

GBMP Lean Policy Deployment



A KEY MANAGEMENT RESPONSIBILITY IN IMPLEMENTING CONTINUOUS IMPROVEMENT IS THE DEPLOYMENT OF A CHALLENGING BUT REALISTIC PLAN THAT SETS STRATEGIC AND TACTICAL DIRECTION FOR IMPROVEMENT. POLICY DEPLOYMENT, ALSO REFERRED TO AS HOSHIN PLANNING, IS A SYSTEMATIC METHOD FOR MATCHING ANNUAL IMPROVEMENT PRIORITIES TO STRATEGIC GOALS.

Overview: This policy deployment workshop will provide a step by step method for creating policy deployment using the x-type matrix and related practices. The X-type matrix also identifies the means by which priorities will be achieved, and provides a measurement component that allows on-going tracking of priorities against predetermined targets. Workshop time is divided between lecture and classroom examples and workplace practice.

Students will learn how to:

- Establish a theme for improvement that will unite and motivate the entire workforce.
- Define three to five year goals to provide pace and direction and boundaries to the improvement process.
- Evaluate and prioritize best short-term (12 month) projects that support strategic objectives and can be achieved with available resources.
- Identify accountability for key projects.
- Effectively measure project status.
- Translate improvement results into bottom-line cost savings.

Who should attend? The course is specifically designed for top management and middle management managers and employees in all administrative functions. Quality, Accounting, IT, Sales, Marketing, Customer Service, Procurement, Planning, Engineering and other support employees will benefit from the Administrative Kaizen workshop. Further, the benefits of Lean for the Office apply to service industries as well as manufacturers. Any manager or employee who wants to radically improve departmental performance while reducing overhead costs is encouraged to attend.

Time Commitment? 8 or 16 hours (An optional second day is offered to assist with completion of an X-type matrix supporting improvement plans for the client company.)

Course Outline:

- Overview of Continuous Improvement
- Function of Policy Deployment
- Using Effect-Cause-Effect Technique (ECET) to clarify tactical plans
- Communicating strategic and tactical plans through the X-type matrix
- Using Value Stream Mapping and CEDAC to execute improvements
- Define Workplace example project
- Workplace practice using tools from class



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