COURSE OVERVIEW RE0066
Maintenance Planning Supervisor

Course Title
Maintenance Planning Supervisor

Course Date/Venue
April 05-09, 2026/Falcon 2 Meeting Room, Voco Dubai, an IHG Hotel, Dubai, UAE

Course Reference
RE0066

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

This course is designed to provide participants with a detailed and up-to-date overview of Maintenance Planning Supervisor. It covers the differences between maintenance planning and scheduling; the role of the maintenance supervisor and types of maintenance strategies; the maintenance work identification, maintenance planning process, KPIs and performance measures in maintenance; the scheduling principles, resource management, computerized maintenance management systems and planning and scheduling techniques; coordinating with production operations, risk assessment in scheduling and work order execution; and the supervisor's role in job execution covering on-site supervision and control, effective delegation of tasks, ensuring adherence to safety standards and real-time decision-making.

During this interactive course, participants will learn the contractors and external resources, maintenance documentation, maintenance cost control and team communication and coordination; the failure analysis and root cause identification, reliability engineering basics, predictive maintenance technologies and planning for continuous improvement; managing spare parts and inventory, maintenance audit and compliance and maintenance leadership skills; the health, safety and environment (HSE) in maintenance; the change management process, handling new technologies and upgrades and adapting to organizational changes; reviewing KPIs and maintenance performance and individual performance appraisals; and the constructive feedback delivery.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a "*Certified Maintenance Planning Supervisor*"
- Discuss the differences between maintenance planning and scheduling including the role of the maintenance supervisor and types of maintenance strategies
- Carryout maintenance work identification, maintenance planning process and KPIs and performance measures in maintenance
- Explain scheduling principles and apply resource management, computerized maintenance management systems and planning and scheduling techniques
- Coordinate with production operations and carryout risk assessment in scheduling and work order execution
- Discuss supervisor's role in job execution covering on-site supervision and control, effective delegation of tasks, ensuring adherence to safety standards and real-time decision-making
- Manage contractors and external resources and apply maintenance documentation, maintenance cost control and team communication and coordination
- Employ failure analysis and root cause identification, reliability engineering basics, predictive maintenance technologies and planning for continuous improvement
- Manage spare parts and inventory and apply maintenance audit and compliance, maintenance leadership skills and health, safety and environment (HSE) in maintenance
- Apply change management process, handle new technologies and upgrades and adapt to organizational changes
- Review KPIs and maintenance performance and discuss individual performance appraisals and constructive feedback delivery

Exclusive Smart Training Kit - H-STK®

*Participants of this course will receive the exclusive "Haward Smart Training Kit" (**H-STK®**). The **H-STK®** consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an overview of all significant aspects and considerations of maintenance planning supervisor for maintenance planners and schedulers, maintenance supervisors and team leaders, reliability and asset management professionals, plant engineers and operations supervisors, maintenance engineers and technicians, project engineers and coordinators and other technical staff.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate(s)

(1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a *"Certified Maintenance Planning Supervisor*". Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants: -

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-24

HTME No. 74851

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
RE0066	Maintenance Planning Supervisor	Nov 10-14, 2024	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

TRUE COPY

Jaryl Castillo
Academic Director

Haward Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2018 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by

