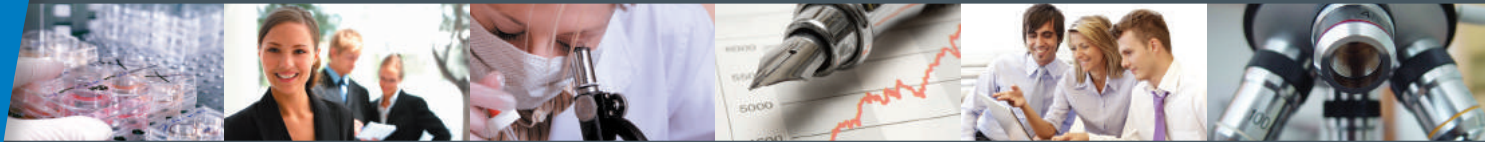




QAI AWARD



## LEAN BUSINESS TOOLS – PROJECT BASED AND MENTOR ASSISTED - QAI AWARD – NFQ LEVEL 5

## 10 LESSONS + 8 MENTOR SESSIONS

“Time waste differs from material waste in that there can be no salvage. The easiest of all wastes and the hardest to correct is the waste of time, because wasted time does not litter the floor like wasted material”

HENRY FORD

### COURSE OVERVIEW

This programme introduces the structured lean approach to process improvement. It provides the participant with a knowledge of the most commonly used Lean improvement tools.



The programme is project-based and each participant will deliver a process improvement in their business.

The programme is supported by 8 onsite mentor visits to each business to assist the participant with the practical application of the lean tools.

### WHO SHOULD ATTEND?

The programme is aimed at any personnel engaging in business process improvement.

### WHAT WILL I LEARN?

- How to assess my organization against the 5 principles and 10 wastes
- Project terms of reference
- How to run a Kaizen event

- The 8-step process improvement methodology
- How to see my business as a process with Value Stream Mapping
- The 5s approach to workplace organisation
- How to control material or information with Kanban
- How to control changes or critical time windows with SMED
- How to define standard practice with Standard Work
- How to ensure better efficiency with an Asset Care programme



### PROGRAMME OUTLINE:

#### MENTOR SESSION 1: Course Preparation and Project Selection

##### LESSON 1:

- The 5 Principles of Lean
- Defining Customer Value
- The 10 Wastes

##### LESSON 2

- Business Simulation
- Project Charter & Supporting Data

##### LESSON 3

- Business Simulation
- Kaizen

#### MENTOR SESSION 2:

##### Project Charter & Supporting Data

##### LESSON 4

- Business Simulation
- 8-Step Problem-Solving

#### MENTOR SESSION 3:

##### Kaizen & Countermeasures

##### LESSON 5

- Business Simulation - Value Stream Mapping

#### MENTOR SESSION 4:

##### Value Stream Mapping

##### LESSON 6

- 5s Workplace Organisation
- Kanban

#### MENTOR SESSION 5:

##### 5S & Kanban

##### LESSON 7

- SMED-changeover & critical window

##### LESSON 8

- Standard Work

##### LESSON 9

- Asset Care

#### MENTOR SESSION 6:

##### SMED & Asset Care

#### MENTOR SESSION 7:

##### Project Evaluation & Standardisation

#### MENTOR SESSION 8:

##### Project Evaluation & Standardisation

##### LESSON 10

- Final Project Presentations

### DURATION

12 Week Programme  
At 8 to 10 Hours Per Week

### ASSESSMENT & CERTIFICATION

QAI Award NFQ Level 5

“I had previously done Lean training courses with Lean projects but the course material never translated into the project very well. On the ETAC course the material, assignments and the project were all linked. The guidance given by the guys on how to select a project made sure the project was relevant to my own job. Knowing the process I was improving made the project easier and the fact that most of the assignments were needed for the project helped the project along. The mentor days were also very useful as you had time to discuss one to one issues that came up and you had support while tackling them”

C.I. LEADER, MEDICAL DEVICE CO.