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# ACEL TECHNICAL TRAINING CENTER, INC.

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EMERALD AVENUE, ORTIGAS COMPLEX, PASIG CITY  
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WITH CPD POINTS FOR  
MECHANICAL & CIVIL  
ENGINEERS

## 4 DAY EQUIPMENT MANAGEMENT SEMINAR WORKSHOP



**SEMINAR DESCRIPTION:** This 4-day seminar workshop will develop/ address the required competencies of equipment manager or whoever is given the responsibility to take charge of the management of equipment in an organization.

This seminar workshop will be utilizing efficient methodologies in effective learning and acquiring competencies to apply all learning in the workplace. These methodologies are Adult learning, Structured Learning Experiences, Technology of Participation, Write-shops, Workshops and Discussions.

### WORKPLACE DEVELOPMENT OBJECTIVES:

#### Competencies:

- Knowledge on the Four (4) Functions of Management Relative Course
- Leadership in Managing Equipment
- Equipment Selection and Scheduling
- Equipment Availability and Focus on Daily Check Maintenance
- Equipment Utilization to Cover Productive Operations and Gang Balancing of Equipment.
- Equipment Monitoring and Evaluation
- Basics on Equipment Parts Warehousing

**ACEL Technical Training Center, Inc.** is now offering 4-Day training course called **“EQUIPMENT MANAGEMENT SEMINAR WORKSHOP”**. We will be conducting on **November 8-11, 2018, 8:00 am to 5:00 pm.** at Amorsolo Room, World Trade Center Building, Gil Puyat Avenue Extension cor., Diosdado Macapagal Blvd. Pasay City





## Workshop Outputs:

- Equipment Manager Role Clarification
- Leadership in Equipment Management Identified
- Exercises on Equipment Selection and Equipment Loading
- Checklist on Daily Check and Maintenance
- Exercises on Gang Balancing and Point of Equivalence
- Templates on Equipment Monitoring and Evaluation
- Forms in Basic Equipment Parts Warehousing



## Organizational Outcome:

- Efficient and Effective Equipment Management and Leadership
- Productive Equipment Utilization
- Productive Preventive and Corrective Maintenance
- Increase Profitability
- Development Impact:
- Efficient and Effective Service Delivery to Client

## SEMINAR FEE

(ACEL Members)

Php 8,000/ participant

(Non ACEL Members)

Php10,000.00/participant

VAT EXCLUDED(inclusive of meals, seminar materials & certificates)

## COURSE OUTLINE

### DAY 1

#### 1.0 INTRODUCTION

- 1.1 GTKY (UNFREEZING ACTIVITY
- 1.2 COURSE LEVELING OF EXPECTATION
- 1.3 COURSE DEVELOPMENT OBJECTIVE

#### 2.0 ROLE CLARIFICATION

- 2.1 EQUIPMENT SUPERVISOR/MANAGER RESPONSIBILITIES AND ACCOUNTABILITIES

#### 3.0 PRODUCTIVITY DEFINED

#### 4.0 MANAGEMENT VS. LEADERSHIP

#### 5.0 MANAGEMENT FUNCTIONS

- 5.1 FOUR (4) FUNCTIONS OF MANAGEMENT

#### 6.0 EQUIPMENT PLANNING

- 6.1 EQUIPMENT SELECTION
- 6.2 EQUIPMENT MATCHING



## **DAY 2**

6.3 EQUIPMENT SCHEDULING AND LOADING

## **7.0 EQUIPMENT UTILIZATION**

7.1 PRODUCTIVE EQUIPMENT OPERATIONS

7.2 GANG BALANCING

7.3 POINT OF COST EQUIVALENCE

## **DAY 3**

### **8.0 PRODUCTIVE MAINTENANCE**

8.1 AVAILABILITY

8.2 DAILY CHECK AND MAINTENANCE

8.3 TOTAL PREVENTIVE MAINTENANCE

## **DAY 4**

### **8.4 BASICS OF PARTS WAREHOUSING**

### **9.0 EQUIPMENT MONITORING AND EVALUATION**

### **10.0 TYPICAL ORGANIZATIONAL STRUCTURE OF EQUIPMENT MANAGEMENT**

### **11.0 5S SAFETY AND HOUSEKEEPING IN THE WORKPLACE**

### **12.0 D. O. 13**

12.1 CERTIFICATION

12.2 ADDITIONAL COMPETENCIES REQUIRED FOR OFFERING

### **13.0 SUMMARY AND CLOSING**





## REGISTRATION FORM

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**RE: 4-DAY EQUIPMENT MANAGEMENT SEMINAR WORKSHOP**

**REGISTRATION FEE: Php8,000 per participant for ACEL Member**

**Php10,000 per participant for Non ACEL Member**

**VAT EXCLUDED (Inclusive of meal, hand-outs and certificate )**

### **Bank Details:**

**Bank:** UNIONBANK- PASEO DE ROXAS BRANCH

**Bank Name:** ACEL Technical Training Center, Inc.

**Savings Account No:** 003170000376

### **NOTE:**

- Please make your check payable to **ACEL TECHNICAL TRAINING CENTER, INC.**  
Please fax this accomplished form along with the copy of the deposit slip made for this payment to (02) 633-4994 or email these to [atcinc@yahoo.com](mailto:atcinc@yahoo.com)/[acel@yahoo.com](mailto:acel@yahoo.com)