

Learn. Internalize. Apply



AGILE ASSET MANAGEMENT TRAINING

DATE: 29TH AUGUST – 2ND SEPTEMBER 2022

VENUE: MIDLAND HOTEL, NAKURU

COST: KSHS 92,500 EXCLUDING VAT PER PERSON

NITA REGISTERED: NITA/TRN/916

INTRODUCTION

Asset Management enables an organisation to examine the need for, and performance of, assets and asset systems at different levels. Additionally, it enables the application of analytical approaches towards managing an asset over the different stages of its life cycle (which can start with the conception of the need for the asset, through to its disposal, and includes the managing of any potential post disposal liabilities). Every company needs to keep track of its assets. That way, its stakeholders will know which assets are available to be employed to provide optimal returns. This interactive asset management training course begins with an overview of asset management, its definition and benefits for an organization. It shares the latest thinking, processes, methods and tools in joined-up management of any types of asset.

OBJECTIVES OF THIS TRAINING

At the end of this asset management training course, participants will be able to:

- Recognize and be able to apply asset management terminology, definitions and principles
- Identify and manage the expectations of stakeholders with respect to asset management
- Become familiar with internationally recognized asset management methodologies and good practices
- Appreciate the structured approaches available for the improvement of value realization from assets

BENEFITS TO YOUR ORGANISATION

Training is an investment in the future of your organisation and employees in which the payback is immediate. There is this ancient Chinese proverb that says: *“Give a man a fish and you feed him for a day. Teach a man to catch fish and you feed him for a lifetime.”* This training is one of the building blocks for developing a solid culture of asset management that will benefit your organization with:

- Equipped employees who will ensure necessary features are in place to ensure all assets are discoverable and visible
- Apply new and modern risk-based methodologies to manage asset integrity in both newly constructed and aged facilities
- Address key threats and provide both established and innovative practices to safely mitigate them

BENEFITS TO PARTICIPANTS

Individuals who participate in this Asset Management Course can gain from it in the following ways:

- Learn the procedures and guidelines to achieve operational excellence and sustainability
- Theoretical and practical exposure to the fundamentals of asset management
- Describe how asset management should be implemented to safeguard assets, people and the environment

TARGET GROUP

Person(s) with an interest or responsibility for physical or other assets, decision making, planning, risk management, resourcing, operations, technical services, information support, budgeting, quality management or organizational development. This course is suitable for:

- Asset Managers
- Audit Managers
- Investment Managers
- Procurement Managers
- Accountants
- Accounts Assistants
- Asset management officers
- Investment officers
- Procurement officers
- Audit officers
- Assets Disposal officers

OUR TRAINING METHODOLOGY

At DGMB, we have spent a couple of years developing and refining our training approach in this area. Our methodology has several features that will ensure your staff experience a robust and relevant program; one that strengthens team dynamics and the organization deliver improved results. Some of the highlights of our unique approach are:

◆ **Reduced Emphasis on Formal Training**

We base our course designs on the 70:20:10 paradigms. Research indicates that about 70% of what adults learn is through on-the-job experience, 20% through social learning, and 10% through formal training. We present information in ways that engage participants and generate plenty of discussion and sharing of experiences. We also provide individual and group assignments that encourage participants to integrate new concepts into their daily work.

◆ **Practical and Relevant Content**

In assessing and designing customer service and communications skills course, we remembered Hermann Ebbinghaus' famous 'forgetting curve' that shows we forget 50% of learned material within one hour unless it is put into practice. Our needs analysis and instructional design practices produce engaging, real-world learning materials, customized so that participants relate fully with the content.

◆ **Employing the Wisdom of Renowned Management Thinkers**

We employ the wisdom of renowned academics and authors on business and management like Henry Mintzberg who believes that:

- ✓ management should emphasize teamwork, rather than rely on heroic individualism
- ✓ Effective staff are reflective in the context of taking action
- ✓ management development works best as social learning in small groups

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◆ Research-supported Methods

Our training delivery is always informed by research on adult learning principles and by our experience as organizational development consultants, instructional designers and facilitators. Consequently, we include plenty of opportunities for learners to apply key concepts, using scenarios and simulations, personal action plans, accountability partners, and other techniques. These methods ensure participants retain what they have learned, apply what they have learned quickly, refine their approach, and internalize learning for long-term use.

