

**2020 WORKSHOP CATALOG****TTT: denotes availability of the course in the train-the-trainer format.*

| No. | Course Title | Description | Participants | Length | TTT* |
|-----|---|--|--|----------|------|
| 1 | Lean Manufacturing Simulation | Introduction to Lean Manufacturing - conduct a factory simulation game that illustrates transformation from Push to Pull System. Overview of Lean management philosophy, 7 wastes and application of tools: 5S, Kaizen, TPM, SMED. Implementation of a Lean system in a factory. | All levels of the organization | 1-2 days | ✓ |
| 2 | Lean Office Simulation | Study main principles of implementing Lean Management in an administrative environment. Conduct a simulation based on processing of documents; learn process mapping and application of problem solving tools in an office environment. | Top and middle management | 1-2 days | ✓ |
| 3 | Administrative Process Improvement | Map and improve an administrative process flow using "MAKIGAMI" methodology. Develop a future state map and an implementation action plan. | All levels | 2 days | ✓ |
| 4 | Value Stream Mapping workshop | Learn how to map and improve production processes using Value Stream Mapping, brainstorm potential for implementing batch size reduction, Pull System, FIFO, Kanban, Supermarket and Heijunka. Develop an action plan. | Top and middle management | 1-3 days | ✓ |
| 5 | 5S workshop | Implement visual management and orderliness in a workplace. Develop an implementation action plan. Workshop can be in done in production or office environment. | Operators or office workers, supervisors | 1-2 days | ✓ |
| 6 | Visual Performance Management workshop | Develop visual indicators in SQCDME (Safety, Quality, Cost, Delivery, Morale, Environment) to control and improve processes, manage metrics through cascading problem solving meetings. | Top and middle management | 1 day | ✓ |
| 7 | Problem Solving workshop | Use a systematic problem solving methodology (A3 or DMAIC) to eliminate chronic production problems. Covers 7 fundamental tools: Flow Chart, Ishikawa, Pareto, 5Why, Scatter Diagram, Histogram, 5W2H, Impact-Effort matrix. | All levels | 2-3 days | ✓ |
| 8 | SMED workshop | Conduct a setup reduction exercise on a pilot machine: video tape a changeover, analyze tasks, brainstorm improvements and develop an implementation action plan. | Operators, supervisors, maintenance | 3 days | ✓ |
| 9 | TPM Overview | Introduction to Total Productive Maintenance, including Focused Improvement, Planned, Autonomous Maintenance, OEE. Covers implementation of TPM in an organization. | Top and middle management | 1-2 days | ✓ |
| 10 | Autonomous Maintenance workshop | Implementation of a 7 step Autonomous Maintenance program on a pilot machine – involving operators in periodic maintenance tasks. Develop an implementation action plan. | Operators, supervisors, maintenance | 2 days | ✓ |

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| 11 | Planned Maintenance workshop | Implement best practices in Maintenance department: Preventive, Predictive and Maintenance Prevention, indicators: MTBF, MTTR, analysis of root causes of breakdowns. | Maintenance | 2 days | ✓ |
| 12 | Kaizen Blitz workshop | A multiday intensive team activity designed to eliminate waste in a production cell, enable one piece flow, reduce inventory, improve quality, etc. Team studies the current process, brainstorms improvements and immediately implements in the pilot area. | Operators, supervisors, maintenance | 3-5 days | ✓ |
| 13 | Standard Work workshop | Design visual operating procedures for repetitive processes (SOP), implement and control using TWI methodology. Develop an implementation action plan. | Operators, supervisors | 2 days | ✓ |
| 14 | TWI – Training Within Industry | Learn a four step training methodology used by Toyota to develop skilled operators, exercises in the classroom and on the production floor | Middle management, production leaders | 1 day | ✓ |
| 15 | Skill Matrix Workshop | Develop a visual tool to monitor operators' skills, divide all skills into categories and develop competence verification system | Middle management, production leaders | 1 day | ✓ |
| 16 | FMEA workshop | Learn Failure Modes and Effects Analysis methodology, application to product and process. Analyze potential for a breakdown, likely hood of prevention and severity of problem on customer. | Engineers | 1 day | ✓ |
| 17 | Poka-Yoke workshop | Identify potential of an error in assembly operations, design mistake prevention remedies. Develop an implementation action plan. | Operators, supervisors, engineers | 1 day | ✓ |
| 18 | Project Management | Teach five stages in managing a projects, understand tools such as project structure, responsibilities, network diagram, Gantt, risk analysis, monitoring progress, Agile methodology | All levels | 2 days | ✓ |
| 19 | VAVE workshop | Analyze functions of a product or process to reduce cost. Develop an implementation action plan. | Engineers | 2 days | ✓ |
| 20 | Work Sampling workshop | Methodology for analysis of work content and workload for jobs with long cycle times, such as non-assembly production or office work. | All levels | 1 day | ✓ |
| 21 | Six Sigma Overview | Introduction to Six Sigma, philosophy, structure, roles, DMAIC process improvement methodology. | Top and middle management | 2 days | ✓ |
| 22 | Lean Six Sigma workshop | Intensive course overviewing advance applications of Lean and Six Sigma tools: VSM, TPM, SMED, DMAIC and soft skills necessary to implement changes. | Experienced lean and six sigma practitioners | 5 days | |

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| 23 | Six Sigma Green Belt workshop | Learn to apply basic statistical DMAIC tools to problem solving. 10 day workshop includes project work in parallel to training. | All levels | 5-10 days | |
| 24 | Change Management workshop | Learn good practices of leading people during organizational changes; develop an implementation plan to strengthen weak areas in the company. | Top management | 2 days | ✓ |
| 25 | Lean Leadership workshop | Learn skills that will help with managing a team on a daily bases: effective communication, motivating employees, establishing targets, conflict resolution, techniques of a one minute manager. | Middle management, supervisors | 2 days | ✓ |
| 26 | Train-the-Trainer | Training and facilitation techniques. Teaching adults, communicating effectively, overcoming resistance to training and dealing with difficult participants. | All levels | 2 days | ✓ |