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Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Andrew Ladwig is a **Senior Mechanical & Maintenance Engineer** with over **25 years** of extensive experience within the **Oil & Gas**, **Refinery**, **Petrochemical & Power** industries. His expertise widely covers in the areas of **Maintenance Optimization & Best Practices**, **Process Plant Shutdown & Turnaround**, **Maintenance Auditing & Benchmarking**, **Reliability** Management, **Reliability Centered Maintenance Principles & Application**, **Efficient Shutdowns**, **Machinery Lubrication**, **Maintenance Planning & Scheduling**, **Coupling & Shaft Alignment** Techniques, **Maintenance Auditing & Benchmarking**, **Reliability** Management, **Reliability Centered Maintenance Principles & Application**, **Efficient Shutdowns**, **Machinery Lubrication**, **Maintenance Planning & Scheduling**, **Coupling & Shaft Alignment** Techniques, Reliability, Availability & Maintainability (**RAM**), **Root Cause** Analysis, **Maintenance** Process, **Reliability-Centered Maintenance** (**RCM**), **Reliability Engineering Analysis** (**RE**), **Root Cause Analysis** (**RCA**), **Asset Integrity Management** (**AIM**), **Reactive & Proactive** Maintenance, **Pressure Safety Relief Valve** Repair & Recalibration, **PSV/PRV** Troubleshooting, **PRV** Testing & Repair, **Valve** Testing & Inspection, **Valve** Sealing, **Valve** Calibration, **Control Valves & Actuators**, **Boiler** Inspection & Maintenance, **Boiler** Systems, **Boiler** instrumentation & Controls, **Boiler** Start-up & Shutdown, **Boiler** Operation & Steam System Management, **Boiler** Water Chemistry & Treatment, **Boiler** Efficiency & Waste Heat Recovery, **Boiler** Inspection & Testing, **Boiler** Maintenance, **Boiler** Troubleshooting & Safety, **Boiler** Emissions & Pollution Control, **Combustion** Analysis & Tuning Procedures, **Water Treatment** Technology, Heat Recovery Steam Generating (**HRSG**), **Impulse Tube** Installation & Inspection, **Parker Compression Fittings**, **Pipes & Fittings**, **PSV Inspection**, **Root Cause Failure Analysis**, **Tank** Design & Engineering, **Tank Shell**, **Tanks & Tank Farms**, **Vacuum Tanks**, **Gas Turbine** Operating & Maintenance, **Reciprocating & Centrifugal Compressors**, **Screw Compressor**, **Compressor** Control & Protection, **Gas & Steam Turbines**, **Turbine** Operations, **Gas Turbine** Technology, **Valves**, **Process Control Valves**, **Bearings & Lubrication** and Advanced **Machinery Dynamics**.

During his career life, Mr. Ladwig has gained his practical experience through his various significant positions and dedication as the **Mechanical Engineer**, **Project Engineer**, **Reliability & Maintenance Engineer**, **Maintenance Support Engineer**, **Process Engineer**, **HSE Supervisor**, **Warehouse Manager**, **Quality Manager**, **Business Analyst**, **Senior Process Controller**, **Process Controller**, **Safety Officer**, **Mechanical Technician**, **Senior Lecturer** and **Senior Consultant/Trainer** for various companies such as the Sasol Ltd., Sasol Wax, Sasol Synfuels, just to name a few.

Mr. Ladwig has a **Bachelor's** degree in **Chemical Engineering** and a **Diploma** in **Mechanical Engineering**. Further, he is a **Certified Instructor/Trainer**, a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management** (**ILM**) and has delivered various trainings, workshops, seminars, courses and conferences internationally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1: ***Sunday, 05th of April 2026***

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Introduction to Maintenance Planning*** *Definition & Objectives of Maintenance Planning • Differences Between Maintenance Planning & Scheduling • Role of Planning in Organizational Performance • Common Challenges in Maintenance Planning*
0930 – 0945	*Break*
0945 – 1030	***The Role of the Maintenance Supervisor*** *Responsibilities & Expectations • Balancing Technical & Managerial Duties • Communication & Coordination with Stakeholders • Supervisory Leadership in Maintenance Teams*
1030 – 1130	***Types of Maintenance Strategies*** *Preventive Maintenance • Corrective Maintenance • Predictive & Condition-Based Maintenance • Reliability-Centered Maintenance (RCM)*
1130 – 1215	***Maintenance Work Identification*** *Work Request & Initiation Process • Identifying Critical Maintenance Needs • Prioritization Criteria (Safety, Production, Cost) • Documentation & Work Order Systems*
1215 – 1230	*Break*
1230 – 1330	***Maintenance Planning Process*** *Defining the Scope of Work • Estimating Resources (Manpower, Tools, Materials) • Developing a Planning Checklist • Aligning Planning with Production Schedules*

