



LEAN PUBLIC WORKSHOP IN CAPE TOWN

11-13 April 2011

An introduction to lean: a practical approach

Want to know more about lean? Want a quick yet encompassing introduction to the overall approach as well as the core tools? Then this workshop is what we recommend. Whilst the setting used for the workshop is that of manufacturing, the material is presented in a way relevant to service businesses as well, even to hospitals! This is what we do in the three days:

Day One starts with an introduction to lean via a simple game. It gives an overview and feel for the tools and thought-processes involved in a lean transformation. We then focus on one of the most important tools: Value Stream Mapping. By the end of day one you will understand how to do a 'current state map' and have begun work on one for your own organisation.

On the morning of **Day Two** we examine the principles against which one tests the current state in order to design the improved 'future state'. The various core tools of 5S, Visual Management, etc. are introduced and linked to 'lean thinking.' That is followed by converting the current state into a future state map. In the afternoon you will work on converting your own organisation's current state into a future state. The day ends with the development of an action plan for achieving that target future state.

On **Day Three**, we shift focus from the value stream and tools to leadership issues. Leadership is key to initiating and sustaining a lean transformation. The A3 approach to 'managing to learn' is also covered.

You should leave the course with a very clear sense of lean and its core tools and concepts. Not only that, you will have begun applying the tools to important parts of your own business, and have the start of a plan for making significant steps towards a lean transformation.

Each participant will receive three documents:

1. A set of the slides describing what lean is and listing the main tools and approaches.
2. A participant's guide to all of the slides and main points of the mapping approach (this is the official Lean Enterprise Institute (LEI) guide).
3. A set of the slides covering the material of the third day.

Furthermore, we strongly recommend that each company has a copy of each of these books for use by participants after completing the course:

- *Learning to See* by Rother and Shook, published by LEI.
- *Managing to Learn* by Shook, published by LEI.

If you have copies, let your workshop delegates bring a set with them. If not, as part of the workshop you may order a set at the special price of R900.00. We recommend each company have a set per 'lean team' and you may order multiple sets, or multiple copies of one of the books, as part of the workshop i.e. R450 per book.

Workshop facilitators:

Professor Norman Faull, Managing Director of the Lean Institute Africa and Professor of Operations Management at the Graduate School of Business
Ms Chipo Mupure, LIA Research Associate and experienced lean counsellor.

Places are limited to a maximum of **20** so should you wish to attend, please complete and return the attached registration form.

Kind regards

NORMAN FAULL

PS: Whilst we are only calling for registration at the Cape Town workshop now, please note the dates and locations of other workshops planned for 2011:

Location	Date
Johannesburg	23-25 May
Durban	8-10 August
Cape Town	29-31 August
Johannesburg	25-27 October
Durban	23-24 November

Also note our Japanese Sensei, Mr Furuhashi, will be running a 5-day Kaizen Train the Trainer workshop from 25-29 July 2011, which would be suitable for lean champions or process improvement managers.

Lean Introduction Workshop Registration Form

at Sondor Industries, Cape Town, 11-13 April 2011



Organisation name:		Organisation contact person:	
Telephone (w):	Fax no:	Email address:	
Postal address:			

Title (Mr/Mrs/Ms/Dr):	Participant surname:	First name:	Dietary Requirement:
Job title:		Cell number:	Email address:
Title (Mr/Mrs/Ms/Dr):	Participant surname:	First name:	Dietary Requirement:
Job title:		Cell number:	Email address:
Title (Mr/Mrs/Ms/Dr):	Participant surname:	First name:	Dietary Requirement:
Job title:		Cell number:	Email address:
Title (Mr/Mrs/Ms/Dr):	Participant surname:	First name:	Dietary Requirement:
Job title:		Cell number:	Email address:

Workshop Fee: R6 000 incl VAT per person		
Book order:	Learning to See by Rother & Shook copies @ R450.00 ea	R
	Managing to Learn by Shook copies @ R450.00 ea	R
	Number of participants @ R6 000.00 ea	R
Signature of person authorized to approve expenditure:	TOTAL AMOUNT DUE:	R

In the event of cancellation, 50% of fees will be credited provided cancellation in writing is received at least 5 working days prior to the event. After that date, no credits or refunds will be made. You are however welcome to provide a substitute in your place. Please notify the Secretariat in writing of any such substitution. Submission of a registration form shall be deemed to be acceptance of the organisers' terms and conditions, and shall be jointly and severally binding on applicant and the applicant's corporate entity.

PLEASE COMPLETE AND RETURN THIS FORM TO THE LEAN INSTITUTE AFRICA SECRETARIAT
(NB: Please contact the Secretariat if you do not receive registration confirmation within 2 working days)

Attention: Linda Oldert
 Telephone: 27 21 4061477 ● Fax: 27 21 4061096 ● email: linda.oldert@gsb.uct.ac.za