**Lean Business Improvement Programme – Day 1**

**Module One: What knowledge will you need?**

**Module One Overview**

This module looks at the key Knowledge that you, your key people and your staff will need to have to be able to implement a Lean business.

**Module One Content:**

* What is “Lean”?
* Why “Change”?
* What is Continuous Improvement
* What are the barriers to Continuous Improvement?
* What are the alternatives to Continuous Improvement?
* 5S – Workplace Organisation
* PDCA – The perfect process

**Module Two: Laying the Foundations**

**Module Two Overview**

This module introduces delegates to the attitudes, behaviours and culture that will need to be considered for successful Lean implementation

**Module Two Content:**

* Create the Vision
* Gaining a United Front
* Lean as a Business Strategy
* Everyone Involved
* Building Trust

**Day 1 Objectives**

To provide the information, tools and skills necessary to introduce Continuous Improvement principles and practices in a way that engages staff and delivers permanent business benefits.

**Who should attend?**

Managers, Supervisors, Team Leaders, Quality Personnel, Change/CI Leaders, Key Employees………anyone who is passionate about helping to take the business forward

**Lean Business Improvement Programme – Day 2**

**Module Three: Making it Possible**

**Module Three Overview**

This module introduces delegates to the types of systems, tools and techniques that can be used to engage people in the improvement processes

**Module Three Content:**

* PDCA Systems
* Meetings and forums
* Change leadership
* Visual Displays

**Module Four: Turning Strategy to Action**

**Module Four Overview**

To consider how to ensure that as a result of all previous considerations that things actually happen, and that they contribute to business success.

**Module Four Content:**

* Walking the Talk
* Capturing and measuring success
* Support and recognition
* Its just what we do

**Day 2 Objectives**

To provide the information, tools and skills necessary to undertake, participate in and lead problem solving activities and to consider the elements of human behaviour that contribute to a successful Lean Organisation, and the creation and development of robust process to support them

**Who should attend?**

Managers, Supervisors, Team Leaders, Quality Personnel, Change/CI Leaders, Key Employees………anyone who is passionate about helping to take the business forward