

## LEAN PROCESS IMPROVEMENT TRAINING

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**COURSE LENGTH: 2.0 DAYS**

The lean process improvement system, which focuses on waste reduction in business processes, is applicable not just to manufacturing or production, but also to the service oriented industries (e.g. government, education, healthcare). Learn how you can implement the lean principles to improve your products and services through the Lean Process Improvement Training Course.

This two-day Lean Process Improvement training course will cover the following: Lean and the five improvement concepts - value, waste, variation, complexity, and continuous improvement tools to implement lean 5S, 5W-2H, PDSA, DMAIC, Kaizen, Genchi. Genbutsu, flowcharts, diagrams and maps, how to implement and evaluate lean changes, kaizen and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

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## LEAN PROCESS IMPROVEMENT TRAINING COURSE OUTLINE

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### FOREWORD

This two-day Lean Process Improvement training course will give your organisation the foundational tools it requires to implement Lean.

Day one will explore the foundational Toyota precepts of Lean and the five improvement concepts - value, waste, variation, complexity, and continuous improvement.

The second day will focus on the actual tools for implementing these continual improvement concepts in their organisation. Useful tools will include; Lean data mapping methods, 5S, 5W-2H, PDSA, DMAIC, Kaizen, Genchi Genbutsu.

This Lean process improvement training course will enable an entire organisation to holistically apply lean thinking across every aspect of their value stream. From the worker to the CEO, the constant reevaluation of the value stream across each product and service family will challenge old thinking and create a new culture of lean thinking. Once the value of a product or service is identified, then unnecessary waste can be removed with continual process improvement.

Lean is not just limited to manufacturing and production, but also can equally be applied to service oriented industries like healthcare, government, education and agribusiness.

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### OUTCOMES

- ▶ Gain an understanding of Lean
- ▶ Describe "The Toyota Production System" and TPS house.
- ▶ Master the five lean principles
- ▶ Learn how to categorise products or systems into the three groups
- ▶ Learn how to create and contribute to a lean enterprise
- ▶ Identify and reduce various types of waste
- ▶ Learn to create a plan for an organisation that's more environmentally Lean
- ▶ Learn how to implement & evaluate Lean changes with PDSA cycle R-DMAIC-S models
- ▶ Learn how to effectively use lean thinking frameworks like 5W-2H, Genchi Genbutsu, Gemba, and 5-S
- ▶ Prepare for and complete a basic 5-S
- ▶ Learn the five levels of Kaizen events, particularly a Kaizen blitz
- ▶ Effective tips for data gathering, mapping and analysis using flow charts, Ishikawa and SIPOC diagrams, and value stream maps
- ▶ Create a successful plan for a lean project

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### MODULES

#### Lesson 1: Course Overview

- ▶ Course Objectives

#### Lesson 2: Understanding Lean

- ▶ Participants will learn what Lean is and what its origins are. This session will explore the Toyota Precepts, how Lean differs from Six Sigma, and some common Lean terms.

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### Lesson 3: The Toyota Production System

- ▶ Participants will learn about the Toyota Production System House. Discover an alternate representation of the Toyota Production System.

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### Lesson 5: The Five Critical Improvement Concepts

- ▶ Discuss five key ideas supporting Lean process improvement: value, waste, variation, complexity, and continuous improvement.

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### Lesson 7: Types of Waste

- ▶ In this session participants learn about the three main wastes (muda, muri, and mura) as well as some new types.

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### Lesson 9: The Plan, Do, Study, Act (PDSA) Cycle

- ▶ The first session of Day Two will cover the PDSA cycle, which should be used to plan and implement organizational changes.

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### Lesson 11: Lean Thinking Tools

- ▶ Learn about some Lean thinking tools, including 5W-2H, Genchi Genbutsu, Gemba, and 5-S.

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### Lesson 13: Data Gathering and Mapping

- ▶ Most of the second afternoon will be spent learning about and practicing various Lean data tools, including flow charts, Ishikawa (cause and effect or fishbone) diagrams, SIPOC charts, and value stream maps. We will also share some tips for effective data analysis.

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### Lesson 15: Workshop Wrap-Up

- ▶ Participants will have an opportunity to ask questions and fill out an action plan

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### Lesson 4: The Toyota Production System House

- ▶ The Toyota Production System House

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### Lesson 6: Understanding Value with the Kano Model

- ▶ This session will explore value with the Kano model, which divides product or system characteristics into three groups: basic, performance, and value added.

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### Lesson 8: Creating a Lean Enterprise

- ▶ Explore some ways to create an environmentally friendly organisation with Lean. Learn about the 20 keys to a Lean organisation.

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### Lesson 10: Using the R-DMAIC-S Model

- ▶ This session will cover the Recognize - Define - Measure - Analyse - Improve - Control – Sustain model, an advanced version of PDSA primarily used in Six Sigma.

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### Lesson 12: Kaizen Events

- ▶ This session will cover the five levels of Kaizen events, with a focus on Level 3 (the Kaizen blitz).

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### Lesson 14: A Plan to Take Home

- ▶ The final session will challenge participants to think about roadblocks and pitfalls to Lean implementation and how to bring those lessons to their organisation. Participants will also be given some ideas for Lean projects and a framework for a successful Lean approach.

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)