

Workshop: A3 reports

Solving problems and making decisions based on Toyota's improvement method

Target group

Every person willing to improve management processes, to standardize information flow in the company and to solve problems more skillfully. We also invite people who experience difficulty in systematizing improvement actions taken in the company, or maintaining the adopted solutions.

Get the practical insight into solving problems and responding to challenges including:

- Lack of a concise, standard method of presenting information and a proposal that would guarantee fast decision making.
- Ignoring facts and lack of objectivism when describing the current situation.
- "Jumping to solutions" without analyzing root causes.
- Lack of logic in the way proposed actions are communicated.
- Ineffective way of delegating tasks and inefficient control of their execution.
- Lack of coaching tools that enable the development of logical thinking and communication skills in employees.

Overview

The A3 report is seemingly just a piece of paper divided into sections. In reality, it is a universal tool used for strategic planning, problem solving, change and project management, presenting ideas and team work. Using A3 reports mostly creates the manner in which the company is managed. The form based on the PDCA cycle forces logical thinking, and the rules of drawing up the report assume a dialogue between the person compiling the report and the recipients, as well as a well-thought-out selection of actions and implementation discipline.

Benefits for the company

- **More rapid** management of the organization.
- **More efficient** information flow in the company.
- **Standard** format of problem solving.
- **Structured** and repetitive process of change management and communicating changes in the company.
- **Easy** sustenance of the applied solutions.

Benefits for the participant

- **Awareness** of the advantages of applying a concise, structured method of passing on information in the company.
- **Ability** to analyze the current situation.
- **Ability** to compile an A3 report.
- **Ability** to read the report.
- **Familiarity** with the basis of coaching in the A3 process.

AGENDA

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Module 1	9:00 – 10:30 (10:30 – 10:45 coffee break)	<ul style="list-style-type: none"> ▪ Checking previous experience with A3 ▪ A3 as an element of a Lean system, connection with PDCA ▪ Going through the structure of A3
Module 2	10:45 – 12:15	<ul style="list-style-type: none"> ▪ How to recognize a good report? ▪ Examples of reports – group evaluation – discussion ▪ Preparing the left side of the report for a fictitious problem
12:15 – 13:00 Lunch		
Module 3	13:00 – 14:30 (14:30 – 14:45 coffee break)	MODULE PERFORMED IN THE PRODUCTION HALL <ul style="list-style-type: none"> ▪ Becoming acquainted with the production process and the application of A3 reports in the company (for planning, problem solving, strategy visualization) ▪ Exercise: collecting information about the company and Lean tools it uses in order to make an information based A3 report
Module 4	14:45 – 16:30	<ul style="list-style-type: none"> ▪ Preparing information reports from the production hall ▪ A3 as an element of development of the employees and the organization – Nemawashi, coaching ▪ Workshop summary