

# 101 - Lean Philosophy

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## Overview

A description of the characteristics of a lean culture and why implementing lean thinking is key in operating a business today. (Based upon Kaizen principles of the Toyota Production System or TPS)

## Objective

- To provide a foundation for comprehending the philosophy of continuous improvement and principles of lean manufacturing.
- To energize and simplify process improvement management.
- Implement change to improve the process, manage steady material flow, and reduce cost in the system.
- To cascade cultural change and lean thinking to all associates.

## Topics

1. Lean Manufacturing Overview
2. Cultural Change
3. Customer First
4. Fear Free Environment
5. Waste & Problems are Opportunities
6. Decisions Made at the Lowest Level
7. Shared Vision
8. Communication
9. Energy
10. Commitment
11. Teamwork

## Assessment

Individuals complete a Pulse Survey at the end of the session. The responses are related to the how the employee sees the company today to the topics listed above.

May also be conducted as a group activity, with a spokesperson selected or identified, to help facilitate the consensus of the group.

The result is a numerical indicator of the company's lean philosophy today.

## Course Timing

This course is a classroom session, which generally should be completed in 3 to 3.5 hours, depending upon class participation and survey discussion.

## Materials

Projection device (monitor)  
Slide Show Presentation  
Pulse Survey Handouts  
Pencils  
White Board/ Markers

## Participants (4-10)

Operators  
Manufacturing Engineer  
Quality Engineer  
Support staff (Administrative)  
Manager/ supervisor  
Cross-functional team

## Milestones

**Orientation Class – Introduction to Lean**  
Increase employee awareness of lean principles

### 90 Day Review

Team Leader or Supervisor conducts second Pulse Survey. Quick determination if the lean meter is moving from left to right. Collect data that identifies corrective action plans. Celebrate your accomplishments by sharing with the team what has been done.

### 6 Months after Orientation

Team Leader or Supervisor conducts 3<sup>rd</sup> Pulse Survey. Encourage team members to be proactive to advance the lean metric needle. Discuss with the team "Things Gone Right" and "Things Gone Wrong". Identify recommendations.