



QAI AWARD



LEAN BUSINESS TOOLS – PROJECT BASED AND MENTOR ASSISTED - QAI AWARD – NFQ LEVEL 5

(5 WORKSHOPS + 8 MENTOR VISITS)

“Time waste differs from material waste in that there can be no salvage. The easiest of all wastes and the hardest to correct is the waste of time, because wasted time does not litter the floor like wasted material”

HENRY FORD

COURSE OVERVIEW

This programme introduces the structured lean approach to process improvement. It provides the participant with a knowledge of the most commonly used Lean improvement tools. The programme is



project-based and each participant will deliver a process improvement in their business.

The programme is supported by 8 onsite mentor visits to each business to assist the participant with the practical application of the lean tools.

WHO SHOULD ATTEND?

The programme is aimed at any personnel engaging in business process improvement.

WHAT WILL I LEARN?

- How to assess my organization against the 5 principles and 10 wastes
- Project terms of reference

- How to run a Kaizen event
- The 8-step process improvement methodology
- How to see my business as a process with Value Stream Mapping
- The 5s approach to workplace organisation
- How to control material or information with Kanban
- How to control changes or critical time windows with SMED
- How to define standard practice with Standard Work
- How to ensure better efficiency with an Asset Care programme



PROGRAMME OUTLINE

Mentor Day 1: Course Preparation & Project Selection

DAY 1

- The 5 Principles of Lean
- Defining customer value
- The 10 wastes
- Business Simulation

Mentor Day 2: Project charter, team selection & data collection

DAY 2

- 8-step problem solving
- Kaizen

Mentor day 3: Kaizen

DAY 3

- Value Stream Mapping
- 5s workplace organisation
- Kanban and the Pull System

Mentor day 4: VSM

Mentor day 5: Countermeasures

DAY 4

- Changeovers / Critical Window
- Standard Work
- Asset Care

Mentor day 6: Lean tools implementation

Mentor day 7: Evaluation

Mentor day 8: Final presentation preparation

DAY 5

- Project Presentations

DURATION

5 classroom days.
8 half-day mentor visits
Programme duration is over 12 weeks

ASSESSMENT & CERTIFICATION

QAI Award NFQ Level 5

“I had previously done Lean training courses with Lean projects but the course material never translated into the project very well. On the ETAC course the material, assignments & the project were all linked. The guidance given by the guys on how to select a project made sure the project was relevant to my own job. Knowing the process I was improving made the project easier and the fact that most of the assignments were needed for the project helped the project along. The mentor days were also very useful as you had time to discuss one to one issues that came up and you had support while tackling them”