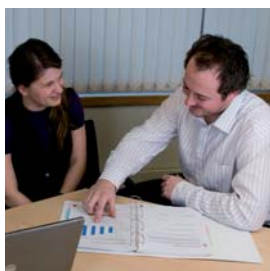


# LEAN FOUNDATION



**Enabling employees to make a real contribution to business performance**

## Why Should You Consider This Programme?

The Lean Foundation programme will improve employees' confidence and skills so they can actively collaborate in business improvement initiatives. It will provide them with an increased ability to identify problems and turn them into solutions. Your employees will contribute to business success by working as a team to develop a collaborative working environment. In addition, they will be motivated to take a more pro-active approach to improve performance.

## Who Is The Programme For?

Lean manufacturing is about developing better efficiency within a business. The course is ideal for individuals who have no prior Lean or Business Improvement Techniques (B-IT) experience. It will provide them with the confidence and ability to contribute to improving business performance as well as improving their functional skills in literacy and numeracy. It is the first step on the Lean journey and will provide delegates with a good foundation so they can progress on to B-IT Level 2.

## How Is This Programme Different?

The uniqueness of the Lean Foundation programme lies solely around blended learning. It has been developed exclusively for companies within manufacturing and incorporates a multiple intelligent approach to learning through a diverse range of exercises, activities and scenarios. Employees will work collaboratively with specially designed tools and kits to see significant performance improvements. This will develop the abilities of the employees to work together as a team and apply their skills, in real time, to real problems.

## Assessment, Evaluation and Follow-Through

Throughout the Lean programme, numeracy and literacy are contextualised within the learning process. Summative assessments are delivered during each module through a range of tests and quizzes and the National Test for numeracy and literacy is also included. On completion of the course, individuals can then progress to a B-IT Level 2 programme.

## The Programme – Outline of Modules

The programme contains 20 modules (90 minutes each) that add up to a total of 30 learning hours.

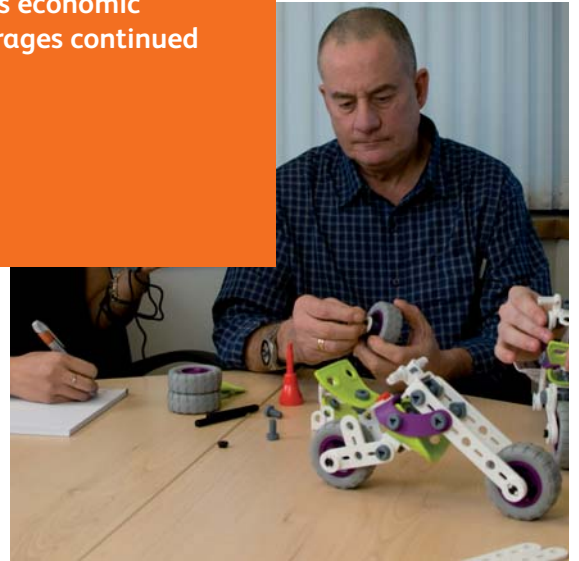
- Introduction to Lean
- The Need to Measure
- Continuous Improvement Process (two modules)
- Getting Started – including building blocks and 5S/5C
- Visual Management (three modules)
- Standardisation
- The Seven Wastes (two modules)
- Effective Team-working (two modules)
- The Use of Data (three modules)
- Communication (two modules)
- The Application of Lean (two modules)

Each module incorporates interactive activities using Lean tools and technical kits to create various scenarios. For example, a simulation racing kit is used throughout the course to allow the delegates to apply their knowledge and observe actual improvements. The programme follows a thorough business needs analysis process that aligns training needs to the skills required to meet business objectives.

## How Does The Programme Work?

A pre-programme diagnostic is the first step, as it offers a basic awareness of each individual's numeracy and literacy skills before they begin their Lean journey. The delivery of the course is flexible as it is made up of 20 modules (each consisting of 90 minutes) and can be completed within 30 hours. Its duration can be within four consecutive days; it can be spread out as far as one half day per month; or it can be a combination to suit the employer's needs.

The Skills Academy's unique Learning Engine integrates the five critical phases of the learning cycle: analysis; preparation; delivery; follow-through and evaluation. This facilitates a fully-integrated, systematic approach to work-based learning, customises learning, maximises economic benefit, and encourages continued learning.



## Assured Excellence

The National Skills Academy for Manufacturing (the Skills Academy) is a beacon of security for employers. All providers delivering the Skills Academy's products have successfully completed a thorough validation process, proving their competence to deliver world-class subject knowledge through leading-edge training and techniques tailored to the manufacturing sector. This ensures they deliver the best content in the most powerful and cost-effective way possible, so that programme members receive the best value training to world-class standards.