



# LEAN MANAGEMENT PRACTICE & IMPLEMENTATION

Implementing Lean Management Principles in Your Workplace

HRDF

[www.zohlgroupp.com](http://www.zohlgroupp.com)

**COURSE CODE:** NT-LDR-12

**LEVEL:** Basic to Intermediate

**LANGUAGE:** Bahasa & English

## OVERVIEW

Lean workplaces are fast, flexible, and efficient. They work like non-stop conveyor belts, producing a steady stream of quality goods at the rate of customer demand. Implementing lean practices have become critically important to maintain Profitability and Competitiveness. The Lean Audit assesses the degree of lean implementation in workplaces, manufacturing and processing plants. The audit scores 'Leanness' on a 5-point scale. Benchmark is level-5, when standards are equivalent to best practices.

## OBJECTIVES

Upon completion of this program participants will be able to:

- Assesses the degree of lean implementation in workplace.
- Determine if the business is properly implementing and upholding lean methodologies. This is achieved by analyzing company's current lean processes with a goal toward recognizing opportunities to improve procedures and reduce company costs.
- Ensure that the business is effectively utilizing lean methodology, and to follow up with each area manager after the audit in order to make sure that any relevant issues have been addressed and noting areas that do not meet lean standards will require persons concerned to be given re training of lean methodologies.
- Ensure real cost saving has been achieved after lean implementation in workplace, and the cost saving reported to upper management. This requires the manager to create a report and turn it to upper management, who makes the final assessment and evaluation of the effectiveness of lean implementation in workplace.

## COURSE BENEFITS

- Increased profit (the primary goal for most companies)
- Fast improvement (focusing attention on one critical area)
- Improved capacity (enables more product to be manufactured)
- Reduced lead times (optimizing smoother and faster product flow)
- Reduced inventory (eliminating bottlenecks means there will be less work-in-process)

From records of companies implementing Lean Management Techniques, there will be:

- 25% reduction in Inventory
- 88% reduction in Overtime
- 100% increase in Productivity
- 99% Lead Time reduction.

## COURSE DURATION

2 days (9am—5pm).

Tea Breaks: 10:30am & 3:30pm | Lunch: 1:00pm-2:00pm

**Note:** Please contact our office for Training Date or visit our website for details ([www.zohlgroupp.com](http://www.zohlgroupp.com))

## METHODOLOGY

This program is participative in nature and practical, emphasizing learning through experience, case studies and discussion from individual experience.

## TARGET AUDIENCE

This program is suitable for Supervisors, Engineers, Executives, Managers and CEOs.

## LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or any hotel in the selected Region(s)

## COURSE CONTENT

### Module 1 - Introduction To Lean Management

Effective In house Training to focus on Lean Management  
Upgrading of Workers' skill to participate In Process Quality Control

### Module 2 - Lean Management Strategy And Techniques

Understand 20 steps road map to Lean Management  
How can Lean Synergy help in implementation of Lean Management

### Module 3 - Seven Types Of Wastes And Six Types of Losses

Identify the Seven Types of Wastes & six types of losses  
Eliminate the Seven Types of Wastes & six types of losses

### Module 4 - 6S (5S – 1s) The Foundation Of Lean And Workplace Organization To Control Waste

Effective 6S (5S \_ 1S) Lean Workplace Organization

### Module 5 - Eliminating Processing And Inventory Wastes

Process Layout Improvement/Reduce Processing Wastes  
Warehouse Layout Improvement/Reduce Warehouse Inventory Wastes  
Lean Management Strategy to eliminate waste  
Lean Process Improvement Techniques to eliminate waste

### Module 6 - Implementation Approach

Lean manufacturing techniques are based on the application of five principles to guide management's actions toward success.  
Three ways for successful implementation  
The Four Thrusts of Lean Manufacturing  
Implementation approach :  
The First Six Months: Building Organizational Awareness  
Six Months to one year: Creating the New Organization  
Year one to year two: Aligning the Systems  
Year two: Completing the Transformation

