

**Are you creating value through eliminating waste?**

**Improve efficiency through lean processing**

## An Introduction to Lean Management

Improve performance through lean processing simulation! Reduce waste, improve customer satisfaction



### How can I use Lean Processing activities to embed lean thinking?

Lean processing involves determining what generates value in a process and removing or reducing the steps which don't add value. By reducing waste of materials, time and energy, production time is reduced and profits are increased.

The key concepts of 'lean' are progressively introduced and participants are driven to think for themselves and challenge existing ideas, approaches and behaviours. Finally, the learning is consolidated and linked to the workplace.

### COURSE DETAILS

**Lean Management programme is a 2-Day course** engaging lean simulation to help you learn about reducing waste, continuous improvement, flow, 5S and more... with carefully designed *experiential learning* activities and high impact discussions and reviews.

### WHO SHOULD ATTEND

Lean Management programme is ideal and the activity is suitable for anyone in the office, factory or supply chain who needs to understand or influence customer service, process improvement and balancing workloads.

(Plant Managers, Manufacturing Managers, Production Managers/Assistant Managers, Engineers, Executives and Supervisors ).

### FEES

- ❖ RM1900 plus 6% SST per participant
- ❖ Enjoy RM 100 discount per participant for registration of three or more participants from the same company and of the same billing source.

### The "Experiential Learning" activities enable participants to discover and develop their lean management skills

1. KanDo Lean
  - Phase 1
  - Phase 2
  - Phase 3
  - Phase 4
  - Phase 5
2. All About Lean (Theory)

A competitive, engaging and energetic lean game that introduces the principles of lean processing.

- Introducing the fundamental concepts behind lean processing
- Generating excitement and enthusiasm about lean processing
- Getting to 'buy in' to lean programmes
- Bringing lean theory to life
- Demonstrating how lean can improve job and customer satisfaction, and business performance
- Encouraging participants to identify how lean processing could improve their workplaces





*Transform your training with experiential learning activities !!*

## LEAN MANAGEMENT THROUGH EXPERIENTIAL LEARNING

## 2-Day Course Outline

Improve performance through lean processing simulation! Reduce waste, improve customer satisfaction

### DAY 1 : **KanDo Lean (7 hours)**

#### 9:00AM **1. Phase 1**

- to
- 5:00PM
- i. Efficient layouts
  - ii. Understand product specifications
  - iii. Definition of product quality
  - iv. Dealing with surplus materials

#### **2. Phase 2**

- i. Effective location & storage of components
- ii. Problems with batch production and high WIP
- iii. Communication with the customers
- iv. Internal communications
- v. Understanding priorities

#### **3. Phase 3**

- i. Use of visual displays and pull systems
- ii. Benefits of shorter lead-times
- iii. Process design for market requirements
- iv. Overall capacity planning
- v. Work distribution and balance

#### **4. Phase 4**

- i. Forms of kanbans
- ii. One-piece flow and appropriate documentation systems
- iii. Coping with variable customer demand
- iv. Teamwork and flexibility
- v. Clear definition of responsibilities

#### **5. Phase 5**

- i. Customers/supplier relationships
- ii. Dealing with remote businesses
- iii. Avoiding components shortages
- iv. Simplifying the supply of components
- v. Supply chain information flow and constrains

### DAY 2 : **All About Lean (7 hours)**

9:00AM **1. Boxed In: Teams compete to make a functional object that can take almost any form. Team members need to challenge assumption and norms, then work to appropriate quality standards**

to

5:00PM **2. Lean Health Check**

#### **3. What is Lean?**

- i. Lean History
- ii. Lean & Its relation to Toyota
- iii. Example of Toyota successes with Toyota Production System

#### **4. Lean Management**

- i. Lean Philosophy
- ii. Lean Principles
- iii. 7 + 1 Waste

#### **5. Lean Successes in other industries**

#### **6. Lean Manufacturing Framework (a.k.a. Toyota Production System)**

- i. Stability
- ii. Standardization
- iii. Just-In-Time
- iv. Jidoka
- v. Value Stream Mapping (VSM)
- vi. Involvements