◆ Uncommon Focus

Few training firms follow good design principles consistently because it takes time, sustained focus and clarity. Compared to other strategies and methodologies, DGMB's program will:

- ✓ Help you build strong internal communities
- ✓ Help staff learn more rapidly
- ✓ Build in lasting change through reflection
- ✓ Create working teams that are more cohesive, resilient, and productive

In this we have combined the following training approaches:

- i. Presentations through lecturing, group exercises, demonstrations and group discussions including presentations to enable interactions between the facilitators and the participants and among participants.
- ii. Discussions on topical issues arising from the various sessions and during the scheduled plenary discussions.
- iii. Citation of real case scenarios to enhance understanding of the core concepts, issues and training strategies
- iv. Role play, games and hands-on exercises
- v. Held plenary sessions to identify way forward

DGMB has deployed modern training aids aimed at making the training more exciting, inspiring and interesting. The teaching aids are numerous and serve different purposes. We used the following teaching aids to be very effective in capturing the imagination of the trainees:

- ✓ Overhead Transparencies (Colored power point slides), Demonstrations and emailed training materials to each participant.

COURSE DURATION

The course duration is **five (5) days** that will run as per our proposed 5-day training programme. The length of the training is adequate to cover the entire course as shown in the timetable below. In these five days of training, your participants will uncover the secrets of outstanding asset management.

TIMETABLE

Find below the programme for this seminar:

DAY ONE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Introduction to asset management

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10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Asset & maintenance management as a business process
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Asset management process model – The Asset Management System
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day One
DAY TWO	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Sourcing & outsourcing of assets
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	International standard on Asset Management
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Level of service and performance measures
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day Two
DAY THREE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Condition assessment and monitoring
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Information & configuration management
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Vendor management & past performance
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day Three
DAY FOUR	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Risk-Based Maintenance concepts (RBM)
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 am – 1:00 pm	Life Cycle Costing (LCC)
1:00 pm – 2:00 pm	Lunch Break
2:00 pm – 4:00 pm	Asset Management assessment
4:00 pm – 4:15 pm	Coffee/Tea, Wrap Up & End of Day Four
DAY FIVE	
8:00 am – 8:30 am	Arrival, Registration and Climate Setting
8:30 am – 10:30 am	Asset Management teams
10:30 am – 11:00 am	Mid-morning Break and Refreshments
11:00 pm – 1:00 pm	The Importance of Emotional Intelligence
1:00 pm – 2:00 pm	Lunch, Wrap Up & End of Training

YOUR INVESTMENT

We shall offer this training at a professional fee of **Kshs 92,500 per person excluding VAT** for the entire duration of the course. This fee will cover our charges, costs of course preparations and training materials. This cost does not cater for transport and accommodation for participants.

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ADMINISTRATION DETAILS

Dates: 29th August – 2nd September 2022

Time: 8:00 a.m. – 5:00 p.m.

Venue: Midland Hotel, Nakuru

Attire: Smart Casual

For enquiries call **David or Rebecca** on: (+254) 722 352 680/ (+254) 787 352 680.

Email: dgmbfinance@gmail.com or training@dgmbtraining.co.ke

PRE-REQUISITES

No prior training in asset management training is required.

QUALITY ASSURANCE

DGMB Training Solutions Ltd strives to provide you with the most productive, effective and value for money training experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival.

TERMS AND CONDITIONS

Disclaimer: All registrations are subject to session availability. All speakers, sessions and prices were confirmed and correct at the time of printing. DGMB Training Solutions Limited reserves the right to change speakers and program details as required in addition to making changes to the schedules, venue or cancel the event altogether. **Privacy notification:** DGMB Training Solutions Limited respects the privacy of individuals, their sponsors, Organizations and acknowledges that the information you provide on registration form is confidential and third parties would not have access to. DGMB Training Solutions Limited collects this information for purposes of processing your registration and providing you information (via email and/ or mail) on upcoming events, specific products and services provided by or associated with DGMB Training Solutions Limited. Kindly register by 5pm, two working days prior to the training to enable us to cater for your course materials and catering requirements. **Notice of withdrawal:** Unless written notice of withdrawal is received before the closing date of the programme, the full fee is still due in the event of non-attendance. However, DGMB Training Solutions Limited accepts replacement(s) or substitution, made in writing, prior to the commencement date of the Seminar. However, no substitution of participant(s) is allowable after the commencement of the training.

NITA CERTIFIED CERTIFICATE OF PARTICIPATION

Participants will be awarded NITA accredited certificates after attending this course.

HOW TO PAY

1. Issue Cheques in the name of “DGMB Training Solutions Ltd” or
2. Remit the Training fees via RTGS or Electronic Funds Transfer (EFT) to our Bank, the details are: - Account Name: - DGMB Training Solutions Limited, Bank: Cooperative Bank of Kenya,

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Branch: City Hall Branch, Nairobi, Account Number: - 01148231039600 and Branch Code: - 11049.

3. Our PIN is P051349463P