### Module 7 - Lean Categories for Implementation

Group/category Lean practices/ tools - Process & equipment

- Kaizen
- 5S
- Setup time reduction
- Cellular manufacturing
- Continuous flow
- Equipment layout
- Product design – simplicity
- Error proof equipment
- Preventive maintenance

### Module 8 - Lean Categories for Implementation

Group/category Lean practices/ tools - Manufacturing planning & control

- Leveled production
- Kanban/ pull production
- Daily schedule adherence
- Small lot size
- Visual control

### Module 9 - Lean Categories for Implementation

Group/category Lean practices/ tools

- Human resources
- Supplier relationships
- Customer relationships

### Module 10 - Lean Audit

5-step auditing process:

Level-1: Struggling – poor results, most key metrics show negative trend;  
Level-2: Learning – aware and open to change, improvement has started;  
Level-3: Improving – gains across entire scorecard, bottom-line impact;  
Level-4: Leading – among top performers, competitive, financially healthy;  
Level-5: Benchmark – currently invincible, reference to other companies.

Customized In-House Training Program is available in the following areas:

**Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | Engineering | Telecoms | IT**

CALL US FOR DETAILS or VISIT OUR WEBSITE AT [WWW.ZOHLGROUP.COM](http://WWW.ZOHLGROUP.COM)



Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D)(GST ID:000327831552)

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## COURSE FEE

RM1,200

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

## CERTIFICATE

Participants will be issued a Certificate of Attendance/ Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

## HRDF CLAIMABLE

Yes. SBL Khas. If your company contributes to HRDF Fund

## REGISTRATION METHOD

1. **Online:** [http://zohlgroupp.com/hrdf\\_registration/](http://zohlgroupp.com/hrdf_registration/) OR
2. Download this brochure at: <http://zohlgroupp.com/hrdf-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279.9276 / 013.206.1038

## FACILITATOR

**Dr Teh Chin Weng – Registered Engineer, CEI, UK**, has in total more than 40 years of experience, with 20 years full responsibility for bottom line P&L, in Manufacturing and Sales & Marketing business sectors such as: aluminum & sheet metal products for building industry, metal stamping products, industrial and domestic electrical switches, commercial and engineering plastic products. He also has experience in factory start up, and in managing and executing new products marketing and project developments. He has exposure in several senior positions of Malaysian and Foreign owned companies with positions ranging from Technical Engineer, Departmental Manager, Factory Manager, Plant Manager, General Manager to Group General Manager and as Senior Business Consultant. The facilitator attained a **Doctorate in Business Management** from Hong Kong University and **Advanced Diploma in Business & Management** from West Glamorgan Institute of Higher Education, UK and has a **Certificate of Education, Malaysia**. Besides that, he is a **Certified Trainer, HRDF, Malaysia**.

The facilitator is particularly keen in formulating and implementing Company's future strategic plans, developing and implementing marketing plan and program to ensure sales and profit growth, work efficiency, human resource planning and development, material purchasing and sourcing, process management and improvement, system reengineering for total value and performance improvement. With basic knowledge and experience in accounting and financial functions, he has the capacity to strategize business plan for aggressive growth. He has gained value exposure in ISO, TQM (Total Quality Management), TPS (Toyota Production System), and Amoeba Management System, working environment. He had experience **working with World Class Manufacturing** giants like **Sony, Panasonic, JVC, Canon, Fuji Xerox, Delphi, AT&T, Motorola, GM, GE, 3M, IBM, FORD** etc. The most exciting events were the **experience and knowledge** gain when **periodically audited** by these giant Customers, thus accumulate vast experiences working with the International standards.

\*Note: Trainer availability is subject to change

## REGISTRATION FORM

Participant#1: \_\_\_\_\_

Position: \_\_\_\_\_

IC No: \_\_\_\_\_

Participant#2: \_\_\_\_\_

Position: \_\_\_\_\_

IC No: \_\_\_\_\_

Training Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## PAYMENT

CASH: RM \_\_\_\_\_ OR

CHEQUE No: \_\_\_\_\_

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to [training@zohlgroupp.com](mailto:training@zohlgroupp.com)

\*Please make your cheque payable to:

**ZOHL Consultancy Sdn Bhd**



Account No:  
**514392303373**

Signature & Company Stamp

### Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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