1330 – 1420	***KPIs & Performance Measures in Maintenance*** *Mean Time Between Failure (MTBF) • Mean Time to Repair (MTTR) • Overall Equipment Effectiveness (OEE) • Tracking Backlog & Compliance*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day One*

Day 2: Monday, 06th of April 2026

0730 – 0830	***Scheduling Principles*** *Importance of Realistic Schedules • Short-Term versus Long-Term Scheduling • Sequencing of Jobs for Efficiency • Dealing with Scheduling Conflicts*
0830 – 0930	***Resource Management*** *Labor Resource Planning • Skill Requirements & Workforce Allocation • Managing Tools & Spare Parts • Ensuring Availability of Support Services*
0930 – 0945	*Break*
0945 – 1100	***Using CMMS (Computerized Maintenance Management Systems)*** *Overview of CMMS Functionalities • Work Order Management • Asset History & Tracking • Reporting & Dashboards*
1100 – 1215	***Planning & Scheduling Techniques*** *Gantt Charts & Bar Charts • Critical Path Method (CPM) • PERT Charts • Daily versus Weekly Planning Boards*
1215 – 1230	*Break*
1230 – 1330	***Coordinating with Production Operations*** *Aligning Maintenance with Production Schedules • Communication Protocols with Operations Staff • Shutdown & Turnaround Coordination • Handling Emergency Interventions*
1330 – 1420	***Risk Assessment in Scheduling*** *Identifying High-Risk Tasks • Incorporating Safety Measures in Plans • Contingency Planning for Critical Assets • Managing Unplanned Work*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Two*

Day 3: Tuesday, 07th of April 2026

0730 – 0830	***Work Order Execution*** *Pre-Job Briefing & Preparation • Assigning Responsibilities to Technicians • Monitoring Job Progress • Recording Actual versus Planned Performance*
0830 – 0930	***Supervisor's Role in Job Execution*** *On-Site Supervision & Control • Effective Delegation of Tasks • Ensuring Adherence to Safety Standards • Real-Time Decision-Making*
0930 – 0945	*Break*
0945 – 1100	***Managing Contractors & External Resources*** *Contractor Selection & Qualification • Contract Scope & Deliverables • Monitoring Contractor Performance • Safety & Compliance Requirements*

1100 – 1215	***Maintenance Documentation*** *Work Order Close-out Procedures • Updating Asset Records & History • Capturing Lessons Learned • Using Feedback for Continuous Improvement*
1215 – 1230	*Break*
1230 – 1330	***Maintenance Cost Control*** *Understanding Cost Drivers in Maintenance • Direct vs Indirect Maintenance Costs • Tracking Budget vs Actual Expenses • Reducing Overtime & Waste*
1330 – 1420	***Team Communication & Coordination*** *Conducting Toolbox Talks & Briefings • Conflict Resolution Techniques • Building Teamwork in Maintenance Crews • Motivating & Coaching Staff*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Three*

Day 4: Wednesday, 08th of April 2026

0730 – 0830	***Failure Analysis & Root Cause Identification*** *Introduction to Root Cause Analysis (RCA) • 5 Whys Technique • Fishbone Diagram (Ishikawa) • Case Studies in Maintenance Failures*
0830 – 0930	***Reliability Engineering Basics*** *Key Reliability Concepts • Failure Modes & Effects Analysis (FMEA) • Reliability-Centered Maintenance (RCM) Overview • Condition Monitoring Techniques*
0930 – 0945	*Break*
0945 – 1100	***Predictive Maintenance Technologies*** *Vibration Analysis • Thermography • Oil & Lubrication Analysis • Remote Condition Monitoring*
1100 – 1215	***Planning for Continuous Improvement*** *Maintenance Benchmarking • Identifying Improvement Opportunities • Lean Maintenance Concepts • Integrating Six Sigma in Maintenance*
1215 – 1230	*Break*
1230 – 1330	***Managing Spare Parts & Inventory*** *Critical Spares Identification • Inventory Control Systems • Just-in-Time Supply Strategies • Stock Optimization Methods*
1330 – 1420	***Maintenance Audit & Compliance*** *Internal Audits & Inspections • Compliance with Regulatory Requirements • Documentation for Audits • Corrective & Preventive Actions (CAPA)*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Four*

