

# LEAN FACILITATORS COURSE

Five Days  
for Lean  
Facilitators



## 5 Days - Company Based Training

**A comprehensive Lean facilitators training course for practitioners, leaders and supervisors tasked with the delivery of Lean workshops and improvement activities.**

*Facilitators have an understanding of Lean and how it can improve their organisation. Their task is to roll-out and manage Lean improvement activities and events within their departments and across the organisation and supply base. Selecting projects and people and training them in Lean techniques and tools as well as leading team based improvement activities as part of a Lean implementation programme.*

### When to book this course

If you have been asked to participate in or lead a team based improvement project or you would like to take your career one step further, then this 5-day programme for Managers, Supervisors, Team Leaders and others with responsibility for initiating, leading and supporting improvement projects will learn how to successfully select, plan and lead Lean continuous improvement workshops and activities.

### Course Content

A thorough understanding of the principles of Lean, elimination of waste and continuous improvement together with the tools of Lean. Developing balanced, error free and flexible processes. Organising the workplace and machines and equipment to maximise their effectiveness. Selection and training of team members to help in the implementation of Lean workshops and improvement activities. Leading and facilitating a Lean workshop, avoiding pitfalls and ensuring a successful outcome. Presenting and communicating the results and benefits to the organisation. Setting up systems and procedures for continuous improvement.

The Lean Facilitators Course contains...	
<b>Foundations of Lean continuous improvement</b>	The history of Lean/TPS/Kaizen and continuous improvement. Understanding world-class and how the world's best companies adopt Lean.
<b>Fundamentals of Lean</b>	Understanding the cultural aspects of Lean, Deming's PDCA wheel, identifying and eliminating waste and organising for continuous improvement.
<b>Lean tools and techniques</b>	A thorough grounding in the tools of Lean and developing waste free processes using techniques such as 5S, Standard Operations, Visual controls, Value Stream Mapping, One-Piece Flow, Line Balancing, Takt Time, Poka-Yoke, Kanban, SMED and TPM. Examples from real life implementations of Lean.
<b>Problem solving tools</b>	Using a data centric approach to solving problems using basic six-sigma techniques, 5 whys, 5W1H, brainstorming, Cause and Effect, Pareto, FMEA and other tools.
<b>Selecting teams and empowering them to facilitate improvement activities</b>	Selecting Lean team members, understanding and managing conflicts and the process of change, delivering awareness training for Lean participants and supporting and coaching others to become facilitators.
<b>Identifying and selecting Lean projects</b>	Prioritising and selecting projects, getting the organisations buy-in to your Lean projects, linking the organisation's strategic goals and targets to workshop objectives and key measurables,.
<b>Facilitating Lean workshops</b>	Getting organisation support and buy-in. Communicating, organising and running improvement workshops and how to avoid the pitfalls. Managing time and utilising the skills and abilities of team members. Presenting the results and ensuring remaining actions get completed.

### The Facilitators Role

Facilitators initiate, support, lead and participate in team based Lean improvement activities and ensure that the appropriate projects, people and resources are available, that the team are focused with everyone participating to their full potential and ensuring a successful outcome.

### Teaching Methods

Our Facilitator programme is a mix of up-front teaching, individual and group exercises and fun but thought provoking games. During the course our trainers will teach, lead and guide but also provide opportunities for self learning. Our experienced trainers will illuminate the subject with real life examples of Lean implementations, and cover risks, pitfalls and lessons learnt.

We have developed our own, proprietary course material based on industry best practice. You will receive all training material in a hard copy folder as well as digitally in PDF format. Also participants will receive editable copies of useful Lean documents, workshop packs and checklists and a pocket memory jogger style Improvement Handbook. You will need a computer loaded with MS Excel spreadsheet during this course.

### Typical Participants

Previous delegates have been Managers, Supervisors and Team Leaders of sections and Departments or members of Lean events and improvement activities, they are looking to increase their knowledge of Lean in order to initiate, Lead and facilitate Lean workshops and improvement activities within their organisation or supply base.

### Prerequisites

An ideal delegate brings good communication skills, an open mind and strives for continuous personal development. Delegates will ideally have had exposure to managerial, supervisory or leadership responsibility within the organisation or wishing to do so and come prepared to enjoy the experience!

### Certification

Upon successful completion of the training, you will receive a certificate of training completion.

### Testimonials

*"It was a tough course but really enjoyable. I can't wait to go and put it in to practice."*

*"I've done some Lean stuff before but this brought it all together for me."*

*"I now feel equipped to run my own workshops."*