



MAINTENANCE MANAGEMENT TRAINING

Fleet Workshop Management and Job Control

3 day course

Classroom, online or in-house

Course overview

A workshop is judged on vehicle availability, yet most are run on whatever came through the door this morning, which guarantees that scheduled work is always displaced by breakdowns it would have prevented. This course covers running one deliberately. Delegates work through workshop layout, bay allocation and the flow that determines how many vehicles a shop can handle. Job card discipline is addressed as the foundation, covering what must be recorded for a job to be costed, invoiced or learned from. Scheduling preventive work against operational demand follows, including the negotiation with operations that decides whether a service happens. Labour planning, technician productivity and the difference between attendance and wrench time are covered. Parts and stores interface is addressed, since most delay is waiting for parts. Warranty recovery is covered as revenue routinely left unclaimed. Downtime measurement and availability reporting follow. Outsourcing decisions are addressed. The course closes on workshop cost per vehicle and on the reports that should reach a fleet manager.

What you will learn

- Lay out bays and manage flow for throughput
- Enforce job card discipline sufficient to cost and learn from work
- Schedule preventive work against operational demand
- Plan labour and measure wrench time rather than attendance
- Manage the parts interface that causes most delay
- Recover warranty that is routinely left unclaimed
- Report downtime, availability and workshop cost per vehicle

Who should attend

- Workshop managers and foremen
- Fleet maintenance controllers
- Plant maintenance supervisors
- Transport managers accountable for availability
- Stores staff supporting a workshop

Course outline

- 01 Whatever came through the door
- 02 Layout, bay allocation and flow
- 03 Job card discipline
- 04 Scheduling against operational demand
- 05 Labour planning and wrench time
- 06 Parts interface and waiting
- 07 Warranty recovery
- 08 Downtime, availability, outsourcing and cost per vehicle

Upcoming dates

Dates	Venue	Format	Fee per delegate
19 to 21 October 2026	Johannesburg, South Africa	Classroom	R14,950
4 to 6 January 2027	Dar es Salaam, Tanzania	Classroom	USD 995
20 to 22 January 2027	Online	Online	R6,500



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

AfriScience Group | +27 61 536 6531 | info@afriscience.co.za | Pretoria, Gauteng, South Africa