Day 5: Thursday, 09th of April 2026

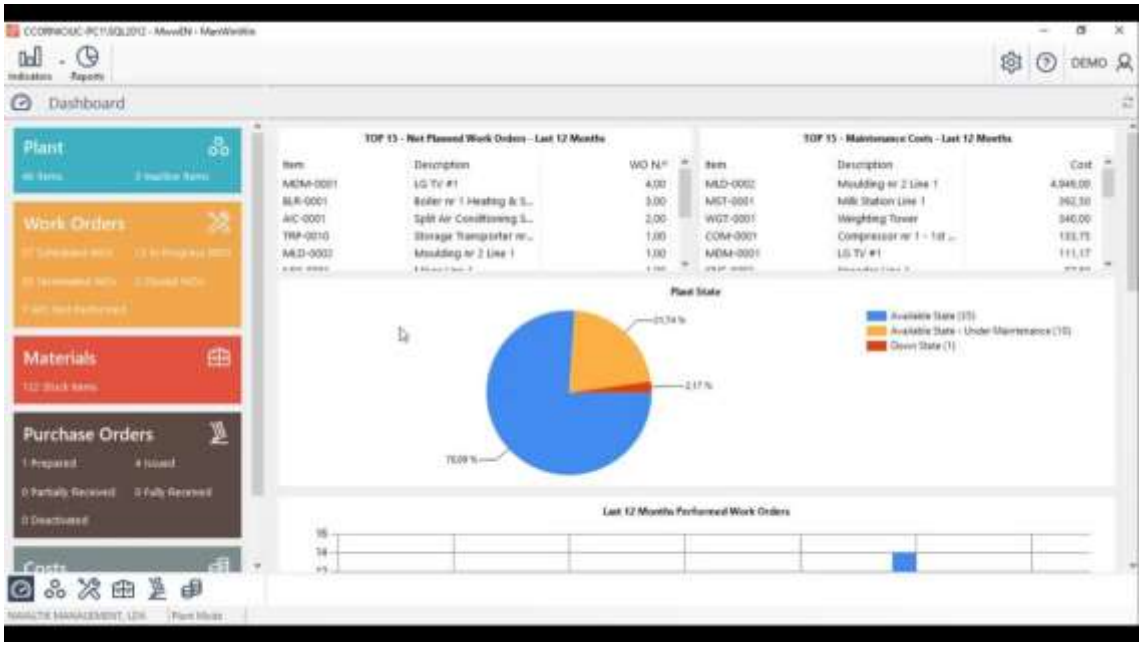
0730 – 0830	***Maintenance Leadership Skills*** *Decision-Making for Supervisors • Building Trust with the Team • Handling Underperformance • Coaching & Mentoring Skills*
0830 – 0930	***Health, Safety & Environment (HSE) in Maintenance*** *Role of Supervisors in Enforcing Safety • Permit-to-Work System • Hazard Identification & Risk Assessment (HIRA) • Emergency Response & Incident Reporting*
0930 – 0945	*Break*

0945 – 1100	***Managing Change in Maintenance Systems*** *Change Management Process • Handling New Technologies & Upgrades • Adapting to Organizational Changes • Resistance Management Techniques*
1100 – 1215	***Performance Review & Feedback*** *Reviewing KPIs & Maintenance Performance • Individual Performance Appraisals • Constructive Feedback Delivery • Reward & Recognition Programs*
1215 – 1230	*Break*
1230 – 1300	***Case Studies & Practical Exercises*** *Real-World Maintenance Planning Scenarios • Problem-Solving Group Workshops • Simulation of Scheduling & Execution • Lessons Learned Presentations*
1300 – 1315	***Course Conclusion*** *Using this Course Overview, the Instructor(s) will Brief Participants about t Topics that were Covered During the Course*
1315 – 1415	***COMPETENCY EXAM***
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the state-of-the-art simulator "MTBF Calculator" and "ManWinWin Express CMMS Software".

MTBF Calculator



ManWinWin Express CMMS Software

Course Coordinator

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