, and more automatic and to give them maximum impact in your home and office duties.		
37.	SPSS	SPSS is a statistics and data analysis program for businesses, governments, research institutes, and academic organizations. This SPSS course is ideal for you if your job involves analyzing data and you want to learn how to perform data analysis more quickly and efficiently while making the most of your data. This training delivers the skill related to the use of SPSS environment for data understanding, data preparation, and ways of executing sequence of operations to derive the result in the required format. Our course will also show you how to set up statistical analyses with SPSS and interpret the results, so that you are able to apply them with confidence.	<i>(5 Days)</i>	
38.	BATTERY MAINTENANCE AND SERVICING	Battery Maintenance and Servicing Training aims at equipping maintenance personnel with the best and the most appropriate maintenance practices to prolong and get the best performance from their batteries.	<i>(2 Days)</i>	

Request for Course list for Administrative Staff for performance improvement services.