IMPROVING PRODUCTIVITY USING LEAN MANAGEMENT PRINCIPLES
<2 DAY PROGRAM>

Overview

Processes have to result in providing services to our customers at reasonable cost.

Lean Management is a philosophy that reduces cycle time by eliminating waste.

This program focuses on establishing a quality environment in the organisation, ensuring adherence to standards and in the process, fosters a culture of continual improvement.

Learning Outcomes

Upon completion of this program, participants will be able to:

1. Identify different types of waste and ways to reduce / eliminate them
2. Understand how to identify the limitations of the workflow
3. Increase the percentage of value-add in the workflow.

Who must attend

This program is designed for executives and managers who conduct transactional processes.

Methodology

This is a highly interactive session designed to communicate program objectives to participants. **LEGO-based activities** are also included to enable participants to experience the impact of Lean Management.

Participants will also be guided to apply Lean Management improvement opportunities in their own functional areas though **group exercises** to realise the value of the training.

Course Outline

Day 1, 9:00 am: Module 1 – Productivity & Lean Management
- Meaning of Productivity
- Significance of Lean Management
- Approach
- Challenges

10:00 am: Module 2 – Types of Waste
- Transportation
- Inventory
- Motion
- Waiting
- Over-production
- Over-processing
- Defects

12:30 pm LUNCH

1:30 pm: Module 3 – Value Mapping & Spaghetti Diagram
- What is it and Why do it?
- How to do it?

4::00 pm: Module 4 – Theory of Constraints

5:00 pm End of Day 1

Day 2, 9:00 am: Module 5 – Muda, Muri, Mura

10:00 am: Module 6 – Eliminating Waste

- Error-proofing
- Layout Optimisation
- Defect Reduction
- Optimising, Standardising and Documenting

12: 30 pm: LUNCH

1:30 pm: Module 7 - Implementing 5S

- Seiri (Sort)
- Seiton (Straighten, Set)
- Seiso (Shine, Sweep)
- Seiketsu (Standardize)
- Shitsuke (Sustain)