



DigiLEAF Inc. cordially invites you to attend **Taking LEAN** **to Manufacturing and Service**

This course intends to set the understanding of LEAN as a Process Optimization Model with a goal of reducing non-value adding wastes. LEAN, known to be as “Toyota Production System” was launched by the Toyoda Family with the intention of making their process efficient without compromising the Voice of the Customer. Amidst of its commencement in a manufacturing set-up, this course shall go beyond this confinement and will go through its applicability to non-manufacturing set-up such as Service, Government, BPO and other IT-enabled sectors. This course will also run through Process Mapping techniques including Value Stream Mapping which is an effective tool in “Learning to See”.

TOPICS

- I. Setting the Context of Lean
 - a.) Rationality of Lean
 - b.) Toyoda’s “Toyota Production System”: the History Behind
 - c.) Lean’s Applicability in the Manufacturing and Service Environment
- II. Principles of Lean
 - a.) Defining the Value
 - b.) Building the Value Stream
 - c.) Achieving Continuous Flow
 - d.) Establishing Customer Pull
 - e.) Kaizen
- III. Lean’s Identified Wastes
 - a.) Operational Wastes
 - b.) Information Wastes
 - c.) Support and Leadership Wastes
- IV. Process Mapping Techniques
 - a.) Top-Down Flowchart
 - b.) Spaghetti Diagram
 - c.) SIPOC Diagram
- V. Learning to See: Value Stream Mapping
 - a.) Drawing the Value Stream Map
 - b.) Calculation for Takt Time
 - c.) Gathering of Cycle and Queue Time
 - d.) Determining the Current Resource
 - e.) Gathering of Inventory
 - f.) Determining the need for Optimization

Duration: 1 day

About us...

DigiLEAF Inc. is a solutions provider founded to alleviate the level of service quality awareness and practices in an organization. It’s mission is to help businesses achieve organizational excellence through the development of its human resources and leveraging the use of technology in business. DigiLEAF- **Leading Excellence Among Fellows** provides cost effective quality training programs, management, and consulting services.

BENEFITS FOR THE ATTENDEES

- Set the understanding of Lean as a Waste Reduction Philosophy and be able to understand its applicability both to manufacturing and service environment
- Be able to identify wastes in their own processes and validate it by establishing a proof as to where it is happening in the Value Stream Map
- Be able to kick-off potential Lean Projects which may form part of Cost Optimization initiatives or portfolio of Continuous Improvement Projects

TARGET AUDIENCE

- Operations/Support Managers
- Operations/Support Leads
- Quality Managers/Leads
- Process Leads/Engineers/Specialists
- QA/QC Leads/Specialists

Training Fee: P6,825.00 per participant (12% VAT inclusive). This fee includes AM/PM snacks and lunch for each training day as well as all training materials. Call for group discount information.

For more details and registration contact: 864-0403 or 864-0596 look for our training coordinators

Cancellation/Payment Policies:

- Cancellations made within 3 working days prior to the first training day are charged in full.
- No shows from the beginning to last training day are charged in full.
- Payments should be made 3 working days prior to first training day.
- DigiLEAF reserves the right to cancel or postpone the schedule due to emergency reasons.