

Programme Overview

BIT Awareness for Managers

People Development Pathway

Overview

The course looks at the Business Improvement Techniques course, delivered to the workforce at NVQ L2/L3; with the aim of giving managers and supervisors an understanding of the Tools and Techniques used.

Objectives

- To create an awareness of Business Improvement Techniques and 'Lean' Management
- To create an awareness of the various choices of Tools and Techniques available within 'Lean'
- To give delegates an opportunity to try out the Tools and Techniques of 'Lean'
- To enable delegates to understand the support their 'Lean Teams' will require
- To identify how the concepts within 'Lean' can be implemented within all departments of a company

Who Should Attend?

This course is designed for those managers and supervisors who have, or will soon have, their staff involved in Business Improvement Techniques training programmes; either linked to an NVQ or by commercial investment.

Course Content:

- Introduction to BIT and Lean
- Methodology of workplace organisation and Visual Management - 5s/5c
- The 8 Wastes of MUDA
- Quality/Cost/Delivery
- OEE - Value Added - Utilisation
- Charting Techniques and KPI
- Teamwork and Individual Team Roles - Communication
- Standardisation - SOPs - Process Mapping
- Takt Time
- Problem Solving Techniques - The PDCA Cycle - 5 Why - Cause and Effect Fishbone

Duration

This course will run over 1 day with a maximum of 12 delegates per course. The course will offer a clear explanation of the methods and reasons for lean and an opportunity for the delegates to try out the Tools and Techniques of 'Lean'.