

# Introducing Lean Thinking and Practice

This one-day training workshop programme introduces the main principles and techniques of Lean Thinking. Detailed delegate materials will be provided and reinforced by interactive team based exercises to bring the concepts to life.

## Who is the course for?

This training is suitable for anyone requiring an introduction to Lean thinking, practices and tools. Typical participants are process managers, process owners and team members. They will be equipped with the knowledge to work effectively on everyday process improvement with some guidance from a Lean Practitioner or Green Belt. The course is suitable for transactional and manufacturing environments.

## How can I take this course?

This course is delivered in-house as a comprehensive 1-day session

## Supporting Materials

Each delegate receives a printed copy of the course slides and our Lean Thinking Pocket Guide.

## Course Content

- Introduction –
  - Lean in a nutshell
  - Leading the Vision
- The Origins of Lean
  - Brief history
  - Underlying principles
- The 5 Key Principles of Lean Thinking
- An Introduction to Waste
  - The 7(8) Wastes
- Thinking about the Customer and Customer Value-what is Critical to Quality(CTQ)
- Understanding the Data requirements
  - Using the right data
  - Deciding the right measures
  - Data Analysis
- Identifying and Understanding the Value Stream
  - Going to the Gemba
  - Mapping the Process
    - SIPOC
    - Process Stapling
    - Spaghetti Diagram
    - Deployment Flowchart
    - Value Stream Mapping
- Improving the Flow
  - The Theory of Constraints



- Tackling the bottlenecks
- 5S in Detail
- Visual Management
  - Outline and implementation
- Lean Solutions
  - Standardisation
  - Overproduction
  - The problem with Batches
  - Moving to Single Piece Flow
  - Cell Processing
  - Kanban
- Kaizen Events
  - General Structure and Concept
  - Planning
  - Identifying potential improvements
- Kai Sigma
  - Tools (DMAIC), Root Cause Analysis (5-Whys)
  - Facilitation skills
  - Leadership requirements