Your Business.
Better.

5-Day

Advanced Lean Coordinator

Agenda

BOURTON GROUP

www.bourton.co.uk

Agenda

Workshop 0	Workshop 1	Workshop 2	Workshop 3	Workshop 4	Workshop 5
Briefing Workshop	**Define**	**Measure & Analyse**	**Improve & Control**	**Lean Leadership**	**Planning & Validation**
Introductions & Objectives	Introductions & Objectives	Introductions & Objectives	Introductions & Objectives	Introductions & Objectives	Introductions & Objectives
Training Overview	(D)MAIC(T) Refresh	Review of Define progress	Review of Measure & Analyse progress	Review of Improve & Control progress	Role of the ALC
Role of the ALC	Introducing the Define Stage	(D)MAIC(T) Refresh	(D)MAIC(T) Refresh	Overview of Leading in a Lean Environment	Planning & Preparation for getting into the ALC role
Lean Improvement Approaches	Problem Recognition	Introducing the Measure Stage	Introducing the Improve Stage	Strategic Lean Leadership	
Introduction to (D)MAIC(T)	SIPOC Mapping	Baselining	Future State Mapping	Policy Deployment (Hoshin Kanri)	Presentation of Commitments
Selecting your Lean Improvement Project	Voice of the Customer & Customer Care-abouts	Data Collection Planning	Solution Generation, Prioritisation & Selection	Lean Team Leading	Review of the Programme
Next Steps & Actions	Stakeholder Mapping & Analysis	Gauge R & R	Standardised Work	Lean Leadership Model (FSDO) • Focus • Structure • Discipline • Ownership	Next Steps
	Problem Statements	Value Stream Mapping	POKE YOKE		
	Problem Solution (or Goal) Statements	Introducing the Analyse Stage	Solution Piloting		
	Project Charters	Data Analysis Methods	Cost Benefit Analysis	Lean Leadership of Projects	
	Sponsor Sign-off	Workflow Analysis	Introducing the Control Stage	Managing Change • Change Equation • Transition Curve • Building Willingness & Ability	
	Next Steps & Actions	Waste Refresh	Process Capability		
		Root Cause Analysis	Control Charts & Process Monitoring	Facilitation Skills (9 Styles of Consulting, Process vs Content, Support & Challenge, Active Listening, Intent vs Impact, Dealing with Conflict etc.)	
		Overview of FMEA	Force-Field Analysis		
		Next Steps & Actions	A3 Reporting		
			Next Steps & Actions	Next Steps & Actions	

Objectives

- Introduction to a range of Lean Improvement Projects methods (DMAICT, 8D, PDCA, 3C)
- Focus on DMAICT (Define, Measure, Analyse, Improve, Control, Transfer) approach
- Training in core Lean tools that are fundamental to DMAICT
- Link training to real projects that the delegates will develop and run throughout the training
- Lean Leadership and Facilitation skills
- Use of the Bourton Group Lean Leadership model: FSDO®
- Lean Leadership and Facilitation Skills (using FSDO®)
- Management of Change tools & techniques (e.g. Change Process Model, Change Equation, Stakeholder Mapping, Conflict resolution etc.)

Key deliverable:

An Advanced Lean Coordinator can deliver more complex Lean improvement projects. They are able to provide support, guidance and (Lean) Technical leadership to the existing and growing network of Lean Coordinators – supporting them to embed 'day to day' Lean and Continuous Improvement ways of working across a range of work teams (e.g. Visual Management, Daily Briefs, local Problem Solving etc.)

For more details call us on 01926 633333, or email info@bourton.co.uk.