# Lean Implementation Course Outline

## Lesson 1 | Roadmap for Lean

- Start with the people issues.
- Focus on workplace organization (the 5S's), then, use value stream analysis and process workflow analysis to establish effective layouts.
- Where to focus next depends on specific needs.
- Use targeted Kaizen events to speed changes.
- Do not overlook the need to modify support processes (especially scheduling and purchasing).

## Lesson 2 | Lean Leadership

- Lead by example.
- Communicate the why, what, how, and who.
- Provide education in the concepts.
- Train employees in tools and techniques as needed to achieve a flexible workforce.
- The Lean Roadmap is not linear.

## Lesson 3 | Pitfalls with Lean

- Not documenting the financial impact/savings.
- Lack of commitment from leadership.
- Using traditional purchasing practices.
- Not changing scheduling techniques.
- Failure to address workforce issues.
- Not mistake-proofing the root cause.
- Thinking Lean is just for manufacturing.
- Not using beneficial technology.
- Not leveraging successes.
- Getting too lean.
- Failure to hold the gains.

## Challenge

- An assessment of the learner's progress in this course.