

LEAN ACTION WORKOUT (AWO)

TRAINING COURSE OUTLINE



Program Overview

Lean & Lean Action Workout is an introduction to the continuous Improvement journey of an organization using low cost and high impact technique to achieve results. The Action Workout could be a kick off event triggering the lean effort. The program is designed to streamline and simplify procedures and to remove non-value added work by involving employees who are directly involved in the processes and to speed up decision making process. The Introduction to Lean and Lean Action Workout program is a 2-day workshop which helps participant to understand the basic tools of lean concept and the mechanism of a Lean Action Workout.

This training beneficial to professionals in manufacturing as well as service sectors who are striving to improve their process, to increase customer satisfaction, and to increase productivities in their organization.

Duration

2-Days Program

Benefits

- Understand the basic tools for lean
- Learn the mechanism of a Lean Action Workout
- Recognize benefit of lean thinking
- Learn how a Lean Action Workout is conducted

Target Audience

- Key decision makers in an organization
- Managers and Line Supervisors;
- Working professionals who participate in team & project work.

Program Structure and Outline

1. Fundamentals of Lean

Value Stream Mapping

5 S
Standardized Work
Visual Control
Seven Wastes
Poka Yoke
Just In Time
Continuous Improvement

2. Five Principle of Lean

Define Value from Customer's Perspective
Identify Value Stream
Make the Process Flow
Pull from the Customer
Strive for Perfection

3. Four Goals of Lean

Improve Quality
Eliminate Waste
Reduce Time
Reduce Cost

4. Value Added vs. Non Value Added

Value Added

Customer willing to pay for the process
Change form, fit, or function

Non Valued Added

Should be eliminated, reduced, or combined

Two types:

Necessary
Unnecessary

5. Seven Wastes

Transportation
Inventory
Motion
Waiting

Over-Processing

Over-Production

Defects

6. Steps to Achieve Lean

Design Simple Manufacturing System

Recognize Room for Improvement

Continuously Strive for Improvement

7. Conduct Lean AWO

Purpose

Streamline and Simplify Existing Process

Eliminate Wastes

Involve and Empower Employees

Speed Up Decision Making

8. Key Elements of AWO

Create cross-functional discussion / brainstorming

Eliminate bureaucracy

Cultivate grass root solutions

Real-time leadership decisions

Team empowerment

9. Benefits of AWO

Out of the box thinking and solution

Speed, flexibility, and communications

Excite the workforce

Increase trust

Ownership

Typically payback is 10X

10. Pay Off Matrix

Small Payoff, Easy to Do = Quick Win

Big Payoff, Tough to Do = Special Effort

Small Payoff, Tough to do = Time Waster

Big Payoff, Easy to do = Business Opportunity

11. Phases of AWO

Design and preparation (30 Days)

Conduct the event (3 Days)

Decisions and Implementation (90 Days)

12. Participants

Project Leader

Cross-functional team

Key Decision Maker

Facilitator

13. Key Outputs of AWO

Goals of AWO (SMART Objectives)

Decision Makers

Logistics

Participants

Risks

14. Identify Problems and Opportunities

Introduction/sponsor remarks/challenge statement

SIPOC (supplier, input, process, output, customer) (high level process map)

Who supplies inputs to the process?

What specifications are placed on the inputs?

Who are the true customers of the process?

What are the requirements of the customers?

Gallery of ideas

Problem definition

15. Find Solutions

Root cause analysis

Solution generation and selection (prioritization)

Presentation production (with clear guidelines)

16. Decide on Solutions/Launch Implementations

Finalize presentations

Refine and rehearse
Conduct decision panel
Report Out

17. Ground Rules for AWO

Respect is important
No ranks among Team
No dumb questions
No blaming
Change is good
Plans are good if can be implemented, success if gains are sustained
Have fun

18. Post AWO

Publicize success
Follow up with implementation
Share Knowledge
Apply concept to other programs

Summarize