

# 5S & Visual Management

## Lean Training

Achieve great workplace organisation and management.

### PROGRAMME

This **1 day course** covers in detail techniques deployed in leading Lean organisations to ensure that:

- The workplace is organised for optimal efficient operations
- Stakeholders are kept informed on daily operations
- Obstacles preventing efficient operations are visible and remedies are in place

During the day participants explore in depth and practice the use of techniques with a combination of real-life and simulated examples. At the end of the day, participants will be issued with supporting reference materials and will be equipped to apply learning to benefit of their organisation.

### BENEFITS TO YOUR ORGANISATION

- Less time will be wasted 'working around' problems created by poor workplace organisation
- Teams will be more aware of operational objectives and will be pulling in the same direction towards achieving them
- Daily obstacles will be reduced leading to operational efficiency improvements

### TOPICS COVERED

- 5S work area organisation
- Key performance indicators
- Information centres
- Concern & countermeasure
- Lean team meetings

### WHO SHOULD ATTEND?

- Front line workers and supervisors looking to improve workplace organisation
- Managers and Directors looking to achieve efficiency improvements by engaging the workforce.

### PRICE & BOOKING

E-mail us at [RNC.Info@RNConsulting.co.uk](mailto:RNC.Info@RNConsulting.co.uk)

£450 + VAT per person

# Value stream mapping masterclass

Lean Training

Learn how to map, measure and improve processes, products and services.

## PROGRAMME

This **1 day course** provides a detailed level of understanding of how to conduct value and process mapping, at all levels of an enterprise, business, department or process and to be able to identify and eliminate waste and constraints.

Using a combination of theory and hands-on, practical exercises, you will gain experience in the use of a suite of process mapping tools that have immediate use in your working environment.

## TOPICS COVERED

- SIPOC
- Process mapping
- Activity level process mapping/swim Lanes
- Current state value stream mapping
- Waste identification
- Future state value stream mapping

## BENEFITS TO YOUR ORGANISATION

- Be able to visualise, map, measure and improve processes, product and service flows
- Gain a detailed understanding of Process Mapping at a number of levels
- Analyse Value Stream Maps to eliminate waste in all forms, balance process steps and improve and achieve good flow

## WHO SHOULD ATTEND?

This course is open to any organisation or individual who are embarking on a continuous improvement journey and who need to be able to learn quickly how end to end processes are mapped.

## PRICE & BOOKING

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# Problem Solving – ‘SPOT’

## Lean Training

Create a Continuous Improvement culture by equipping all staff to correctly identify and solve problems.

### OUR ‘SPOT’ TRAINING PROGRAMME (SPECIFIC PROBLEM OBSTACLE TOOL)

This **1-day course** introduces common process improvement techniques packaged together to form a structured system which guides users through the stages of practical problem solving.

During the day participants explore and practice the use of the techniques both as stand-alone improvement tools and as a system to solve problems. At the end of the day, participants will be issued with supporting reference material and work packs, and will be armed with the necessary skills to address all sorts of problems facing them back at the workplace.

### TOPICS COVERED

- Problem definition and measurement
- Process mapping and analysis
- Root cause analysis tools
- Solution generation
- Improvement planning and implementation
- Improvement review and closure

### BENEFITS TO YOUR ORGANISATION

- More problems will be solved
- Fewer escalations of issues to managers as people gain confidence to address problems at the point of occurrence
- Less time will be wasted dealing with the symptoms of problems as oppose to eliminating the causes
- Staff frustration will reduce as belief builds that “problems can be solved”
- Fast positive impact on your business and/or your processes that generates results, belief and momentum for your continuous improvement or Lean transformation programme

### WHO SHOULD ATTEND?

- Front line workers and supervisors within an organisation which is striving to drive a culture of improvement
- Managers and Directors looking to lead by example towards an objective of elimination of inefficiencies and waste

## PRICE & BOOKING

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# Senior management Continuous improvement awareness

## Lean Training

How to set a True North direction and apply Continuous Improvement in a sustained and determined manner

### PROGRAMME

Under three main themes for the **1 day course**, you will explore:

- **How improvement targets can be identified.** In this section we will cover an Introduction to Strategy Deployment, using VMOST as a means of directing your Continuous Improvement effort. We will also describe how using Process Mapping at 3 levels (SIPOC, Activity Level & Value Stream) will uncover the issues that prevent flow and cause blockages in your processes.
- **Demonstrate how to address general wasteful activity.** Having established what or where continuous improvement activities should be targeted, we will cover waste analysis and future state design. Also covered is visual management, 5S & information centres as a means of engaging with your shop floor staff and ensuring ordered workplace management.
- **Raise awareness of the framework to deliver targeted improvements.** In this final section we will cover the Introduction to Lean Six Sigma, the origins and philosophy of both Lean and Six Sigma and consider the benefits of their combination. We also spend time considering the role of a Project Sponsor and how a continuous improvement deployment might be managed, tracked and sustained over time. We consider the role of succession planning for your best practitioners and what you might offer them in career progression.

### TOPICS COVERED

- Policy & strategy deployment
- Process mapping to uncover hot spots
- Waste in all forms
- Visual management & 5S
- Introduction to Lean Six Sigma
- Appropriate levels of project sponsorship

### WHO SHOULD ATTEND?

Leaders engaged in setting the direction of your organisation's internal continuous improvement agenda.

### BENEFITS TO YOUR ORGANISATION

- Provide direction to an organisation as it embarks on a continuous improvement journey
- Provide insights on how a continuous improvement programme can be targeted to address waste, in all its forms
- Raises awareness of Lean Six Sigma as a continuous improvement methodology

### PRICE & BOOKING

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