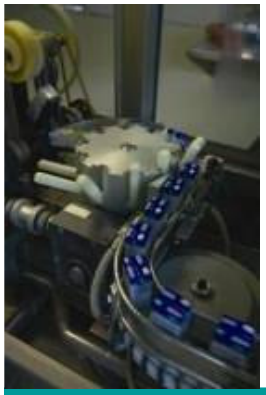
SGS

Continuous Development and Training Services

Management Development

Certified Lean Practitioner Training



Lean techniques were first introduced by the Toyota Motor Corporation around 1990 and since then have been used by major corporations to reduce operating time and costs while retaining product quality. Lean techniques evolve into operating philosophies to: make only what you need, never make a defect or pass a defect on, eliminate waste, and focus on cycle time reduction which ultimately reduces costs. Once in place, lean systems use less people, space, inventory, and financial investment. This course focuses on not only providing the knowledge of LEAN but also how it can be effectively applied in your work situation. The program format is both lecture and interactive. The students will participate in individual and group exercises. Case study methods are also used to enhance the 'real world' nature of this course.

This NINE-day workshop demonstrates the principles and concepts of Lean Manufacturing through lectures and multiple hands-on simulations. It is also intended to provide management staff and employees at all levels of your organization with in depth understanding of Lean Implementation, and the benefits to be gained.

Objectives

- Understand the terms, terminology, and benefits of Lean Manufacturing.
- Conduct value stream maps of the current state, identify the potentials for reduced waste and improved flow, and develop a future state map.
- Participate in the development of a site-specific lean implementation roadmap with the application of the LEAN tools introduced.
- Participant will have an individual coaching section to apply the knowledge in real situation.
- Avoid the common pitfalls encountered during lean implementation.

Course Outline

Day1:	**Module 1 : Lean Fundamental** 1.Overview of the Lean Manufacturing process, performance goals and critical success factors 2.Comparison of Lean vs traditional 3.Benefits of Becoming a Lean Enterprise 4.Why Systems Thinking is a critical component of a Lean initiative 5.Basic Elements of Lean Enterprise 6.What is LEAN tools? 7.Continuous Improvement
	Module 2 : Current and Future Value Stream Mapping 1.How to construct VSM? 2.Office Flow Vs Manufacturing Flow 3.Define data to be collected in your VSM 4.Basic VSM Elements definition 5.Kaizen project • An intensive 5-day team effort to reduce waste, defects and cycle time and implement improvements in a particular process or department.
Day 2:	**Module 3: Total Flow Management – 1** 1.Systematical Thinking Cycle Time Reduction – Game 2.From Mass Product to Small Batch Size Flow - One Piece Flow Concept 3.Supermarket Concept 4.Milk Run 5.Line Balancing
	Module 4 : Total Flow Management – 2 1.Pull System Concept 2.Kanban System • Kanban is a pull material system. The material is pulled through the production process by customer demand. Kanban uses cards to move material along the value stream. 3.Layout Design • U-shaped Concept

Course Outline

Day 3:	**Module 5 : Total Flow Management – 3** 1.Takt Time 2.Level Production Concept Production is leveled to customer demand. 3.Cell Production Vs Production Line 4.Work Cell Configurations 5.Flexible (Multit-task) Labor
	Module 6 : Total Quality Management – 1 1.Seven Muda •Muda (waste) is defined as anything that consumes material or labor and that does not add value to the final end customer. 2.Symptom Vs Root Causes 3.Root Causes Analysis and its Tools 4.Visual Management 5.Standardization • Why standardized work? • The elements of standardized work • Charts used to define standardized work
Day 4:	**Module 7 : Total Quality Management – 2** 1.5S • What is 5S? • How to implement 5S effectively in your organization? • 5S Checklist 2.Poka Yoke • Understand and implement the Poka-Yoke methodology • Identify where Poka-Yoke can be used for best effect
	Module 8 : Total Productive Maintenance – 1 1.Basic TPM Concepts 2.Defining Equipment Productivity 3.How to Identify and Measure Equipment Losses 4.Calculating Equipment Effectiveness •OEE, MTBF calculation
Day 5 :	**Module 9 : Total Productive Maintenance – 2** 1.The Basic principle of SMED 2.Eight techniques using in SMED 3.Seven steps to reduce change over time
	Module 10 : Lean Implementation & Culture Development 1.How to develop a Lean culture in your company 2.Lean implementation in your company - how to develop the plan 3.Preparation of a high-level project 4.Develop Multi Task Employee
Day 6 - 7	**Project Coaching**
Day 8	**Project Presentation**

