



P R E S E N T S

Managing the Maintenance Department:
PART 1

April 7, 8, & 9, 2008
Nashville, Tennessee

THIS TSA WORKSHOP IS DESIGNED FOR:

- Maintenance Supervisors
- Foremen
- Lead people

This training session was designed to assist Maintenance Supervisors and Managers to substantially improve the overall operations of their Maintenance Departments. Emphasis will be placed upon scheduling of employees, monitoring their progress, Administration/Supervision, saving the Department time and money, employee relations, and solving maintenance problems. Workshop participants will also learn how to teach and promote cooperation at all levels so that job productivity and cooperation from staff will substantially increase. **TSA** certificates will be presented to everyone who attends this training.

A G E N D A

DAY ONE, 9:00 am - 4:00 pm... "You and your staff"

1. What makes an excellent Manager/Supervisor
2. The goals & objectives of your Department
3. Policies & Procedures
4. Updating job descriptions
5. Tips for hiring the RIGHT employees
6. How to motivate & lead your staff
7. Evaluating employee feedback
8. Training your Maintenance staff
9. Conducting productive staff meetings
10. Roundtable discussion

DAY TWO, 9:00 am - 4:00 pm... "You and your organization's money"

1. Spending the money wisely - THE BUDGET
2. Preventive Maintenance - THE MONEY SAVER
3. Purchasing/Inventory control
4. Scheduling, planning, & estimating the Department's work load
5. Work Order systems
6. Work standards & expectations
7. Common problems and effective ways to solve them

DAY THREE, 9:00 am - noon... "The total picture"

1. Saving time & money
2. To contract out, or not
3. Monitoring your staff in the field
4. Time management tips
5. After-hour emergencies
6. Tool & Equipment accountability
7. Maintenance vehicles - Meeting your needs

REGISTRATION FORM

TSA WORKSHOP: Managing the Maintenance Department: PART 1

DATES: April 7, 8, & 9, 2008

COST: \$345./person

AMOUNT ENCLOSED: \$_____

PLACE: Guesthouse Inn & Suites
2420 Music Valley Dr.
Nashville, Tennessee 37214

PHONE: 615-885-4030

NAME & ADDRESS of ORGANIZATION: _____

zip _____

NAME(s) & POSITION(s) of THOSE ATTENDING: _____

PHONE: (____) _____ **FAX:** (____) _____ **EMAIL:** _____

- Please make your own arrangements for travel, hotel, and meals, and let the hotel know that you will be attending a **TSA** workshop so that you can receive the special room rate of \$85./single or double.
- Please mail this registration form with your payment to **Training Services Association**, 1959 Cassim Ln., Tucson, AZ 85704. Please do not hand carry checks or cash to the workshop. **Questions?** Contact **Bill Cogley TSA Director**: Phone, 520-297-3868 ... Fax, 520-297-2322 ... Email, tsa@trainingservicesassoc.com
- To better ensure that your registration is processed in time for the workshop, please also FAX a copy of this registration form to **TSA**, 520-297-2322 ... Thanks!
- In the event of the **UNLIKELY** cancellation of this workshop, non-refundable airline tickets should be purchased at your own risk. Full refunds will be provided, if cancellations are made by March 21st.

Training Services Association, LLC
1959 Cassim Ln.
Tucson, AZ 85704

Return Service Requested

Atten: Facility Maintenance

