



Pre-LEAN ESOL Training

Principles of Lean Manufacturing for English Language Learners

Onsite – 16-20 Hours – Optimum Class Size: 12- 15 Participants

Training Description:

An interactive course that combines presentation, discussion, and hands-on activities to introduce employees with limited English proficiency to the basic concepts of LEAN. Employees will have opportunities to learn and practice new vocabulary and concepts through small group exercises, videos, and a mini-simulation of how to improve a manufacturing process. They receive handouts and a vocabulary guide to record their own notes and which can be used as a reference guide when they participate in the full LEAN 101 training. This training modifies and models the techniques used in the LEAN 101 training. Optimally the curriculum is delivered over 8-10 sessions.

Training Objective:

The objective of this training is to prepare manufacturing employees with limited English proficiency to be active participants in the full LEAN 101 training by providing sufficient background in LEAN vocabulary and concepts to enable employees to focus more fully on the overall content and intent of the training.

Skill Attainment:

Upon completion of training employees will have the ability to understand basic LEAN concepts and actively participate in the full LEAN 101 training. Active participation includes the confidence and ability to ask and answer questions, and interact and problem-solve with co-workers during the LEAN 101 simulations. Employees will be familiar with LEAN vocabulary and be able to engage in exercises and conversations that utilize the vocabulary.

Training Agenda

Lesson 1 – Introduction to LEAN

Learning objectives:

- To understand what LEAN, waste, and value mean.
- To begin to understand the benefits of LEAN and its importance on the job.
- To understand what value added is.

Lesson 2 – Types of Waste in Manufacturing

Learning objectives:

- To learn and understand the eight types of waste in manufacturing.
- To begin to identify these on the job.
- To develop the ability and confidence to share ideas for how to reduce waste on the job.

Lesson 3 – Introduction to Teamwork and Kaizen

Learning objectives:

- To understand what teamwork means and its importance to LEAN.
- To better understand how teams can work together to identify and eliminate waste.



- To understand the concept of continuous improvement.
- To begin to identify ways they can eliminate waste at their company.
- To understand what kaizen mean.

Lesson 4 – Learning Traditional Manufacturing Terms and Concepts

Learning objectives:

- To understand basic vocabulary and concepts of traditional manufacturing in order to better understand how LEAN differs.
- To develop the ability to discuss and teach the concepts to other workers.

Lesson 5 – Push versus Pull System Manufacturing

Learning objectives:

- To understand the difference between a push production system and pull production system.
- To understand that LEAN manufacturing is based on a pull production system.
- To begin to identify ways to make changes on the job that lead to the development of a pull production system.

Lesson 6 - Concepts of Measuring Time in Manufacturing

Learning objectives:

- To understand the different ways time is measured in manufacturing and the significance of each.

Lesson 7 - Manufacturing Simulation - The Dot Game

Learning objectives:

- To actively participate in and apply LEAN strategies in a production simulation of a push vs. pull system.
- To have the confidence and ability to participate as a team member by asking questions and providing input to solve problems on the job.

Lesson 8 – Teamwork, Communication Skills, and Identifying Clock Parts

Learning objectives:

- To understand the importance of good communication skills to effective teamwork.
- To develop the ability and confidence to lead other students in an activity in the classroom.
- To learn the names of the parts of a clock that employees will be assembling during the Time Wise 101 Simulation in the LEAN 101 training.