



Maintenance Management Certificate Program

Division of Educational Outreach

MANGEMENT SKILLS FOR MAINTENANCE SUPERVISORS – F093EG3132

Demonstrate the importance of your area to upper management. Learn proven methods for establishing realistic maintenance standards of performance and techniques that work to improve productivity. We'll cover special methods that improve morale and individual worker performance and over 150 items in the Maintenance Opportunity Questionnaire. You'll learn step-by-step techniques to overcome time management problems and how to implement a realistic preventive maintenance program, including forecasting and planning for emergencies, procedures for reducing backlog, how to reduce investment in inventories and stockouts at the same time, and how to develop a specific action plan to improve your technical and managerial track record after you return from this seminar. 1.5 CEUs

INSTRUCTOR: Ronald S. Friedman, Consultant, North American Business Services
DATES: Mon. and Tue. 8:30am-4:30pm, Sept. 14 and 15
LOCATION: UNLV Paradise Campus (PAR) Room 125
FEE: \$950 Includes materials, refreshments, lunches, parking permit, and CEUs (2 sessions)

HOW TO DESIGN AND IMPLEMENT A SUPERIOR PPM – F093EG3131

This seminar will provide you with the most current information on the effective use of PPM. You will learn to better plan, schedule, and control your PPM program. Topics covered include planning an effective operational audit of maintenance activities, determining specific goals for a PPM project, designing a PPM program, analyzing data, controlling a PPM program, and developing an action plan to design and implement a PPM at your place of business. 1.5 CEUs

INSTRUCTOR: Ronald S. Friedman, Consultant, North American Business Services
DATES: Mon. and Tue. 8:30am-4:30pm, Oct. 19 and 20
LOCATION: UNLV Paradise Campus (PAR) Room 107
FEE: \$950 Includes materials, refreshments, lunches, and parking permit and CEUs (2 sessions)

IMPROVING MAINTENANCE PLANNING, SCHEDULING, AND CONTROL – F093EG3125

Improve your quality and productivity with proven hands-on maintenance planning, scheduling, and control procedures. Learn new skills and update your experience in this information packed two-day seminar. As a maintenance professional, you know that planning, scheduling, and control are at the core of your operations. If they operate efficiently, you can make a bigger contribution to the bottom. 1.5 CEUs

INSTRUCTOR: Ronald S. Friedman, Consultant, North American Business Services
DATES: Wed. and Thurs. 8:30am-4:30pm, Nov. 4 and 5
LOCATION: UNLV Paradise Campus (PAR) Room 107
FEE: \$950 Includes materials, refreshments, lunches, refreshments, parking permit, and CEUs (2 sessions)

Please see reverse side

To download a brochure with additional information about this certificate program and a schedule of courses offered, please visit:
http://edoutreach.unlv.edu/catalog/maintenance_mgmt.html

HOW TO MANAGE MAINTENANCE FOR RESULTS – F093EG3139

Learn profit-making, cost-cutting concepts that focus on the best techniques and problem solving methods in maintenance management. We'll cover maintenance planning, scheduling and control, improving communications, controlling capital, operating and project budgets, solving technical and management problems, measuring, evaluating, and improving profits, and developing an action plan. 1.5 CEUs

INSTRUCTOR: Ronald S. Friedman, Consultant, North American Business Services
DATES: Mon. and Tue. 8:30am-4:30pm, Dec. 7 and 8
LOCATION: UNLV Paradise Campus (PAR) Room 107
FEE: \$950 Includes materials, refreshments, lunches, and parking permit and CEUs (2 sessions)

Your instructor is a recognized domestic and international authority on maintenance operations and management. He is chairman of Arizona-based North American Business Services.

For more information, e-mail christopher.schearer@unlv.edu or call 895-3598.

REGISTRATION FORM

Please check the class(es) for which you wish to register.

- Course F093EG3132 Management Skills for Maint. Supervisors (\$950)
- Course F093EG3131 How to Design & Implement a Superior PPM (\$950)
- Course F093EG3125 Improving Maint. Planning, Sched. & Control (\$950)
- Course F093EG3139 How to Manage Maintenance for Results (\$950)

Enclosed is my check for \$_____ made payable to the Board of Regents

NAME _____
Last First M.I.

ORGANIZATION _____ DAY PHONE _____

ADDRESS _____

CITY/STATE _____ ZIP CODE _____

VISA, DISCOVER, MASTERCARD OR AMERICAN EXPRESS # _____

EXP. DATE _____

CARDHOLDER _____
(Print Name)

CARDHOLDER SIGNATURE _____

ON-LINE: http://edoutreach.unlv.edu/catalog/maintenance_mgmt.html

MAIL TO: University of Nevada, Las Vegas, Division of Educational Outreach, Box 451019, Las Vegas, NV 89154-1019

BY PHONE: You may register by phone with VISA, MasterCard, Discover or American Express cards by calling (702) 895-3394. Have class title, start date, credit card number, & expiration date ready.

BY FAX: Division of Educational Outreach, University of Nevada, Las Vegas, (702) 895-4195

IN PERSON: UNLV Paradise Campus, corner of Tropicana and Swenson, across Tropicana from Thomas & Mack (851 E. Tropicana)