

# Lean Tools in Action

## A Key of Operational Excellence

**Lean Tools in Action will provide participants with an introductory understanding of Lean strategies and basic improvement methodologies within the context of a project or an organizational unit.**

Examine the linkage of Lean and BPM to Operational Excellence with a strong project orientation and through the use of exercises. Improve project selection by taking a broader business process based view and applying principles of customer experience management. Accelerate business results from BPM projects by integrating Lean practices.

This course is primarily aimed at providing an understanding of:

- What lean is and what it can achieve
- The basic principles of lean
- The importance of process, continuous improvement and standardization
- What is expected of leadership and employees

The term “Lean” is short for “Lean Production” or “Lean Manufacturing” and has, over time, become more commonly used than the original expression, especially since it has been adapted by the service industries. Working with Lean is a step-by-step approach to reach a vision, a future goal, where there is no waste. Waste means anything that doesn’t add value to anybody or anything within the organization or project. Some of the most common categories of waste are:

- Overproduction
- Underutilized competence
- Waiting
- Transport
- Inventory
- Motion
- Defects
- Overprocessing

### WHO SHOULD ATTEND:

- Operational Excellence Professionals
- Business Analysts
- Business Process Analysts
- Business Process Managers
- Project Managers
- Business Architects
- Process Improvement Team Leaders
- Line of Business Managers/Supervisors

### COURSE OUTLINE:

- Lean introduction
- Lean History
  - Toyota Production System
  - Basic Concepts of Waste
- Lean Tools
  - 8 Wastes
  - 5 S
  - Standard Work
  - Visual Systems
  - Pull Systems - Kan Bans
  - Mistake Proofing
  - Kaizen
  - Values Stream Mapping

### RECOMMENDED PREREQUISITES:

- OPEX 101

### SHARABLE, PRINTABLE DIGITAL CREDENTIALS:



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