Failure Mode Effect & Criticality Analysis (FMECA) Facilitator Skills Training
Raising the Level of Learning in Your FMECA Sessions

29 Mar - 02 Apr 2020, Dubai
13 - 17 Dec 2020, Dubai
Introduction

This highly interactive GLOMACS Failure Mode Effect and Criticality Analysis (FMECA) Facilitator Skills Training course will focus on the essential skills for a FMECA facilitator, supported by tailor-made exercises and constructive personal feedback. This intensive training course will also enable you to represent the FMECA process in your company, explain every aspect of the FMECA method, and guide the process of gathering and verifying information in the FMECA and pursue agreement.

Asset Management nowadays has to meet a broad range of business and SHE objectives of the company and therefore requires a multidisciplinary approach. FMECA, failure mode effect and criticality analysis, is a practical instrument to analyze and compile all these aspects in one overview which is comprehensible for all people involved in the asset management process, including those on the shop floor.

However, a FMECA facilitation is a complex task. One needs to understand the system with its functions on a conceptual level and must understand the explanations of experts about failures, preventive measures and operational procedures. The facilitator should know everything about the principles of failure mode, effect and criticality analysis as well as the specific tools and templates which are used in the company.

Critical to success is a facilitator who is aware of the group dynamics during the FMECA sessions. The facilitator must be able to switch roles between attention to people, process and technical complex content.

This GLOMACS training course will highlight:

- The FMECA principles, methods, templates and process (also Root Cause Analysis, Reliability Centered Maintenance)
- Theory: the analytical basis of ‘FMECA thinking’ – risk, functions, norms, causality, risks, criticality, preventive and corrective actions
- The characteristics of FMECA data gathering: facts, level of detail, use of language in multidisciplinary teams
- The dynamics in multidisciplinary teams and thinking preferences
- Facilitator skills as systematic questioning, listening, recapitulating, dealing with frustrations, managing the process, flexible workflow, keep in control and delegate whenever possible

Objectives

This GLOMACS FMECA Facilitator training course focuses on a thorough and highly customized FMECA tool in which valuable information is gathered based on the full support of the FMECA team, accomplished by the professional skills of the facilitator.

By the end of this GLOMACS training course, participants will be able to:

- Knowing and understanding the FMECA and related methods in use in the company
- How to organize the FMECA process and involve participants
- Able to present and explain the FMECA tools and software
- Systematic questioning and judge information
- Able to validate the FMECA results with an expert group

Training Methodology

Participants to this GLOMACS Failure Mode Effect and Criticality Analysis (FMECA) Facilitator Skills Training course will share mutual insights and feedback, therefore the group is limited to a max of 6 participants per trainer. The participants receive a thorough training on the subjects covered by the seminar outline, with a combination of theory, practical examples, many exercises and application on issues from their own work environment. Besides training manual, participants will receive additional materials like process cards, work sheets, case descriptions, sample solutions, etc.

Organisational Impact

By attending this GLOMACS training course, your organization will get sustainable results:

- The strategic, technical and process expertise and practical knowledge and experience will be joined and registered in a professional way
- The organisation of FMECA sessions will be smooth and embedded in regulated processes
- A skilled facilitator will prepare, organize, lead and evaluate with only one focus: to join the knowledge and experience of you experts
- The FMECA sessions will be more satisfying an successful
- A skilled facilitator will understand the needs of all participants and reach for widespread support
- Improving the FMECA processes and formats by learning from the practice of other participants

Personal Impact

By attending this GLOMACS training course the participants will:

- Understand the increasing importance of knowledge management and the use of FMECA tools
- Understand the huge importance of the cooperation with the problem owner, all involved experts and his or her role as a facilitator
- Learn about their own pitfalls while discussing technical issues, working in multidisciplinary teams and how important it is to stay away from content involvement
- Be skilled to prepare, organize, lead the process and evaluate FMECA sessions
- Be skilled to manage a multidisciplinary teams and respect everyone in his or her strength
- Be skilled to reach for consensus, manage disagreement and use a proven shared language
- Significantly improve their personal effectiveness and boost their future career opportunities

Who Should Attend?

This training course is suitable and will be greatly beneficial for you if:

- You work in in the field of Maintenance, Operations or SHE / quality as a facilitator or team leader
- You are familiar with, or willing to learn the process of asset management and the tools in use
- You love to work with people and get the best out of them
- You feel the need to improve yourself in motivating teams and analyzing detailed information
Seminar Outline

**DAY 1**

Introduction to Facilitation Skills
- Introduction to the Program
- Introduction in the Key Roles of a Facilitator
- Start Case FMECA (problem solving)
- Theory Communication Process Model and Skills (feedback)
- Theory and Exercises in Asking Questions
- Exercises in Problem Solving in an Expert Team

**DAY 2**

The Basics of the FMECA Method
- FMECA Process an Template – All Aspects
- Theory Ordering Information in FMECA (Analytical Grammar)
- Theory Presentation Skills (Part 1)
- FMECA Introduction Case
- Theory and Exercises in Asking Questions
- How to Make Teaches to Foster the FMECA Process

**DAY 3**

Introduce and Teach Your Own FMECA Process
- Theory Thinking Preferences Ned Herrmann and De Bono
- Theory Presentation Skills (part 2)
- Presentations and Teaches of Participants (feedback sessions)
- FMECA Case (2)
- Exercises with Reluctant Behavior
- Preparation of New Presentations and Teaches

**DAY 4**

Judge Information and Quality of FMECA
- Theory of Stakeholder Management and Networking
- Exercise Inventory of Stakeholders and How to Approach
- Case: Challenge the FMECA (and FMECA’s of participants)
- Focus on Decision Making
- Theory Motivation Factors for Participants
- Presentation of Participants FMECA’s (feedback session)
- Theory Implementation and Project Management

**DAY 5**

Promoting FMECA Results
- Overall Learning Personal Points and Feedback
- All Presentations and Feedback
- During Presentations Exercises based on the Learning Points
- Celebrate Success
- Evaluation and Closure of Training

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<th>Code</th>
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REGISTRATION DETAILS

LAST NAME:________________________________________
FIRST NAME:_______________________________________
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AUTHORISATION DETAILS

AUTHORISED BY:___________________________________
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PAYMENT DETAILS

☐ Please invoice my company
☐ Cheque payable to GLOMACS
☐ Please invoice me

CERTIFICATION

Successful participants will receive GLOMACS' Certificate of Completion

TERMS AND CONDITIONS

• Fees – Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
• Mode of Payment – The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/sponsor. Credit card and cheque payments are both acceptable.
• Cancellation / Substitution – Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US$ 250.00 processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.
• Hotel Accommodation – is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
• Attendance Certificate – a certificate of attendance will only be awarded to those delegates who successfully completed/attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
• Force Majeure – any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
• Fair Access / Equal Opportunities – In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access/equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.