

# Lean Tools Basics and Use On-Demand Workshop

## COURSE OUTLINE



### Lesson 1

#### How to Make Lean Thinking a Daily Habit

- ▲ Introduction to Lean Thinking
- ▲ The Roots of My Lean Tools Obsession
- ▲ What is a Process?
- ▲ What is Value?

### Lesson 2

#### Identifying the Need for Lean Tool Use

- ▲ Why is Lean Tool Use Necessary?
- ▲ Five Lean Principles
- ▲ How Fast Can You Improve?

### Lesson 3

#### Basic Lean Tools and Concepts

- ▲ Basic Lean Tools Overview
- ▲ Lean Layouts and Visual Workplace
- ▲ Quick Changeover Basics

### Lesson 4

#### Creating Cultural Support for Lean Tool Use

- ▲ What is a Lean Work Culture?
- ▲ More on Culture Change
- ▲ Lean Thinking and Team Engagement

### Lesson 5

#### The Importance of Lean Leadership

- ▲ What is Lean Leadership?
- ▲ Practices of Exemplary Leadership
- ▲ Defining Lean Expectations and Accountability

### Lesson 6

#### Value Stream Mapping and Key Process Definition

- ▲ Value Stream Mapping Basics
- ▲ How to Create a Value Stream Map
- ▲ Example Value Stream Maps
- ▲ Process Definition Basics

### Lesson 7

#### Creating a Visual Workplace

- ▲ What are Your Process Vital Signs?
- ▲ Using Measures Daily to Improve
- ▲ Making Daily Performance Visible

### Lesson 8

#### The Role of 5S in the Visual Workplace

- ▲ 5S Basics plus Sort and Set in Order
- ▲ Sweep, Standardize, and Self Discipline

### Lesson 9

#### Designing Our Workplace to Support Lean Success

- ▲ How to Create a Spaghetti Diagram
- ▲ Wearable Use and Lean Layouts
- ▲ Lean Layout Concept Summary

### Lesson 10

#### How to Create and Benefit from a Pit Crew Mentality

- ▲ Quick Changeover Basics
- ▲ Quick Changeover Tools

### Lesson 11

#### Identifying and Removing Lean Conversion Barriers

- ▲ Common Lean Conversion Barriers
- ▲ Actions to Remove Lean Conversion Barriers
- ▲ Beware of Performance Tradeoffs

### Lesson 12

#### Creating High Performance Supervisors

- ▲ Lean Leadership Overview
- ▲ Finding Time for Change
- ▲ Lean Leadership Expectations and Index

### Lesson 13

#### Planning for Future Lean Success

- ▲ Preparing for Future Lean Success
- ▲ Integrating Lean with Other Work Systems