

MemCons TRAINING CALENDAR

All the Courses listed here could be redesigned and tailored to meet your specific Training needs and Delivered **In-House**.
However, Courses not listed here could also be designed and tailored to meet your specific Training needs per request.

Please call the numbers below or send email for further information

*To enroll or register in any of the courses listed below, kindly send email to info@memcons-global.com or call
+233 247241608 / +233 202698181*

N ^o	COURSE	BRIEF DESCRIPTION	DATE	VENUE	COST/ PERSON GH¢
1	<u>TOTAL PRODUCTIVE MAINTENANCE MANAGEMENT (TPM)</u>	The success of every organization depends on how all stakeholders positively influences 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>FEB. 5th – 7th (3 Days)</i>	<i>MemCons Training Center (MTC) ACCRA</i>	<u>Request for Quote</u>
2	<u>ROOT CAUSE PROBLEM ELIMINATION (RCPE)</u>	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>FEB. 11th – 14th (4 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
			<i>AUG. 5th – 8th (4 Days)</i>	<i>TAKORADI</i>	<u>Request for Quote</u>
3		By breaking down the components of the pneumatic system, Participants will design, construct, adjust, and analyze circuits	<i>Feb. 17th – 21st April 7th – 11th</i>		<u>Request for Quote</u>

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	<u>INDUSTRIAL PNEUMATICS TRAINING (IND-PNE)</u>	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 result. 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>June 9th - 13th</i> <i>Aug. 11th – 15th</i> <i>October 6th - 10th</i> <i>Nov. 3rd – 7th</i> (5 Days)	MemCons Training Center (MTC) ACCRA and TAKORADI	
4	<u>SAFE WORK IN CONFINED SPACES AND AT HEIGHT, Code Of Practice, Regulations And Guidance</u>	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.	March. 3rd - 5th (3 Days)	MTC ACCRA	<u>Request for Quote</u>
5	<u>HEALTH AND SAFETY RISKS MANAGEMENT Code Of Practice, Regulations & Guidance</u>	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.	March 17th – 19th (3 Days)	MTC ACCRA	<u>Request for Quote</u>
6	<u>IMPROVING MAINTENANCE AND RELIABILITY THROUGH CULTURAL CHANGE</u>	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.	March 12th – 14th (3 Days)	MTC ACCRA	<u>Request for Quote</u>

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7	<u>OPERATING AMMONIA REFRIGERATION PLANT (AMREF)</u>	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 Ammonia safety awareness, standard operating principles, service procedure and trouble-shooting.	<i>April 2nd – 4th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
8	<u>INDUSTRIAL HYDRAULICS TRAINING (IND-HYD)</u>	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 result.	<i>March 24th - 28th</i>	<i>MemCons Training Center (MTC) ACCRA and TAKORADI</i>	<u>Request for Quote</u>
			<i>May 5th - 9th</i>		
			<i>July 7th - 11th</i>		
			<i>Sept. 8th - 12th</i>		
			<i>Nov. 17th - 21st</i>		
			<i>(5 Days)</i>		
9	<u>TECHNICAL REPORT WRITING SKILLS FOR MAINTENANCE & PRODUCTION STAFF (TECHREP)</u>	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 2th – 4th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
10	<u>MAINTENANCE PLANNING & SCHEDULING (MP & S)</u>	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	<i>April 16th – 18th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
			<i>July 16th – 18th (3 Days)</i>	<i>TAKORADI</i>	<u>Request for Quote</u>

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		operation to support the long-term reliability objectives of your organization.			
11	<u>5S- 5KEYS TO TOTAL QUALITY WORK ENVIRONMENT</u>	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>April 23rd – 25th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
12	<u>LEADERSHIP SKILLS FOR MAINTENANCE AND PRODUCTION TEAM LEADERS (LEADSKILLS)</u>	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>April 28th – 30th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
13	<u>EFFECTIVE SUPERVISORY AND DELEGATION FOR TEAM SUPERVISORS</u>	Effective Supervisory Leadership Skills & Delegation Training gives you the skills that propel you to the next level of success. This training effective supervisory leadership skills and delegation helps supervisors gain the skills they need to become more effective leaders in your organization.	<i>May 29th – 31st (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
14	<u>SAFE MATERIAL HANDLING PROCESSES</u>	This material handling training 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	<i>May 14th – 16th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>

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		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.			
15	<u>OPERATOR-BASED MAINTENANCE MANAGEMENT (AM)</u>	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 maintenance through more effective measurement of its contribution to the overall production.	<i>May 21st – 23rd (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
			<i>Aug. 6th – 8th (3 Days)</i>	<i>TAKORADI</i>	<u>Request for Quote</u>
16	<u>BEARING & BELT CONVEYOR MAINTENANCE (BBC)</u>	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>May 28th – 30th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
17	<u>CONTINUOUS IMPROVEMENT (CI)</u>	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 4th – 6th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
18	<u>RELIABILITY - CENTERED MAINTENANCE MANAGEMENT (RCM)</u>	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>June 18th – 20th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>

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19	<u>PACKAGING & PRODUCTIVITY IMPROVEMENT (P&PI)</u>	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 (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
20	<u>PREVENTIVE MAINTENANCE ESSENTIAL CARE AND CONDITION MONITORING (PM/ECCM)</u>	This course teaches the fundamentals of how to optimize a cost-effective PM/ECCM process for your operation and implement a 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>July. 4th – 6th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
21	<u>FUNDAMENTALS OF MACHINERY LUBRICATION (Greasing and Lubrication)</u>	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>July. 18th – 20th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
22	<u>TEAM BUILDING SKILLS FOR MAINTENANCE AND PRODUCTION TEAMS (TBS)</u>	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>July. 25th – 27th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
23	<u>RELIABILITY-CENTERED STOREROOM</u>	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	<i>AUG. 20th - 22th (3 Days)</i>		<u>Request for Quote</u>

