



## 2023 WORKSHOP CATALOG

\*TTT: denotes availability of the course in the train-the-trainer format.

No.	Course Title	Description	Participants	Length	TTT*
1	<b>Lean Manufacturing Simulation</b>	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 day	✓
2	<b>Lean Office Simulation</b>	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	2 days	✓
3	<b>Administrative Process Improvement</b>	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	<b>Value Stream Mapping workshop</b>	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	2 days	✓
5	<b>5S workshop</b>	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	2 days	✓
6	<b>Visual Performance Management workshop</b>	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	<b>Problem Solving workshop</b>	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 days	✓
8	<b>SMED workshop</b>	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	2 days	✓
9	<b>TPM Overview</b>	Introduction to Total Productive Maintenance, including Focused Improvement, Planned, Autonomous Maintenance, OEE. Covers implementation of TPM in an organization.	Top and middle management	2 days	✓
10	<b>Autonomous Maintenance workshop</b>	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	<b>Planned Maintenance workshop</b>	Implement best practices in Maintenance department: Preventive, Predictive and Maintenance Prevention, indicators: MTBF, MTTR, analysis of root causes of breakdowns.	Maintenance	2 days	✓
12	<b>Kaizen Blitz workshop</b>	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	2-5 days	✓
13	<b>Standard Work workshop</b>	Design visual operating procedures for repetitive processes (SOP), implement and control using TWI methodology. Develop an implementation action plan.	Operators, supervisors	2 days	✓
14	<b>TWI – Training Within Industry</b>	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	2 days	✓
15	<b>Skill Matrix Workshop</b>	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	<b>FMEA workshop</b>	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	<b>Poka-Yoke workshop</b>	Identify potential of an error in assembly operations, design mistake prevention remedies. Develop an implementation action plan.	Operators, supervisors, engineers	1 day	✓
18	<b>Project Management</b>	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	<b>VAVE workshop</b>	Analyze functions of a product or process to reduce cost. Develop an implementation action plan.	Engineers	2 days	✓
20	<b>Work Sampling workshop</b>	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	<b>Six Sigma Overview</b>	Introduction to Six Sigma, philosophy, structure, roles, DMAIC process improvement methodology.	Top and middle management	2 days	✓
22	<b>Lean Six Sigma workshop</b>	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	<b>Six Sigma Green Belt workshop</b>	Learn to apply basic statistical DMAIC tools to problem solving. 10 day workshop includes project work in parallel to training.	All levels	5 days	
24	<b>Change Management workshop</b>	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	<b>Lean Leadership workshop</b>	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	<b>Train-the-Trainer</b>	Training and facilitation techniques. Teaching adults, communicating effectively, overcoming resistance to training and dealing with difficult participants.	All levels	2 days	✓