

**COURSE OVERVIEW ME0754**  
**Basic Planning for Technician**

**Course Title**

Basic Planning for Technician

**Course Date/Venue**

April 20-24, 2025/Boardroom 1, Elite Byblos Hotel, Al Barsha, Sheikh Zayed Road, Dubai, UAE

**Course Reference**

ME0754

**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 Basic Planning for Technician. It covers the key components and operations of district cooling systems; the importance of planning in maintenance and operations and the basic principles of planning; the common planning tools and techniques for effective planning; the preventive, predictive and corrective maintenance; developing and following maintenance schedules; the work orders, standard operating procedures (SOPs) and best practices for documentation and record keeping; and the technical drawings interpretation, spare parts and materials management and tracking inventory levels.



During this interactive course, participants will learn the resource allocation and scheduling, communication in planning and preparing and presenting reports; developing maintenance plans and creating maintenance schedules; the emergency maintenance planning, developing work orders and conducting maintenance inspections; collecting and analyzing maintenance data and using data to improve planning; the advanced planning techniques, energy efficiency planning and system performance optimization; and the methods for improving planning processes and long-term planning strategies.

## Course Objectives

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

- Apply and gain a basic knowledge on planning for technician
- Discuss the key components and operations of district cooling systems as well as the importance of planning in maintenance and operations
- Explain the basic principles of planning, the common planning tools and techniques for effective planning
- Carryout preventive, predictive and corrective maintenance and develop and follow maintenance schedules
- Create and manage work orders, employ standard operating procedures (SOPs) and apply best practices for documentation and record keeping
- Read and interpret technical drawings, manage spare parts and materials and track inventory levels
- Apply resource allocation and scheduling, communication in planning, preparing and presenting reports and maintenance planning
- Develop maintenance plans, create maintenance schedules and implement preventive and predictive maintenance
- Carryout emergency maintenance planning, develop work orders and conduct maintenance inspections
- Implement maintenance tasks, collect and analyze maintenance data and use data to improve planning
- Employ advanced planning techniques, plan for energy efficiency and optimize system performance
- Apply methods for improving planning processes and long-term planning strategies

## 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 basic planning for technician for supervisors and managers, new technicians, apprentices, cross-functional teams, career changers, refresher for experienced technicians, safety officers, human resources personnel.

### Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### Certificate Accreditations


Certificates are accredited by the following international accreditation organizations:-

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 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 Accreditors 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 Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

### 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.

### Accommodation

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

### 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. Rod Larmour**, PEng, MSc, BSc, is a **Senior Mechanical Engineer** with over **40 years** of **Onshore & Offshore** practical experience within the **Power, Petrochemical, Oil & Gas** industries. His expertise greatly covers the application of **Rotating Machinery, Mechanical Alignment, Stress Analysis, Thermodynamics, Fluid Mechanics, Heat & Mass Transfer Engineering, Air Conditioning & Refrigeration Technology, Cooling Towers, Gas & Steam Turbines, Centrifugal Compressor & Pumps** and the **design, failure investigation, and maintenance of Atmospheric Storage Tanks & Tank Farms and Bolted Flanges & Joints**.

Currently, Mr. Larmour is working with Transnet overseeing the performance and safety of several **fuel pipelines** including **pumping stations** and **inland tank farms** locally. He also takes lead in the **planning** of detailed design of a **fuel gas supply system** from a site to the **proposed new power station**, the **management** of an **EPC booster gas compressor station** including an **overland piping**, and **spearheads** the **commercial & contractual management** within the **Ilitha Process Group**.

Throughout Mr. Larmour's lengthy career, he has worked with **several international companies** like **Mobil, Mossgas, Stewarts & Lloyds** and **Ilitha** with prime positions such as **Operations Manager, Principal Project Manager, Senior Mechanical Engineer, Offshore Projects Manager, Design Manager, Quality Assurance Manager** and **Project Engineer**.

Mr. Larmour's experience was not only confined to the industry alone. He was also able to largely contribute his expertise and impart his knowledge in the academe. He has engaged himself with **researches** and **lectures** in for several **universities** and **companies** and has held numerous **training courses** on **Thermomechanics & Fluid mechanics, Engineering Design, Refrigeration & Air Conditioning** and **Heat Transfer**.

Mr. Larmour is **Registered Professional Engineer** and has **Master & Bachelor** degrees in **Mechanical Engineering** and has a **Diploma in Nuclear Science**. Further, he is a **Certified Instructor/Trainer**.

