

Practical Process Improvement and Lean Tool Kit

4-Day Workshop



Our IMPACT Toolkit™ contains World Class Methodologies recognised for their effectiveness in a very broad range of industries and essential for achieving Operational Excellence

A 4-day workshop for Continuous Improvement Practitioners and Facilitators incorporating process improvement techniques from PPI-5 (© Dr Mike Bell and R Edward Zurich 2015) with EMS Cognito IMPACT Programme™ Lean tools and techniques to debottleneck processes and improve productivity



The improved interdepartmental communication and co-operation enabled through the Process Improvement Programme resulted in a considerable cost saving to [LondonEnergy Ltd.](#) Robert Stammers, Head of Waste Operations

Who should attend



This is applicable to any industry sector including industrial, health, education, transport, facilities management, construction, NGO, support services and others.

The workshop is most suitable for those responsible for delivering an operational excellence programme or facilitating continuous improvement events on site and will provide these people with the necessary tools and competence in how to use these tools to bring about tangible improvements in their workplace

Why attend

This course will provide you with the knowledge, the skills and the confidence to implement process improvement at your site and deliver tangible benefits in productivity, quality and delivery.

To maintain the high quality of this workshop, numbers are limited to 12 people

CPD - certification of attendance & qualification where applicable

see reverse for full agenda

Day 1	Background to Operational Excellence, Lean & Process Improvement
Day 2	Problem Investigation & Solutions
Day 3	Debottlenecking & Improving Productivity
Day 4	Implementing Solutions & Maintaining the Standards

£1,200 per person excl VAT

Group discounts available. To reserve your place is easy, just confirm your details, provide a purchase order and we will do the rest.

EMS Cognito can offer discounted accommodation at or near the training course venue please ask for more information.

Book now by completing the web contact form, email us or call

[For Available Dates and Locations see web-site](#)



Practical Process Improvement and Lean Tool Kit 4-Day Workshop

Day 1 – Background to Operational Excellence, Lean & process improvement

Introduction to Operational Excellence

Background to Lean

Value add and Non-value add

8 Wastes

Continuous Improvement Culture

5-Levels of Operational Excellence - Model

Introduction to Process Improvement

Practical Process Improvement as a framework for Level 5 – Improve the Standards

Problem Statements & Mission statement

Process Mapping

Data Analysis - Process Behaviour Charts



Day 2 – Problem Investigation & Solutions

Investigating Special Cause Variation using Quality Tools

Brainstorming and Voting

Fishbone Analysis

Check sheets | Pareto | Five-Whys

Selecting specific solutions to potential Root Causes of problems

Visual Management | Workplace Organisation

Error Proofing | Standard Work | SOP

You may also like...Our 7 day and 15 day **IMPACT Masterclass™** programmes on process improvement are implemented on site involving multi-functional teams learning the tools and techniques and delivering tangible improvements in 3 months. The IMPACT Masterclass™ approach gives people in the organisation the opportunity to develop knowledge and competence in process improvement and lean tools and techniques and to learn how to use these techniques by taking part in a programme facilitated by an expert consultant from EMS Cognito.

EMS Cognito offers a range of **IMPACT Toolkit™** workshops on-site & off-site covering tools and techniques in reliability, process improvement, change management and Lean. Please visit our website for more details and to see the up to date list of dates and locations.

What's Included

Delegates are provided with training materials & templates

Workshops include lunch and refreshments throughout the workshop days.

Terms & Conditions

Please visit our web-site www.emscognito.co.uk for full details of booking terms and conditions

Day 3 – Debottlenecking & Improving Productivity

Flow, Pull & Just in time,

Takt time & cycle times

Kanban

Line balance

Standard work

Identifying the bottlenecks

Process observation

Eliminating waste

Reducing variation using specific tools

Standard Work | Error Proofing | Kanban

Visual Management | Workplace Organisation

Reducing or eliminating planned waste using specific Lean tools

Cell Design | Change-over Time Reduction | Machine Observation

Operator Observation & Activity Mapping

Line Balancing

Day 4 – Implementing Solutions & Maintaining the Standards

Selecting and prioritising solutions

Plan Do Check Act

Implementation planning

Monitoring results

Maintaining the Standards

Standardisation

Managing Daily Performance

Making Process Improvement a way of Life