

Lean Course

Methodology and applications

What is the Lean Course:

Lean is a structured improvement methodology that is applied to every business context with the aim of focusing attention on the creation of value for the recipient of the product or service offered, eliminating waste, expectations and process losses.

Lean allows advantages that lead to a greater customer satisfaction, an improvement of the quality and the speed of service, a better and more efficient organization of work and therefore a reduction of business costs.

Agenda classroom days (or via web):

DAY 1: LEAN BASICS

DAY 2: 5S

DAY 3: PROCESS MAPPING

DAY 4: VSM

DAY 5: KPI & PROCESS METRICS

DAY 6: STANDARD WORK

DAY 7: CONTINUOUS FLOW

DAY 8: SMED

DAY 9: KANBAN

DAY 10: VISUAL MANAGEMENT

DAY 11: PROBLEM SOLVING

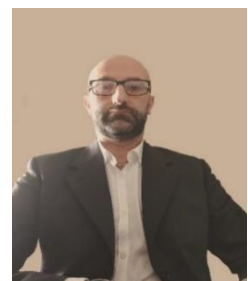
DAY 12: LEAN DAILY MANAGEMENT

The complete training course consists of 12 days plus 3 sessions of coaching on company applications to be planned on the time progress of practical activities.

A «Lean Practitioner» certificate will be issued at the end of the course.

Timetable and procedures are to be agreed between participants, with the possibility of joining training individual modules too.

About the trainer:



Andrea Greco. Senior professional with extensive international experience in continuous process improvement, operational management, monitoring and guidance of key process and customer service indicators. Active in Lean since 2003, Lean Master and Lean Six Sigma Master Black Belt

Main topics:

- **LEAN BASICS:** Waste: how to identify it and how to generate solutions to increase efficiency and productivity. Value Added Activities and Not
- **5S:** to ensure order, organization, safety and ergonomics of workstations to maximize efficiency and productivity reducing waste of time
- **PROCESS MAPPING:** Various levels of processes mapping to identify critical issues and potential opportunities for improvement
- **VSM:** Mapping "Value Stream Mapping" of the processes through the definition of the "current state", opportunities' analysis of improvement and the definition of the "future state" to pursue with a plan of improvement that achieves the reduction of LT and costs
- **KPI & PROCESS METRICS:** Definition of process metrics for daily performance monitoring and start problem solving cycles
- **STANDARD WORK:** Methodology for defining and assigning simple tasks based on real customer demand (takt-time)
- **CONTINUOUS FLOW:** Creation of an optimized, continuous and efficient flow to reduce waste, lead-time, interruptions, stoppages and process losses, in order to increase efficiency and productivity
- **SMED:** Technique of reduction of the equipping time and of set-up; methods of fast set-up in order to reduce times of preparation of systems, machineries and equipment
- **KANBAN:** Methodology for the efficient and continuous management of the materials, with reduction of supplies and creation of a supply chain and supplies efficient and calibrated on effective consumption
- **VISUAL MANAGEMENT:** Methodology of visual management and proactive management based on "visual" processes' organization
- **PROBLEM SOLVING:** 8-step structured methodology (Toyota method), through phases of characterization of a problem, the analysis of elements that determine it and the solution of root causes
- **LEAN DAILY MANAGEMENT:** Use of tools for day-to-day management and rapid problem solving through people empowerment and leaders training