### 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.



**Course Program**

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

**Day 1: Sunday, 20<sup>th</sup> of April 2025**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0900	<b>Overview of District Cooling Systems</b> Understanding District Cooling • Key Components and Operations
0900 - 0930	<b>Importance of Planning in Maintenance &amp; Operations</b> Role of Planning in System Efficiency • Benefits of Effective Planning
0930 – 0945	Break
0945 – 1100	<b>Basic Principles of Planning</b> Planning Concepts and Definitions • Types of Plans (Short-Term, Long-Term)
1100 – 1230	<b>Planning Tools &amp; Techniques</b> Introduction to Common Planning Tools • Techniques for Effective Planning
1230 – 1245	Break
1245 – 1330	<b>Understanding Maintenance Schedules</b> Types of Maintenance (Preventive, Predictive, Corrective) • Developing and Following Maintenance Schedules
1330 – 1420	<b>Work Order Management</b> Creating and Managing Work Orders • Tracking and Documentation
1420 – 1430	<b>Recap</b> 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, 21<sup>th</sup> of April 2025**

0730 – 0830	<b>Standard Operating Procedures (SOPs)</b> Importance of SOPs in Planning • Developing and Implementing SOPs
0830 – 0930	<b>Documentation &amp; Record Keeping</b> Importance of Accurate Documentation • Best Practices for Record Keeping
0930 – 0945	Break
0945 – 1100	<b>Reading &amp; Understanding Technical Drawings</b> Introduction to Technical Drawings • Interpreting Plans and Schematics
1100 – 1230	<b>Inventory Management</b> Managing Spare Parts and Materials • Tracking Inventory Levels
1230 – 1245	Break
1245 – 1330	<b>Resource Allocation &amp; Scheduling</b> Allocating Resources Efficiently • Creating Effective Schedules
1330 - 1420	<b>Reporting &amp; Communication</b> Importance of Communication in Planning • Preparing and Presenting Reports
1420 – 1430	<b>Recap</b> 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, 22<sup>th</sup> of April 2025**

0730 – 0830	<b>Basic of Maintenance Planning</b> Key Concepts in Maintenance Planning • Role of Technicians in Maintenance Planning
0830 – 0930	<b>Developing Maintenance Plans</b> Steps to Create a Maintenance Plan • Examples of Maintenance Plans
0930 – 0945	Break
0945 – 1100	<b>Scheduling Maintenance Activities</b> Creating Maintenance Schedules • Tools for Scheduling
1100 – 1230	<b>Preventive &amp; Predictive Maintenance</b> Differences and Benefits • Implementing Preventive and Predictive Maintenance
1230 – 1245	Break
1245 – 1330	<b>Emergency Maintenance Planning</b> Planning for Unscheduled Maintenance • Responding to Emergencies
1330 – 1420	<b>Case Studies in Maintenance Planning</b> Real-World Examples • Lessons Learned and Best Practices
1420 – 1430	<b>Recap</b> 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, 23<sup>th</sup> of April 2025**

0730 – 0830	<b>Using Planning Software</b> Introduction to Planning Software • Training with Common Tools
0830 – 0930	<b>Developing Work Orders</b> Creating Detailed Work Orders • Managing and Tracking Work Orders
0930 – 0945	Break
0945 – 1100	<b>Conducting Maintenance Inspections</b> Performing Routine Inspections • Documenting Inspection Results
1100 – 1215	<b>Implementing Maintenance Tasks</b> Practice with Maintenance Tasks • Following Maintenance Procedures
1215 – 1230	Break
1230 – 1330	<b>Data Analysis for Planning</b> Collecting and Analyzing Maintenance Data • Using Data to Improve Planning
1330 – 1420	<b>Practical Workshop: Developing a Maintenance Plan</b> Group Activity to Create a Maintenance Plan • Presenting and Discussing Plans
1420 – 1430	<b>Recap</b> 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, 24<sup>th</sup> of April 2025**

0730 – 0830	<b>Advanced Planning Techniques</b> <i>Introduction to Advanced Planning Concepts • Techniques for Complex Planning Scenarios</i>
0830 – 0930	<b>Energy Efficiency &amp; Optimization</b> <i>Planning for Energy Efficiency • Techniques for Optimizing System Performance</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Continuous Improvement in Planning</b> <i>Importance of Continuous Improvement • Methods for Improving Planning Processes</i>
1100 – 1215	<b>Planning for Future Developments</b> <i>Anticipating and Planning for Future Needs • Long-Term Planning Strategies</i>
1215 – 1230	<i>Break</i>
1230 – 1345	<b>Review &amp; Assessment</b> <i>Review of Key Concepts and Techniques • Practical and Written Assessments</i>
1345 – 1400	<b>Course Conclusion</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1400 – 1415	<b>POST TEST</b>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

**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 “MS Project” and “Mindview Software”.





**Mindview Software**

**Course Coordinator**

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