

Building a Successful Lean Team

Onsite – 24 Hours – Optimum class size, 7 - 9 students

Training Description:

Working in teams is one of the cornerstones of continuous improvement and lean manufacturing implementation methodologies. It is therefore critical that the people who are members of teams in your organization work effectively and successfully together to accomplish their charters and goals. Research has revealed that successful teams have certain characteristics and utilize certain techniques and methods that enable them to be effective. This training course provides the knowledge of these characteristics, techniques, and methods; and also the know-how for you to be able to form and nurture successful work teams in your organization.

Training Objective:

Working in teams is one of the cornerstones of continuous improvement and lean manufacturing implementation methodologies. It is therefore critical that the people who are members of teams in your organization work effectively and successfully together to accomplish their charters and goals. Research has revealed that successful teams have certain characteristics and utilize certain techniques and methods that enable them to be effective. This training course provides the knowledge of these characteristics, techniques, and methods; and also the know-how for you to be able to form and nurture successful work teams in your organization. The goal by the end of the second day will be to develop a working plan for the Company and a detailed Implementation plan to manage the Continuous Improvement Plan into the future.

Skill Attainment:

Employees will learn how to develop a team by first Identifying and developing a shared common purpose, they will learn how to create shared operational values, how to establish acceptable team behaviors, how to conducting an effective team meeting, how to confronting and resolve conflict on the team, they will learn the importance of celebrating and rewarding accomplishments, and most importantly they will understand the critical role of Team leader/facilitator. The transferable skills learned will enable our employees to create the Mission Essential Task List (METL) to ensure the Quality and Productivity goals are measured on a daily basis.

These skills are transferable within the company, industry and are highly desirable by any manufacturer.

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Agenda:

Day 1: Strategy Development

Training Methodology: Lecture / Discussion with Power Point Presentation, Interactive Exercises students will discuss the following key topics:

Length - 2 hrs

- Introductions
- What is a “Lean Team”
- Establish the Roles of the team.
 - Lean Champion / Coordinator
 - Presenter – keeping written record of action items and responsibilities
- Effective Meeting Structure
 - Frequency of meetings
 - Timing of meetings
- Align Lean Team focus with the Strategic Direction of the Company.
 - Exercise: How can Lean support the attainment of the Company’s strategic direction?

Length – 6 hrs

- Students will develop the Lean Team’s “Shared Common Purpose” Including:
 - Vision Statement Development
 - Mission Statement Development
 - Creation of Mission Essential Task List (METL)
 - Itemized list of tasks necessary for attainment of Mission

Day 2: Future State Implementation

Length – 2 hrs

- Identify areas of focus for Value Stream activity,
 - Where to start, and why?
 - Identify Product families that are included in the Strategic Plan
 - Use of data to help drive decision making ie. Pareto analysis

Length – 6hrs

- Developing the Future State implementation plan
 - Planning of Kaizen events
 - Develop mandates
 - Team composition
 - Identification of resources necessary
 - Establish baseline and target measurements
 - Follow up of Kaizen activity
 - Team Presentation to Strategy Team

Day 3: Ongoing Deployment of the Lean Strategy

- Continued Co-Facilitation of Lean Strategy meetings to insure ongoing strategy implementation
- Revisit Lean Team: Vision, Mission and METL to revise, update, and refresh as necessary to reflect current business needs.
- Continue this Team Co-Facilitation over 4 months @ 2 hrs per session.