

Lean Continuous Improvement Toolbox, 3 Day Workshop

30 November – 2 December 2010

Highfield Park, Hook, Hampshire, UK



Practitioner Level Workshop

Many managers and change agents have experienced the benefits of Lean Thinking Six Sigma or TPM and buy into the potential gains but find it difficult to develop the same passion within their direct reports or colleagues.

This 3 day workshop provides improvement team leaders and change agents with a structured framework to influence colleagues and guide their teams to:

- *Adopt improvement concepts as part of their workplace reality;*
- *Develop and master improved ways of working incorporating principles of making value flow, improving process effectiveness and precision;*
- *Apply CI tools to lock in improvement gains and raise standards further;*
- *Develop self managed team capabilities.*

Through the workshop improvement team leaders and change agents will learn how the Lean Continuous Improvement (CI) toolbox provides a structured CI team development process which can enhance existing Lean, Six Sigma and/or TPM improvement programmes.

DAK Consulting,

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Lean CI Toolbox Practitioner Workshop

Location DeVere, Highfield Park, Hook, Hampshire. (Near Reading)

Cost: £950 per delegate plus VAT, includes all course materials refreshments, and lunch on all 3 days. Accommodation can be arranged at an additional cost.

Why Attend?

- The workshop content is based on our experience of supporting well know and award winning organisations, the Lean CI toolbox is designed to help team leaders and their teams to select the most appropriate (simplest) improvement tactic to deliver the fastest results.
- The workshop content will help you to develop your teams ability to quickly get in control of a problem/opportunity then systematically refine solutions through practical application.
 - Use simple process maps to make waste visible, set and raise standards, improve flow and productivity;
 - Apply single point lessons and 5S/CANDO to reduce set up times, improve flexibility and schedule adherence;
 - Learn how to target 2 issues to achieve zero breakdowns;
 - Apply a 3 step problem prevention (foolproofing) tool to reduce human error, safety risk and quality defects.

Develop Team CI Capability

- Learn how to assess CI team strengths and weaknesses against:
 - 5 benchmark levels of continuous improvement capability;
 - The teamworking competencies needed to succeed at each level.
- Use the CI toolbox stepwise development programme to design improvement projects in a way which accelerates the progress of your team through the learning curve from awareness to understanding to mastery of CI tools.
- Understand how to apply facilitation, coaching and mentoring tools to help your team to develop High Performance Team (HPT) capabilities.

Learn through doing

- Participants will work through a manufacturing case study to apply each step of the Lean CI toolbox and develop a customised team development route map which they can apply back at their organisation.
- Take aways include a Lean CI workbook, electronic versions of presentation material.

Agenda

Day 1

- **Introduction**
- **Lean CI Toolbox Introduction**
 - Where to apply Lean, Six Sigma and TPM tools
 - Case Study
- **Creating the CI Environment**
 - Assessing improvement team competencies
 - Facilitation tools and styles to accelerate change
 - Developing Coaching and Mentoring Plans
- **CI Toolbox Cycle1: Programme Management**
 - **CI Tools:** Define project charter, mobilise the team, process mapping, waste identification and project assessment/justification
 - **HPT tools:** Visualise the problem/opportunity, align the improvement team vision, plan the plan, manage progress and capture learning
 - **Outcome:** Defined project road map, team engagement, progress review process and capture and celebration of successes on the way

Day 2

- **CI Toolbox Cycle 2: Contain the problem**
 - **CI Tools:** Make waste visible, analyse problem, formalise practices, stabilise processes, understand cause/effect mechanisms, Improve flow, systematically reduce the need for management intervention
 - **HPT Tools:** , Defining roles and accountabilities, raising standards, engaging teams with new practices and shared ownership
 - **Outcome:** Problem contained, Identified root causes and potential solutions, introduction of improved ways of working
- **CI Toolbox Cycle 3: Lock in the gains**
 - **CI Tools:** Develop the future state road map, managing upwards and using focussed improvement tools
 - **HPT Tools:** Reinforce and build on the new reality, master new capabilities, break down cross functional barriers
 - **Outcome:** Improve solution, prevent reoccurrence/sustain the gains

Day 3

- **Delivering Future Potential**
 - Extend the focus of continuous improvement from the shop floor
 - Supporting New Product Development/Introduction processes
 - Using audit/coaching tools to progress towards self managed teamwork
- **Develop your 90 day action plan**

<p>Date/Venue 30 November to 2 December 2010 DeVere, Highfield Park, Hook, Hampshire (Near Reading)</p> <p>Timing 9.00 to 17.00 Day 1 8.30 to 17.00 Day 2 8.30 to 16.00 Day 3</p>		<p>Workshop Fees: £950 + £166.25 VAT (£1116.25) 3rd delegates 15% discount</p> <p>Workshop fees include notes, coffee/tea and Lunches during the 3 days.</p> <p>Accommodation available at additional cost (Discount not applicable)</p> <p>Full payment is required before places can be reserved. Cancellation charges apply.</p> <p>We regret that bookings cannot be accepted from consultants</p>																																					
<p>Complete and return this booking form to DAK Consulting, Chiltern House, 45 Station Road, Henley on Thames, RG9 1AT Or contact Sue Catt on Tel: +44(0)1491 845504 sue.catt@dakconsulting.co.uk</p> <p>Payment can be made by: 1. attaching a cheque made payable to "DAK Consulting" 2. requesting us to invoice your company against purchase order number: _____</p>		<table border="1"> <tr><td>Name</td><td></td></tr> <tr><td>Position</td><td></td></tr> <tr><td>Company</td><td></td></tr> <tr><td>Address</td><td></td></tr> <tr><td>Post Code</td><td></td></tr> <tr><td>Telephone</td><td></td></tr> <tr><td>Facsimile</td><td></td></tr> <tr><td>Email</td><td></td></tr> <tr><td>Nights Accommodation required</td><td></td></tr> </table>		Name		Position		Company		Address		Post Code		Telephone		Facsimile		Email		Nights Accommodation required																			
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