Who Should Attend

If you would like to help your company produce more product or efficient service, in less time, and at higher quality than ever before, YOU should attend this course or make sure the appropriate operations personnel register immediately!

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Information

Course Date: **Lecture : 26, 27 Feb, 12, 13 & 23 Mar;**
Project Coaching : 3, 17 April;
Presentation : 27 Apr 2009 (total 8 days)

Speaker: Dr CO Chan has over 20 years of industrial, training and consultancy experience in the field of operations management. He worked with Motorola in the 1990s where he gained first hand perspective and intensive exposure in the application of Six Sigma and other quality system such as Kaizen. As an American Society of Quality (ASQ) certified Six Sigma Black Belt and Master Black Belt for a Fortune 500 company, Dr Chan has trained over 500 Black Belts & Green Belts and consulted with many organizations in both manufacturing and service industries in China and Hong Kong. Besides, Dr. Chan have incorporate Lean & Kaizen practices into an organization by applying relevant tools such as VSM, waste reduction to achieve a lean result. To name a few about the project, it includes inventory reduction of 20%, lead time reduction of 60% and delivery performance improvement of 30%.

Ivan Ha, Product Manager, Systems & Services Certification, SGS HK Ltd
ASQ CSSBB and CQM Certified Six Sigma Black Belt and Certified Quality Manager with extensive experience in Six Sigma training and consultancy in servicing & manufacturing organizations. Providing consultancy service to over 100 companies in quality management and process improvement. EFQM Quality Award Assessor with extensive experience in total quality management system

Medium: Cantonese supplemented with English material
Venue: SGS Hong Kong Ltd. – Shatin / Admiralty Training Centre (TBC)
Fee: **$20,800 / *$19,800 / **$18,800 per person**
(Include training materials & lunch)
** Discount is offered to SGS certified clients or for groups of 3 or more*
*** Early Bird Price is offered to all enrolment made one month prior to the course*

Certificate

Certified Lean Practitioner Certificate will be issued to those who passed the individual project and written examination administered by SGS Hong Kong Ltd.

Enrolment

Please fill in the below registration form and send the completed form with a cross cheque payable to **"SGS Hong Kong Ltd." 2 weeks** before the course and mail to: **SGS Hong Kong Limited. 28/F, Metropole Square, 2 On Yiu Street, Siu Lek Yuen, Shatin, N.T** ***(Attention to: Ms. Man, CDTS Division)***

For Enquiry and Reservation:
Tel: 3543 7997 (Ms. Chan), E-mail: hk.cdts@sgs.com, Fax: to 3158 2622. Web site: hk.sgs.com/training

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Reply Slip

Certified Lean Practitioner Training*(MGT/6)*

Company:_____

Contact Person:_____ Tel: _____ Fax: _____

Address: _____E-mail: _____

How do you know about this course? ☐ Newspaper ☐ Web site ☐ Friends☐ Others_____

Participant	Position	HK$
Mr./Ms./Mrs.		
Mr./Ms./Mrs.		
Mr./Ms./Mrs.		
	Total:	

All cancellations of registration must be made to SGS CDTS in writing. If cancellation is received:
One month notice before the course starts, 10% of the training fee will be charged as administration fee
Within two weeks before the course starts, 100 % of the training fee will be charged as administration fee
If you do not want to receive any information from us, please fax to us at (852) 3158 2622