

## **Aim of the programme**

This practical and engaging programme will give delegates a solid understanding of LEAN enabling them to identify opportunities, apply basic tools and confidently deal with problem solving to improve processes and key metrics. The course explains the fundamentals of Lean as well as some tools that can be immediately applied and it provides a foundation for further development in LEAN at both practitioner and leader levels.

As a result of attending this course, delegates will be able to:

- Understand the fundamentals of LEAN
- Identify opportunities and apply the key tools of LEAN to improve processes in their work area

## **Who is the course for?**

This one-day awareness course is suitable for staff at all levels who wish to understand the basics of Lean. The course is a perfect complement to the Six Sigma overview course.

## **Content**

The course includes the following core themes:

- History and Benefits of LEAN
- Lean Projects and Programmes
  - o Running a lean project
  - o Lean roll out programmes
  - o The Lean Temple
- Key Principles
  - o Working with data
  - o Voice of the Customer
  - o Kano Model
  - o Basic process mapping
  - o Value add / non-value add
  - o Causes of waste
  - o 8 wastes (“Muda”)
  - o Pull systems
  - o Kanbans
  - o One piece flow
  - o Takt time
  - o Line balancing
- Workplace Organisation (5S)
- Visual Management
- Standardised work
- SMED (Single Minute Exchange of Dies)
  - o 4 steps of SMED

## **Structure of the programme**

This is a one-day course that will consist of presentations, led discussion and short workshop sessions.