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	MANAGEMENT (STOREMGT)	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>MTC ACCRA</i>	
24	<u>IMPROVING PRODUCTIVITY AND RELIABILITY THROUGH INTER-DEPARTMENTAL PARTNERSHIP</u>	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 understand the entire processes and commit to sustaining winning working strategies. The impact of each department on the whole is key.	<i>Aug. 27th – 29th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
25	<u>INDUSTRIAL PUMP REPAIRS AND MAINTENANCE</u>	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>Sept. 3rd - 5th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
26	<u>INDUSTRIAL CONTROL & AUTOMATION (PLC)</u>	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>Sept. 16th – 19th (4 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
27	<u>5S, TOOL FOR WORKSHOP MANAGEMENT</u>	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>Sept. 24th – 26th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
28	<u>ELECTRICAL MOTORS AND CONTROLS</u>	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	<i>Oct. 15th – 17th (3 Days)</i>		<u>Request for Quote</u>

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	MAINTENANCE (ELECTRICITY)	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.		MTC ACCRA	
29	<u>FOCUSED IMPROVEMENT (FI)</u>	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.	Oct. 22th - 24 (3 Days)	MTC ACCRA	<u>Request for Quote</u>
30	<u>HEALTH AND SAFETY IN ENGINEERING WORKSHOPS AND MANUAL WORK Code Of Practice, Regulations And Guidance</u>	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.	Oct. 29th – 31st (3 Days)	MTC ACCRA	<u>Request for Quote</u>
31	<u>PROPER USAGE & MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENTS (PPE's)</u>	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.	Nov. 5th – 7th (3 Days)	MTC ACCRA	<u>Request for Quote</u>
32	<u>INDUSTRIAL SAFE WORK (ELECTRICAL AND CHEMICAL)</u>	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	Nov. 12th – 14th (3 Days)	MTC ACCRA	<u>Request for Quote</u>

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	Code Of Practice, Regulations & Guidance	occupational injury and disease in the industry due to electrical work and chemicals.			
33	<u>MAINTENANCE OF BOILER MACHINES</u>	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>Nov. 26th – 28th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
34	<u>FORKLIFT OPERATOR TRAINING</u>	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>Dec. 1st – 5th (5 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
35	<u>TROUBLE SHOOTING & MAINTENANCE OF AIR-CONDITION AND REFRIGERATION SYSTEM</u>	Troubleshooting and Maintenance of Air-conditioning and Refrigeration system workshop has been designed 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>Dec. 8th – 10th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>

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36	<u>EFFICIENT ENERGY SAVING STRATEGIES AND MANAGEMENT</u>	This training is specifically designed to create the awareness of energy efficiency strategies as well as effective energy management solutions. This training takes the steps in identifying energy efficiency opportunities based on practical exercises, techniques, guidelines, and information that will enable the participants to develop consistent, useful, and relevant measures in energy audit and cost-saving energy management solutions.	<i>Dec. 10th – 12th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
37	<u>VARIABLE FREQUENCY DRIVES (VFDS)</u>	Introduces the participants to the world of variable frequency drives and their applications in industrial plants. Participants will learn how to improve VFD control and efficiency, troubleshoot and fix VFDs, reduce equipment downtime, and eliminate chronic VFD problems and perform hands-on activities with a real-life variable frequency drive. Participants will input motor data into the variable frequency drive, set parameters for speed control and over current protection, and check fault codes.	<i>Dec. 10th – 12th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
38	<u>HUMAN MACHINE INTERFACING (HMI) AND NETWORKING TRAINING</u>	HMI and Networking Training is an intensive program focusing on Human Machine Interface (HMI), Man Machine Interfacing (MMI), and industrial networking. The course lays emphasis on developing and building a solid foundation on HMI. HMI can provide a graphical view and control over various process parameters involved in an Industrial Control Process (ICP). From operator's perspective HMI is an eye into process information across every type of applications in an industrial environment.	<i>Dec. 15th – 17th (3 Days)</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>
39	<u>DEPOT OPERATIONS</u>	Designed for personnel working in the petroleum depot operations seeking to acquire more knowledge on effective handling of depot operations, storage, design standards, depot automation and warehouse control. It has been critically designed to address performance challenge in the various segments of the corporate	<i>OPEN REQUEST</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>

		value chain using new approaches that will insight a new thinking of resolving depot operational complexities.			
40	<u>BATTERY MAINTENANCE AND SERVICING</u>	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>OPEN REQUEST</i>	<i>MTC ACCRA</i>	<u>Request for Quote</u>

COMPLIMENTARY TRAINING OFFER FOR ALL (FREE/NO COST)

TOTAL PRODUCTIVE MANAGEMENT FOR TOP MANAGEMENT

This is especially arranged for CEOs, MDs, GM and all Senior Management personnel involved in decision and implementation of Total Productive Management or seeking synergistic relationship among all organizational functions, particularly between operations, production and maintenance, for continuous improvement of product quality, operational efficiency, capacity assurance and safety.

Just call and let's arrange to come to your site with this 3-hour insightful session on how reliability techniques could become an organization-wide improvement and sustenance program.

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