

## Day Plan / Schedule (6 Hours a Day Total 12 Hours)

Day 1	Registration	9.00 AM to 9.30 AM	
	Tea Break	9.30 AM to 10.00 AM	
	Morning Session Workshop	10 AM to 1.00 PM	3 Hrs
	Lunch Break	1.00 PM to 1.30 PM	
	Evening Session Workshop	1.45 PM to 5.00 PM	3 Hrs
	Tea Break	15 minutes in between	
Day 2	As day one schedule	10 AM to 6.00 PM	6 Hrs
<b>Day/Session</b>	<b>Session Plan for AC Technician (2 Days/12 Hours)</b>		<b>Hours in a Day</b>
	<b>Domestic (Window &amp; Split)</b>	<b>Central AC Plant</b>	
Day 1-Morning	Basic Fundamentals	Basic Fundamentals	1.0 Hour
Session	Tools and Equipments	Tools and Equipments	2.0 Hours
Day 1-Evening	Installation Procedures	Installation Procedures	1.5 Hours
Session	Copper Pipe handling	Copper Pipe & Chilled Water Pipe handling	1.5 Hours
Day 2-Morning	Common Problems	Common Problems	1.0 Hour
Session	Trouble Shooting	Trouble Shooting	2.0 Hours
Day 2-Evening	Preventive Maintenance	Preventive Maintenance	1.0 Hour
Session	Operating and Maintenance of HVAC	Operating and Maintenance of HVAC	0.5 Hours
	Trouble Shooting	Trouble Shooting	0.5 Hours
	Activity	Activity	1.0 Hour
<b>Day/Session</b>	<b>Session Plan for AC Supervisor (2 Days/12 Hours)</b>		<b>Hours in a Day</b>
	<b>Domestic (Window &amp; Split)</b>	<b>Central AC Plant</b>	
Day 1-Morning	Basic Fundamentals	Basic Fundamentals	2.5 Hours
Session	Physical Requirements	Physical Requirements	0.5 Hours
Day 1-Evening	Study of Drawings	Study of Drawings	1.0 Hour
Session	Work Plan /Coordination	Work Plan /Coordination	1.0 Hour
Day 2-Morning	Technician Management	Technician Management	0.5 Hours
Session	Material Management	Material Management	0.5 Hours
Day 2-Evening	Services report Preparation	Services report Preparation	1.0 Hour
Session	Installation Procedures Domestic Equipment	Installation Procedures Central AC plant	2.0 Hours
	Activities	Labour Management	2.0 Hours
<b>Day/Session</b>	<b>Session Plan for Facility Managers (1 Day/7 Hours)</b>		<b>Hours in a Day</b>
Day 1-Morning	Basic and Fundamentals		1.0 Hour
Session	Study of Drawings		0.5 Hours
	Work Plan /Coordination		1.0 Hours
	Labour Management		0.5 Hours
	Material Management		0.5 Hours
Day 1-Evening	Method Statements		1.0 Hour
Session	Installation Procedures- Ducting		0.5 Hours
	Installation Procedures- Equipments		0.5 Hours
	Installation Procedures- Piping		0.5 Hours
	Maintenance Practices		0.5 Hours
	Activity		0.5 Hours