

Lean Thinking

Day 1

Introduction to Lean Thinking

- What is Lean?
- The origins of Lean
- Lean thinking can transform your organization
- Efficiency and effectiveness
- Conventional operations management versus lean thinking
- Lean in the service industry
- Producing for the customer

Day 2

Lean Management

- The Principles of Lean Thinking
 - Identify value
 - Value stream mapping
 - Flow
 - Pull production
 - Pursuit of perfection
- The cost of poor quality
- Leadership
- Develop a lean strategy
- Continuous improvement
- Mistake proofing
- 5 Whys and Identifying Root Causes

Day 3

How to Reduce Waste

- What is waste?
- The 8 types of waste
- Transportation

- Inventory
- Underutilisation of Skills
- Motion
- Waiting
- Processing (too difficult)
- Overproduction (too much or too soon)
- Defects
- 5S and Kanban
- Cost-push versus demand-pull production
- The costs and benefits of just in time

Day 4

The Lean Enterprise

- Setting up Lean Thinking in your organisation
- Communicate Lean Thinking
- Policy Deployment
- The 14 Principles of Lean Organisation
- Autonomation
- Total Productive Maintenance

Day 5

Simple is beautiful

- Workplace complexity
- The cost of complexity
- Standardization
- Create standard work for flow
- Install business systems to encourage Lean Thinking
- Listen to bottom-up suggestions
- Pay for performance
- Overview