



# Lean | Processes

4 to 40 hours

English | Spanish

Mid-to-Senior

Leadership

Team Member

## Mid-to-Senior | Leadership | Team Member Courses

Waste has a direct impact on every organization's bottom line and eliminating it seems like an easy and simple task. Or is it? Studies have shown that organizations add 5% value only within its operations. The other 95% is waste! Imagine if that 95% waste could be transformed into 95% value and what that would mean for an organization's operation, not to mention the bottom line. How? The answer is Lean / Process Improvement! With over 5 Lean / Process improvement related solutions, our Lean Specialists can help reveal and eliminate inefficiencies, pinpointing the solution to not only meet operational objectives but to achieve organizational initiatives.

### This program enables participants to . . .

- Recognize the concerns that customers or clients may feel that result in dissatisfaction.
- Create efficient and resilient processes that exceed operational requirements.
- Rectify operational problems, including delivery, turn time, inventory, lost productivity, scrap, and limited space by surfacing issues early and addressing them.
- See continuous improvement as a daily organizational and individual goal.
- Have confidence in their knowledge that results in achieving expectation in their actions.

#### Process Mapping

The facilitator actively engages with individuals to map processes and workflows to streamline operations by identifying and removing waste. This topic can be expanded depending on the complexity and detail needed. Course Length: One full day (8 hours).

#### Lean 5S / 5C: Workplace Organization

Individuals are selected from specific work areas or business units to enhance and streamline production, including but not limited to product, tool, and equipment identification. In a **Production Environment, 5S (Sort, Stabilize, Shine, Standardize, Sustain)** empowers team members to make changes that will improve their everyday responsibilities and reduce waste of two major resources: money and productivity. In a **Service/Office Environment, 5C (Clear Out, Configure, Clean/Check, Conformity, Custom/Practice)** empowers team members to make changes that will reduce clutter, improve processes and bring more value to administrative functions. Both 5S and 5C programs engage the teams through the use of a simulation activity to

demonstrate the benefits of lean and concludes with a process/project management review so that efforts can be maintained as part of the new continuous improvement culture. Course Length: 16 - 24 hours.

#### Lean Kaizen Event

A Kaizen Event is an immersive process involving a select group(s) of individuals tasked with optimizing a production line or process. Individuals have typically gone through a Lean Sigma, Six Sigma, or 5S Project to be equipped to enact possible solutions. After team members are adequately prepared, a Kaizen Event is deployed to optimize the production line and/or process. Course Length: 24 to 40 hours (3-5 consecutive days).

#### Six Sigma

A Six Sigma program is a long-term solution delivered to select individuals over a period of time. Six Sigma consists of several stages: **Define, Measure, Analyze, Improve, Control**. Team members explore, learn and engage in hands-on skill application using resources of actual organizational statistics, tools and techniques provided by the lean specialist. Course Length: 80 hours (20 four-hour sessions).