

Why Attend:

If it takes too long to find anything on the shop floor or in the offices and nobody knows where things are. If morale is low and accident rates are becoming too high. If you are running out of space or wonder why you are always out of stock, stationary etc. When you want your workforce to take pride in their workplace.

Shop Floor Excellence Series:

Workplace Management – 5S

Course Objective:

To introduce the principles of 5S and to prepare for the implementation of workplace management through 5S across the organisation.

Course Description:

This interactive 1-day course is designed to introduce the attendees to the principles of 5S and application of 5S tools and techniques

Course Programme:

The attendees of this course will learn the benefits of work place management and how to implement and sustain a 5S culture. The course will cover the following:

- Understand the purpose and principles of 5S
- Understand the benefits and pitfalls of 5S
- Learn how to cope with resistance to 5S
- Learn how to engage the organisation in implementing 5S
- Learn how to apply 5S across the entire organisation
- Module Programme:
- The course will cover the following:
- The concept of 5S
- The benefits of 5S
- Resistance to 5S
- Step by step implementation of 5S
- How to sustain a 5S culture

The course will be a mixture of theory, demonstration of techniques and practical exercises ensuring attendee participation. Some exercises require access to the shop floor, offices, canteen and other areas that would be subject to work place management in the future.

Suitable for:

Leaders and managers at all levels with in the organisation and any selected members of staff who will be driving and championing the introduction and maintenance of 5S.

A separate course is available for operators

Shop Floor Excellence Series:**Improving Machine Efficiency – (Six Losses, OEE% and TPM)****Why Attend:**

If your machines are not available due to breakdowns or set-up problems, if your machines sit idle or are not running to the desired speed and if the quality of the machine output is unacceptable or if your operators are not totally familiar with operating the machines

Course Objective:

To develop skills and techniques required to understand why machines should be treated as assets and how TPM creates focus on the fundamental six losses and improves overall equipment effectiveness.

Course Description:

This interactive two-day course will provide delegates with a thorough understanding of TPM principles. Through practical exercises using live data from the shop floor delegates will learn how to collect and analyse downtime data and how to create a strategy to improve machine uptime.

Course Programme:

The attendees of this course will learn simple yet effective tools and techniques such as OEE%, SMED, Operator Involvement, Teamwork, Preventative Maintenance, SPC and other quality improvement tools. The course will cover the following:

- What are the six Losses
- Overall Equipment Effectiveness (OEE%)
- History of TPM
- Understanding difference between sporadic & chronic loss
- Conditioning and restoration techniques
- Maintenance prevention VS preventative maintenance
- TPM – The human factor
- TPM –The approach and strategy development
- TPM – The implementation

The course will be a mixture of theory and practical exercises. The attendees will be required to bring examples of situations in their working day, which they would like deal with in a more efficient way.

Suitable for:

Production managers, engineers, maintenance personnel, operators

**Shop Floor Excellence Series:
Reducing Set-up Times (SMED)**

Why Attend:

If your machine changeovers take too long to cope with the demand for frequent changeovers. If your lead times suffer because it takes hours instead of minutes to change from product to the next.

Course Objective:

To develop skills and techniques to define and analyse a set-up and to carry out a set-up reduction activity.

Course Description:

This interactive two-day course will provide delegates with a thorough understanding of set-up reduction principles. Through practical exercises using live data from the shop floor delegates will learn how to collect and analyse set-up data and how to perform a set-up reduction activity.

Course Programme:

The attendees of this course will learn the theoretical and practical skills necessary to plan and carry out SMED activities. The course will cover the following:

- Introduction to SMED
- Video recording a change-over/set-up
- Set-up analysis
- Internal vs external set-up processes
- Streamlining the set-up process
- Right first time
- Planning a SMED exercise
- Carrying out SMED exercises

The course will be a mixture of theory and practical exercises. The attendees will be required to bring examples of set-up situations in their working day, which they would like to make more efficient. Access to the workshop is a prerequisite.

Suitable for:

Production managers, engineers, maintenance personnel, operators.

Shop Floor Excellence Series: Lean Manufacturing

Why Attend:

If you struggle to get your products out of the door on time. If your shop floor is littered with work in progress. If you want to save money by reducing waste, work smarter – not harder and get the most out of your people and equipment

Course Objective:

To show how adopting core Lean principles and practices can rapidly help drive a company forward on the journey towards becoming World Class.

Course Description:

This one-day course is designed to give attendees a robust introduction to the principles and benefits of Lean Manufacturing in preparation for further training and practical implementation of Lean.

Course Programme:

The course attendees will, with the aid of practical examples, gain a useful knowledge of the key principles and what it takes to implement them in a live change programme. The course will outline the following:

- Understanding the competitive advantage
- Introduction to Lean thinking, its history, meaning and purpose
- The concept of waste elimination
- Value and value stream mapping
- Improving layout and flow
- Introduction to the visual workplace
- Sustaining a Lean environment – application of 5S

The course will be a mixture of theory and practical exercises. The attendees will be required to work in groups and make short presentations to the whole group.

Suitable For:

Managers and Team Leaders

Free telephone support is available for course attendees after the course.

Shop Floor Excellence Series: Value Stream Mapping

Why Attend:

If your business and/or manufacturing processes do not give the desired results. When you want to work smarter, not harder. If your shop floor is crammed with work in progress. If your administrative processes are holding up work

Course Objective:

To learn how to analyse the current state of processes and to identify waste reduction opportunities by redesigning business and/or manufacturing processes.

Course Description:

This interactive two-day course will provide delegates with theory and purpose of process analysis and value stream analysis set in the context of managing key business processes. Following some theoretical background delegates will apply perform value stream mapping of the current state and design a future state. The course timescale can be adjusted to suit the number and complexity of processes, but the minimum duration is two days.

Course Programme:

The attendees of this course will learn the theoretical background to Value Stream Mapping and carry out an actual Value Stream Mapping exercise which includes designing a future state process. The course will cover the following:

- Introduction to Value Stream Mapping
- Value Add vs Non Value Add
- Process mapping and analysis
- Process redesign
- Action planning and priority setting
- Assignment of action ownerships

The course will be a workshop combining theory and practical exercises. Access to the areas being mapped and analysed is a prerequisite.

Suitable for:

Groups including managers, team leaders and operators.

Shop Floor Excellence Series:**Performance and Quality Improvement****Why Attend:**

If you have identified specific areas of your shop floor that need attention. If you would like to introduce or refresh the knowledge and skills of particular tools and techniques

Course Objective:

To learn how to use a selection of tools and techniques which help your organisation iron out operational performance and quality issues.

Course Description:

This interactive course is designed to address very specific client needs and will consist of modules which are specifically relevant to you as an organisation. Depending on your requirements the duration of this course will vary typically between one and two days.

Course Programme:

The attendees of this course will learn the skills and techniques within the following topics, depending on your choice:

- Autonomous Maintenance
- Standardised Work
- Kaizen
- Cellular Manufacturing and One Piece Flow
- Pull Production
- Using Kanbans
- Mistake Proofing – ZQC Approach
- Poka-Yoke, Improving quality by preventing defects
- Performance Management, Implementing the right KPIs
- Statistical Process Control
- Customer specific modules developed on request

The course will be a mixture of theory and practical exercises. The attendees will be required to bring examples of situations in their working day, which they would like to improve.

Suitable for:

Managers, Team Leaders, Operators.