

## Workshop: Effective Lean coordinator

*How to plan and organize the organizational aspect of Lean Management implementation. The role of a Lean coordinator in the implementation process*

### Target group

Lean coordinators and managers, executives and managers of companies planning to implement or implementing Lean, as well as every person interested in adjusting organizational roles and structures to the rules of Lean Management.

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

- Involvement of the organization in the implementation process.
- Creating proper organizational structure that supports Lean Management implementation.
- Selection of appropriate people to carry out the function of a Lean coordinator.
- Proper planning of the implementation process.
- Building an effective communication strategy.

### Overview

The benefits of implementing Lean are directly proportional to the involvement of the whole organization in systemic application of Lean Management rules. The company's management board plays the key role in it, but it is also significant how the operational level of the implementation is organized, and to what extent the Lean coordinator is involved. Embedding Lean in the organization's DNA is a gradual process, and the selection of structures, as well as setting appropriate roles that enable the highest effectiveness of implementation at a given moment, is real art.

### Benefits for the company

- **Enabling** the selection of an appropriate Lean organizational model in the company.
- **Understanding** the requirements imposed on Lean coordinators.
- **Appropriate** selection of an employee for the position of a coordinator.
- **Adjusting** organizational structures to the rules of Lean Management.
- **Drawing up** the basis of Lean implementation strategy.

### Benefits for the participant

- **Understanding** the requirements imposed on a Lean coordinator, and the possibility to adjust development and improvement plans to people performing this function.
- **Understanding** the division of responsibility for implementing Lean in the whole organization.
- **Ability** to build an effective Lean communication strategy in the company.
- **Ability** to adjust the implementation schedule to the company's current situation.

## AGENDA

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<b>Module 1</b>	9:00 – 10:30 (10:30 – 10:45 coffee break)	<ul style="list-style-type: none"> <li>▪ The position of a coordinator in the organizational structure of a company: exercises, discussion</li> <li>▪ The role of a Lean coordinator</li> </ul>
<b>Module 2</b>	10:45 – 12:15 (12:15 – 12:30 coffee break)	<ul style="list-style-type: none"> <li>▪ The profile of a Lean coordinator – how to choose the right person, how to plan the development of a coordinator</li> <li>▪ Other organizational roles in the Lean implementation structure in a company</li> </ul>
<b>Module 3</b>	12:30 – 14:00	<b>MODULE PERFORMED IN THE PRODUCTION HALL</b> <ul style="list-style-type: none"> <li>▪ Becoming acquainted with the production process</li> <li>▪ Exercise: you apply for the position of a Lean coordinator. Your task is to become familiar with the work environment, observe and ask questions. Prepare a basic plan of Lean development recommendations for the organization you observe.</li> </ul>
14:00 – 14:45 Lunch		
<b>Module 4</b>	14:45 – 16:30	<ul style="list-style-type: none"> <li>▪ Presenting the results of the exercise. Discussion</li> <li>▪ Planning and visualizing implementation plans</li> <li>▪ Workshop summary</li> </ul>