

## Workshop: Strategy of Lean workshops

*Proper selection of workshops and their appropriate relation to Lean Management implementation in a company*

### Target group

Training managers and specialists, Lean coordinators and managers, HR executives as well as every person interested in the ways of supporting the implementation of Lean Management as a result of effective planning, execution and checking the effectiveness of Lean workshops.

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

- Formulating an appropriate plan of Lean workshops.
- Combining Lean workshops with the implementation.
- Selection of appropriate trainers for Lean workshops.
- Selection of proper methodology for Lean workshops.
- Developing strategies of workshops and annual plans.
- Informing about the workshops and their aims efficiently.

### Overview

The success of Lean implementation in a company depends directly on developing appropriate behaviors, skills and the habit of continuous improvement in all employees. Therefore, it is important to organize a system of workshops that breaks all habits, and effectively develops the required competencies. Lean Management workshops mean a disciplined process based on the PDCA cycle. It is also one of the most significant functions of leaders of organizations, carried out through practical workshops aimed at the highest effectiveness and daily coaching.

### Benefits for the company

- **Creating** a workshop schedule synchronized with Lean implementation.
- **Increased** effectiveness of Lean workshops.
- **Satisfaction** with good workshops found both by employees and supervisors that have competencies necessary for Lean implementation.
- **Agreeing** on the main workshop topics.
- **Forming** the basis of a learning organization.

### Benefits for the participant

- **Ability** to define internal customers and identify Lean training needs.
- **Ability** to determine priorities and build the strategy of Lean workshops.
- **Ability** to assess the effectiveness of Lean workshops.
- **Increased** level of internal customers' satisfaction with the level of effectiveness of Lean workshops.

## 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>▪ PDCA in the training process</li> <li>▪ Clients of the Lean training process</li> <li>▪ Assessing the current situation– Lean training needs</li> <li>▪ Ways of planning Lean workshops</li> </ul>
<b>Module 2</b>	10:45 – 12:15 (12:15 – 12:30 coffee break)	<ul style="list-style-type: none"> <li>▪ Running Lean workshops in a company (the „do” phase) <ul style="list-style-type: none"> <li>○ Training methods</li> <li>○ Trainers</li> </ul> </li> <li>▪ Planning Lean workshops: a case study</li> <li>▪ Verifying the effectiveness of Lean workshops (the „check” phase)</li> </ul>
<b>Module 3</b>	12:30 – 14:00	<p><b>MODULE PERFORMED IN THE PRODUCTION HALL</b></p> <ul style="list-style-type: none"> <li>▪ A brief introduction to the production process</li> <li>▪ Group activity: The participants are divided into 3-4 groups; each group talks to a representative of the employees (operator) and supervision (foreman, master); they collect information about the workshops in accordance with a Lean workshop assessment sheet.</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>▪ Communication with the clients of Lean workshops</li> <li>▪ Workshop summary</li> </ul>