

# LEAN AWARENESS

## Course Outline

### Description:

Lean philosophy starts with the customer. What does the customer value? Lean awareness begins with the work needed to eliminate waste that reduces the value to the customer. This 1-hour Lean Solutions Academy course will provide a basic introduction to Lean. The purpose of this course is to become familiar with the history of lean as well as Lean terminology and definitions. In addition, you will learn some Lean concepts that you can put to use immediately to get results wherever you use them.

### Lesson 1: Basics of Lean

Lean Thinking is a methodology based on the history of Japanese manufacturing techniques which have been applied worldwide within many types of industries. It is ultimately a mindset – a way of viewing the world – that aims to handle work in a Lean manner. Lean puts focus on providing high levels of customer value by continuously improving business processes. To effectively transform an organization into a lean organization, a solid foundation of lean thinking, practices and tools must be understood and accepted as lean is a team approach. There are two guiding concepts that must be embraced by an organization practicing lean, respect for people and continuous improvement.

### Questions to ask:

- Where did Lean originate?
- What is the definition of Lean?
- Reflecting on the principles for Lean, do you notice any of them within your current structure?

### Lesson 2: Lean Foundations

The key to being able to create value is the ability to identify which activities add value and which do not. Actions taken to eliminate pure waste and reduce required non-value add waste will push your organization closer to zero-defects, just in time, and a no-waste ideal mindset. By understanding and applying lean principles, lean thinking, and lean tools together, you can help in create a robust lean management system in any industry or arena.

### Suggested Activities/Homework:

1. Observe a simple process in your facility and begin to separate value add vs non-value add activities
2. Practice identifying 8 forms of waste in your area. Share them with your coach.

## **LEAN AWARENESS**

### Course Outline

Questions to ask:

Remember: Value add changes the form or function of the product or service, the customer is willing to pay for the change and must be performed correctly the first time. Anything that does not accomplish this is waste. So, when observing the process ask yourself:

- What is the difference between value-add and non-value-add activities?
- What are the 8 forms of waste?
- Can you find waste in a process within your organization?
- What are you going to do about it?

**LEAN**  
**SOLUTIONS**