



LEAN BASICS

COURSE OUTLINE

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Duration

1 day:
09:00–17:00h

Participants

Up to 12 participants

Formats

Face to Face (recommended)
or
Virtual – MS Teams meeting

Location

Sofia,
bul. Cherni Vrah 47

COURSE OBJECTIVES

- 01 Understand the fundamental principles (pull, flow, takt, 0-failure etc.) and concepts of Lean methodology and its applications

- 02 Identify and eliminate waste in processes and systems, leading to increased efficiency, productivity, and customer satisfaction

- 03 Learn and apply Lean tools and techniques, such as Value Stream Mapping, 5S, Kaizen, Standard Work, Visual Management, and Total Productive Maintenance

- 04 Develop a Lean action plan for continuous improvement, incorporating the involvement of all employees

- 05 Understand the role of Lean in driving cultural change, creating a continuous improvement mindset, and encouraging collaboration and teamwork

- 06 Understand the benefits of Lean implementation, including increased competitiveness, improved customer satisfaction, reduced lead times and inventory, and improved financial performance

- 07 Apply Lean principles and tools in a practical and hands-on environment, through an interactive simulation – Lean Activity (see next pages for more details)

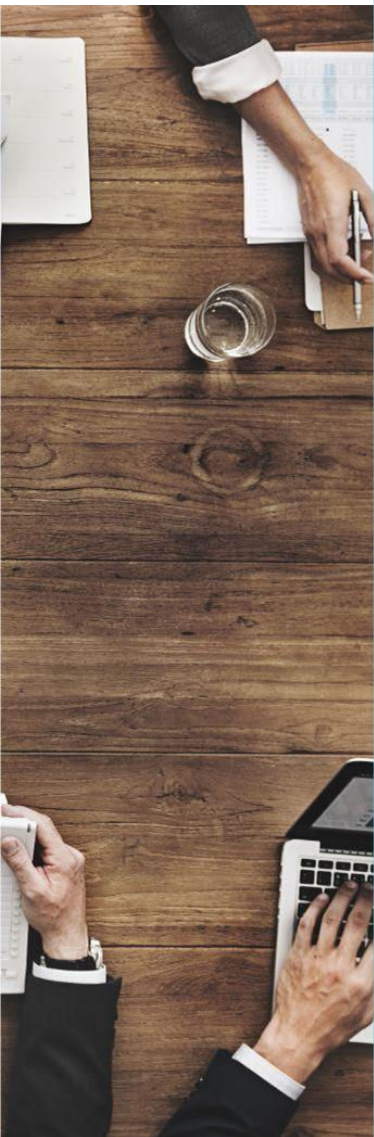
- 08 Develop the skills necessary to sustain and build upon Lean improvements over time

- 09 Promote continuous learning and improvement by fostering a culture of continuous improvement and problem-solving

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COURSE CONTENT OUTLINE

🕒 8 hours



01 Introduction to Lean:

- History
- Main concepts

Key concepts in Lean:

- ### 02
- Waste and Value
 - Concept of Value Stream
 - Concept of Flow
 - Concept of Pull
 - KAIZEN

The Toyota Principles

- ### 03
- Philosophy
 - Processes
 - People & Partners
 - Problem solving

5S and Visual Management:

- ### 04
- Understand the 5S principle – how to create an orderly workplace
 - Understand how to create a visual working environment

Standard work:

- ### 05
- Understand the concept of standard work

The Lean Company:

- ### 06
- The Lean Company Model
 - Introduction to Hoshin Kanri

Introduction to lean leadership:

- ### 07
- The role of the lean leader
 - Skills of the lean leader

Problem-solving methodologies overview:

- ### 07
- 5 Why / A3