

Kaizen

Analy

Lean  
6σ

Six Sigma

Waste

## Foundations of Lean and 6S Virtual Series

This course is for team members of companies looking to begin or accelerate their Lean journeys. It will equip their associates with the fundamental disciplines of Continuous Improvement.

### Course Outline:

8 AM – 12 PM Tuesdays from April 20 – June 8, 2021

32 total hours (over 8 weekly interactive “distance learning” sessions)

### Sessions 1 & 2

Will focus on “Introduction to Lean Principles, Practices and Strategies.” Lean seeks to highlight and then eliminate waste that is not adding value in the eyes of the customer, helping you to reduce the cost of safely producing high-quality products and services on-time. These first two sessions begin the process of helping organizations identify and implement an action plan to reduce wastes and inefficiencies. This is accomplished through live virtual classroom instruction and participation along with exercises, brainstorming and simulations.

#### Week 1. Overview of Lean; the Eight Steps of Planning, Mapping and Sustaining Lean Improvements

- Lean Principles and Concepts
- Value Added Vs Non-Value-Added Time
- Eight Wastes of Lean
- Value Stream Management
- Waste Elimination Exercise
- Lean Hands-on Simulation

#### Week 2. The Lean Tool Box

- 6-S Workplace Organization
- Kanban / Pull Systems
- Quick Changeover
- Total Productive Maintenance
- Line Design/Takt Time
- Kaizen/A3's
- Standardized Work

### Sessions 3 - 8

Will focus on the 6S Workplace Organization discipline so your organization can begin putting this powerful system to work. Safety, Sort, Set in Order, Shine, Standardize, Sustain - together, these 6 simple principles form the basis of the 6S System. 6S is a powerful front-line tool for simplifying work processes, improving equipment maintenance, ensuring safety and product quality, and eliminating waste. 6S is the basis for any on-the-job process improvement activity. You can expect any area where 6S is used correctly to be safer, better organized, more efficient, cleaner and easier to keep clean. 6S is also the foundation for setting standards which make it easier to train employees, meet and maintain expectations.

#### Week 3. Safety and Scan

- Safety needs to be before, during and after everything we do! Scan helps us set the baseline and assess the task at hand.

#### Week 4. Sort

- Organization - Keep only necessary items in the workplace, remove everything else.

#### 5. Set in Order

- Orderliness - Arranging and labeling necessary items to be found quickly and promote efficient flow.

#### 6. Shine

- Cleanliness - Keeping everything swept and clean for inspection, safety, customer “tour ready” condition and preventative maintenance.

#### 7. Standardize

- Set standards for a consistently safe, clean and organized workplace.

#### 8. Sustain

- Sustaining the discipline of 6S - Making a habit of properly maintaining correct 6S procedures.