

## Overview

A description of waste in the process be it manufacturing a product, providing a service, or completing an administrative task. The eight wastes are defined in conjunction to what is considered value add to the customer. This session is a sequential course after Lean Philosophy training.

## Objective

- To provide a new set of eyes to see and identify waste in the process.
- To eliminate or at best, minimize non-value add operations within the process. Separate non-value add operations from value add operations.
- To enhance awareness of the great amount of waste in our everyday daily work processes, on the manufacturing shop floor or in the corridors of the office.

## Topics

1. Value and Non-Value Add Operations
2. Definition of each of the 8 Wastes
3. Muda Walk

## Activity

Individuals will be required to go to the “gemba” (shop floor, office setting, where the “work is done”) to observe the process and identify the 8 wastes.

Individuals will return to the classroom to discuss their findings and recommend ways to eliminate the waste.

DVD showing is optional, but highly recommended.

## Course Timing

This course is a classroom session mixed with shop floor activity, which generally should be completed in 3.5 to 4 hours. Classroom presentation is about 2 hours. Optional DVD is an excellent visual example of the 7 wastes and will extend training by a minimum of 1 hour. Muda Walk is a minimum 30 minutes, with a  $\frac{1}{2}$  hour report out from the team members.

## Materials

Projection device (Monitor)  
Slide Show Presentation  
Muda Walk Handouts  
Pencils  
White Board/ Markers

## Participants (4-10)

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

## Milestones

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### Pre-Requisite – Lean Philosophy

Enhancing lean thinking through the identification of waste by observing everyday practices.

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### 3 Months

Team Leader or Supervisor monitor and record the changes in the work place that eliminate waste aligning each elimination to benefit, such as increased productivity, improved employee ergonomics, improved product quality by reducing scrap, reduced costs, improved safety, etc. Lean improvements need to be reported monthly and shared with the management team. Celebrate the successes.