

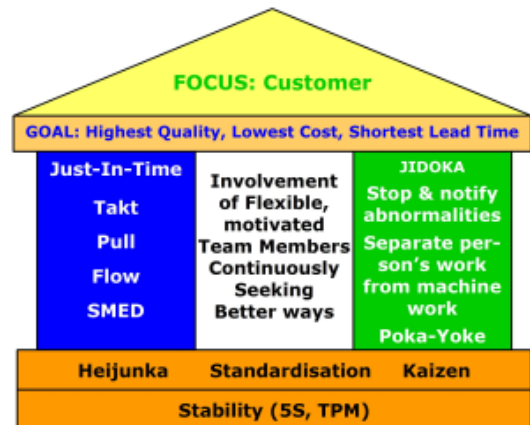
PLBPS - Intro ² Lean Basics and Problem Solving

Date: Monday the 19th of October 2009

Part 1: Lean Basics - the participants will be introduced to Lean Thinking fundamentals – the what and why's. Then the concept of value and waste along with the 8 types of wastes will be discussed.

Topics covered are:

1. Brief history of Lean
2. Introduction to Toyota Production System
 - Just-in-Time
 - Building Quality at Source
 - Respect for People
3. Value and Waste
4. Eight types of hidden wastes in businesses

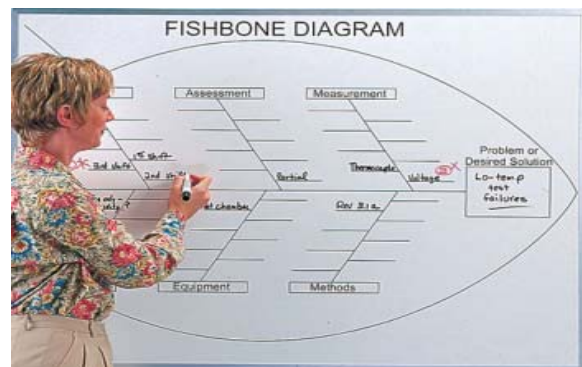


Part 2: Problem Solving

Problem solving is a systematic process to identify the root cause of the gap, and taking corrective action to eliminate the gap and keep it from reoccurring in the future.

Topics covered are:

- Plan-Do-Check-Act
- 5 Quality Tools
 1. Cause and Effect Diagrams
 2. Check Sheets
 3. Control Charts
 4. Histogram
 5. Pareto Chart
- Flow Charts
- Brain Storming
- Nominal Group Technique
- Root Cause Analysis using The 5Why Analysis
- 5 Steps to Problem Solving (Identify & Define, Isolate & Contain, Collect & Analyze, Correct & Reduce and Monitor & Document)
- Standardized Work Practices.



The workshop will include videos, activities and practical tips in changing your work area to make more productive.

Benefits - The benefits an organization can expect are:

- Improved processes
- Better quality resulting in less scrap and rework
- Improved customer satisfaction as a result of the better quality
- Reduced overall cost from fixing the root causes

The workshop is suitable for everyone in an organisation.

Course Fee: \$200 + GST (or \$225 GST inclusive)

***The course fee includes lunch and tea/coffee**

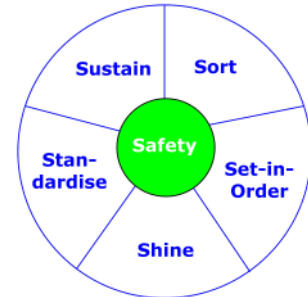
Course starts sharp at 9AM and finishes approximately at 4.30PM

P5SVF – Creating a Visual Workplace

Date: Monday the 23rd of November 2009

The key elements of a Visual Factory are:

- 5S - Work Place Organization and Standardization,
- Visual Display – to share information, and
- Visual Controls – to prevent defects and errors.



a) 5S is a methodology to improve your workplace and is suitable for all types of industries. The principles can be applied in an office, workshop, factory, or warehouse and provide increased productivity, quality and safety.

Originating from Japan this system has been adapted by the worlds leading Organisations and is considered as the foundation of the Toyota Production System or TPS.

The 5S system comprises of five simple steps:

1. Sort – remove the unneeded items from the workplace
2. Set in Order – a place for everything and everything in its place
3. Shine – a clean workplace highlights problems
4. Standardise – find best practice and make it common practice
5. Sustain – the hard part, how do we keep it going

b) Visual Displays communicate important information but does not control what people or machines do. Displays help avoid confusion, mix-ups and speeds up activity.

c) Visual Controls communicate information so that activities are performed according to standards and help monitor and control.

You will be amazed to see how the principles of Visual Factory can make a huge difference to your work environment that you don't want to go back to the old ways of doing things.

The workshop will include videos, activities and practical tips in changing your work area to make safer and more productive.

The workshop is suitable for - Operators, Team Leaders, Supervisors, Managers, and Admin Staff.

Benefits: Improved Productivity, Capacity, Quality and Safety plus reduced inventory, cost, absenteeism etc.

Course Fee: \$200 + GST (or \$225 GST inclusive)

***The course fee includes lunch and tea/coffee**

Course starts sharp at 9AM and finishes approximately at 4.30PM

Note: These courses can also be offered as in-house workshops if you have 8 or more participants. Please contact PSL for further information.