

3 DAY LEAN THINKING WORKSHOP

Course Outline

INTRODUCTION

- Introduction to Lean Thinking Principles, Best Practices and Techniques.
- Simulation – Run 1

GAINING CONTROL

- Leading & Managing Change
- Waste Reduction
- Value Stream Mapping
- Teamwork
- 5S (Workplace Organisation)
- Set-up Time Reduction
- Process & Material Flow
- Self assessment of Lean best practices
- Simulation – Run 2

GETTING RESULTS

- Visual Performance Measures
- Structured Problem Solving
- Standard Work
- Error Proofing
- Self assessment of Lean best practices
- Simulation – Run 3

WHAT IS LEAN THINKING?

Lean is a system of continuous improvement which focuses on eliminating all forms of waste through the implementation of appropriate techniques and best practices.

Lean analyses and improves the flow of product, services and information through added value activities, resulting in improved productivity, people involvement and customer satisfaction.

Implementing lean tools and techniques will enable your business processes to be flexible and efficient. The objective is to satisfy customer demand for a quality product and service at the right time and at a competitive price. This includes managing total costs and providing an acceptable return on investment (ROI) to stakeholders.

HOW THE LEAN4x4 PROGRAM IS STRUCTURED

The training is a combination of theory and experiential learning.

A practical, doing-is-understanding Lean Simulation is used to demonstrate each of the Lean Best Practices:

- How they interrelate, and
- Their impact on business performance.

Participants should be from both management and operational levels.

The facilitators of the training have many years of practical continuous improvement experience in a broad range of industries. They make the learning experience enjoyable, fun and most importantly, equip participants with the tools to apply the learnings in the workplace.

In summary - the training includes presentations, interactive discussions, self assessments, a highly effective simulation and practical exercises to maximise the learning.

WHAT ARE THE LEAN BEST PRACTICES?

Leading & Managing Change

Leading and Managing the improvement process is a fundamental foundational best practice which ensures the longevity of the organisations continuous improvement 'way of life'.

The effectiveness of this best practice determines the direction, the pace and the tone of the improvement process.

Teamwork

Teamwork is a corner stone to continuous improvement. It centres on the empowerment and involvement of people on a common set of goals, specific roles and responsibilities and team procedures to drive continuous improvement.

3 DAY LEAN THINKING WORKSHOP

WHAT ARE THE BENEFITS OF LEAN?

- increased productivity
- reduced operating expenses
- reduction of all forms of waste
- improved customer value flow
- people engagement & improved morale
- improved quality and reduced scrap or rework
- reduced lead times and greater customer responsiveness
- improved participation, communication and collaboration across the organisation
- improved fulfilment of your order winning criteria
 - cost
 - quality
 - lead time
 - flexibility
 - information

5S

5S is a system for workplace safety and efficiency contributing to becoming a highly organised and waste free operation. The world's best Company's suggest that if you cannot excel at 5S you cannot expect to excel at anything else in business.

Process & Material Flow

Lean organisations deploy pull systems to control the flow of work from one process to another. Upstream processes will only transfer work when the downstream process requires it. Also learn about the "Theory of Constraints" and how to detect your process constraints and protect your throughput potential.

Visual Performance Measures

Learn the importance of visual performance measures in driving changes in behaviour and the benefits of displaying visual measures to your workforce.

Problem Solving

Is about, making continuous improvements in the workplace by focusing on eliminating major losses and wastes through structured, simple problem solving.

Waste Reduction

Learn how to identify and eliminate the different categories of lean losses and wastes which are typically found in most organisations.

Waste is anything that uses resources but does not add real value as defined by the customer.

Learn how to apply the various techniques to reduce or eliminate the non value add activities or wastes to enable customer value to flow without interruption, deviation or scrap.

Standard work

Standard work is the process of developing the best way currently known to do a task and then ensuring everyone is firstly capable and secondly consistently applies this best method.

Standard work is the key to both removing process variability and to sustaining productivity gains.

It is fundamental to the process of continuous improvement.

Value Stream Mapping - VSM

VSM enables the identification of losses and wastes within the supply chain and provides a basis for effective planning and implementation of solutions.

Value Stream Maps are living documents which should be refined and updated as the system changes.

Waste Categories

- 6 x Machine Losses
 - Breakdowns
 - Set-ups
 - Speed losses
 - Minor Stops
 - Start – ups & Shut Downs
 - Quality Issues
- 8 x Production Wastes
 - Waste of Motion
 - Waste of Material Handling
 - Waste of Over Production
 - Waste of Excess Inventory
 - Waste of Waiting
 - Waste of Inappropriate Processing
 - Waste of Correction
 - Waste of Human Creativity.

3 DAY LEAN THINKING WORKSHOP

HOW MATURE IS YOUR COMPANY?

The course helps you focus on Lean / continuous improvement best practices that drive your performance and provides a system to track your "best practices maturity".

The stages of 'best practices maturity'

Stage 1 - No best practices used and the company revolves around crisis management and ad hoc responses.

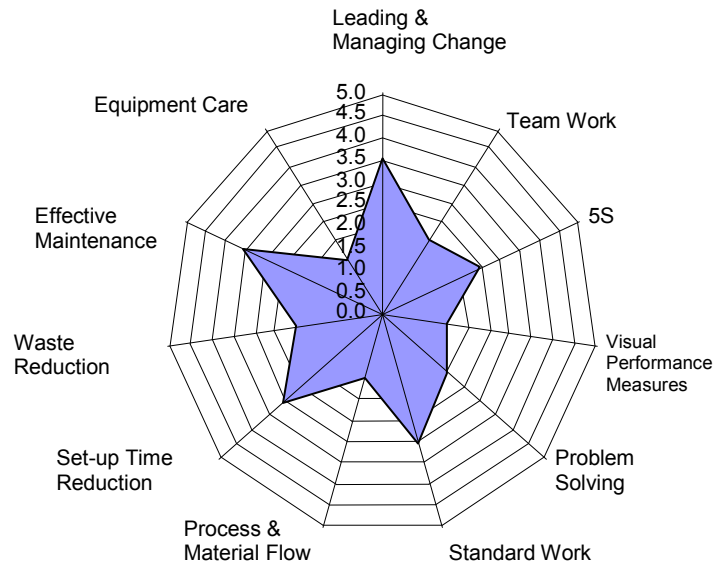
Stage 2 - Clearer understanding of company direction, imparted effectively by management.

Stage 3 - There is an ownership of practices at shop floor, middle management and senior management levels.

Stage 4 - Practices are constantly being honed and refined. Management is consultative and the company is utilising technologies to improve performance throughout the organisation.

Stage 5 - Best practices are a 'way of life'. Management has adopted a mentoring style within the company and its business partners.

LEAN - Best Practice Maturity Profile



Contact details for further information:

Michael Taylor:
Mobile **0400 909 140**
Email: michael@contours.com.au

Dale Taylor :
Mobile **0448 195 337**
Email : dalet@contours.com.au

Head Office : + 61 07 3352 6900

Fax : + 61 07 3356 3853

Website : www.contours.com.au

Lean4x4
CONTINUOUS
IMPROVEMENT
PROGRAM