

## PROGRAMME OBJECTIVES

The objective of this training programme is to provide the participants with an overview of the fundamental Lean concepts and provide the context for further engagement with Lean. It also introduces the concept of continuous improvement which lies at the core of any Lean transformation.

A second objective is to introduce 6S and Workplace Organisation, the basis for all process improvement.

It is primarily intended for identified Team members who will be participating on improvement teams. It will also be useful to individuals at all organisational levels who will be impacted by, and supporting, Lean continuous improvement.

## COURSE DURATION AND DELIVERY

This programme is composed of classroom instruction in the concepts listed below. The course outline is delivered at the Customer's site over the course of a half day.

## COURSE OUTLINE

### Workshop Training Programme (Half day intense Workshop)

#### **Lean Principles & the Eight (8) Wastes**

The Lean Fundamentals module provides a detailed understanding of the 5 Lean Principles and the concepts of Waste and Value-Added activity within a Lean context. It provides an overview of the key principles and objectives that underpin much of what is encompassed within Lean thinking and provides the participant with an insight into the significant differences between the traditional approach and that of Lean.

#### **6S/Workplace Organisation**

This Module initially looks at 6S in the context of an overall Visual Management Framework and describes how it offers very real and measurable benefits to organisations which successfully implement it. It details how 6S contributes to improving workplace organisation and provides the first steps on the way to visual control, walking through the 6 "S"s and overviewing the steps required for implementation.

Having overviewed 6S the module introduces the students to a variety of methods used for visual management in a lean environment. It covers the development and display of key indicators, use of visual standards and controls and includes a particular emphasis on Fail Safe or Poka Yoke as an approach to eliminating errors in the process.