Best Practices in Multishift Operations

Achieving Operational Excellence in Multishift Management

02 - 06 Nov 2014
18 - 22 Jan 2015
24 - 28 May 2015
01 - 05 Nov 2015

Dubai, United Arab Emirates
Best Practices in Multishift Operations

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This course will reveal how the world’s most successful companies manage multiple-shift and 24-hour operations to deliver world-class people and process performance. All industries are highly competitive so in order to compete successfully, 24-hour operations must continuously improve to achieve the highest possible standards at all times.

For a facility to operate safely and efficiently 24/7, it is necessary to apply shift working best practices. Multiple-shift operation poses a challenge because of the potential for fatigue and disconnects caused by the fact that the personnel are changing every few hours. This can result in a significantly increased risk of incidents and operational problems such as reduced throughput, poor communication and increased levels of waste.

This course will feature:
- Why 24/7 operation needs multiple-shift working
- How shift working introduces extra challenges
- Communication and leadership for shift working
- Why shift working increases risk from fatigue and at changeover
- Development of strategies to manage shift risks & issues & become a world-class 24/7 operation

WHAT ARE THE GOALS?

By the end of this course, participants will be able to:
- Recognize and appreciate the issues associated with 24/7 shift operation.
- Identify strategies to deal with the issues.
- Benchmark your performance against that of world-class facilities & explore alternative shift schedules.
- Develop effective shift supervisors.
- Create an Action Plan for continuous improvement back at work.

HOW WILL THIS BE PRESENTED?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes a combination of lecture, discussion and group work.

This course will involve:

- Sharing the specific issues of the course delegates
- Case Studies
- Applying the Learning - Group Vision and Action Plan
- Understanding the issues associated with shift working
- Dealing with Fatigue, Pros and Cons of Different Shift Systems
- Developing Effective Shift Supervisors, Continuous Improvement/Kaizen in 24-Hour Operations
- Fatigue and its consequences and other People issues

WHO IS THIS COURSE FOR?

This course is suitable to a wide range of professionals but will greatly benefit delegates new to shift working environments, as well as those with many years experience of shift work, from both process and non-process industries, namely:
- Plant/Operations personnel and managers, shift supervisors and shift team leaders
- Personnel interested in Quality and Quality Assurance
- Maintenance and Engineering Personnel
- Training & Development Personnel
- Personnel from Logistics or Network Support Teams
- Personnel from Customer Service at any level
- HR Personnel and those involved in Staff health and welfare at any level

THE COURSE CONTENT

DAY ONE
Understanding the issues associated with shift working
- Shift Working Self-Assessment - How does your operation measure up?
- Communication
- Continuity of operation and Consistency of approach
- Benchmarking against world-class operations
- Shift-to-shift handover
- Fatigue and its consequences and other People issues

Sharing the specific issues of the course delegates

Case Studies

DAY TWO
Effective Communications, Effective Shift Handover & Continuity of Operation
- Deliver effective management communication to all shifts
- Improve shift leader-team communications
- Develop effective interfaces across shifts
- Best practices for effective shift handover and Start of shift meetings
- Teamwork
- Effective standard operating procedures
- Training and developing Shift Teams

Case Studies

Day Three
Developing Effective Shift Supervisors, Continuous Improvement/Kaizen in 24-Hour Operations
- Evolution of the role of supervisor
- Training and developing effective supervisors
- Benchmarking performance of supervisors
- Understanding CI
- Workplace organization, 5S and TPS
- Management visibility/GEMBA

Case Studies

DAY FOUR
Dealing with Fatigue, Pros and Cons of Different Shift Systems
- The body clock and circadian rhythms
- Causes of fatigue & Fatigue Countermeasures
- Ergonomics
- History of shift working
- Alternative Shift Schedules
- Analysis of delegates’ shift schedules and issues

Case Studies

DAY FIVE
Dealing with People Issues on Shift
- Managing performance
- Dealing with poor performance
- Improving Motivation and Counseling
- Discipline
- Consistency of approach
Applying the Learning - Group Vision and Action Plan

Case Studies
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Please use BLOCK CAPITALS to fill in this form. It is important that you read carefully through all information before starting to complete the form.

REGISTRATION DETAILS

Family Name ...................................................................................................................
First Name (Mr./Ms.) ..........................................................................................................
Position ............................................................................................................................
Company ..........................................................................................................................
Mailing Address ..............................................................................................................
Telephone ..........................................................
Fax ..........................................................
Mobile .......................................................
Email ...................................................

AUTHORISATION

Authorised by ..................................................................................................................
Position ............................................................................................................................
Mailing Address ..............................................................................................................
Telephone ..........................................................
Fax ..........................................................
Mobile .......................................................
Email ...................................................

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue.

Please make your request for accommodation at least 3 weeks prior to the commencement of the programme.

CERTIFICATION

A Certificate of Attendance will only be awarded to those delegates who attend the entire course

COURSE SCHEDULE

- 02 - 06 Nov 2014
- 18 - 22 Jan 2015
- 24 - 28 May 2015
- 01 - 05 Nov 2015

Dubai, United Arab Emirates

REGISTER ONLINE

REGISTRATION FEES

US$ 4,450/- 2014 participant
US$ 4,150/- 2015 participant

This fee is inclusive of Documentation, Lunch and Refreshments

MODE OF PAYMENT

☐ Please invoice my company
☐ Please invoice me

WAYS TO REGISTER

E: info@PetroKnowledge.com
W: www.PetroKnowledge.com

CANCELLATIONS & SUBSTITUTIONS

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrolment. All registrants will be notified in advance and a full refund will be provided upon request.

DISCLAIMER

Circumstances beyond the control of PetroKnowledge may necessitate postponement, change of venue or substitution of the Instructor. As such, PetroKnowledge reserves the right to implement such amendments.