Shop Floor Management

Description: In this quick-paced 9-hour workshop, participants are organized into production teams and submerged into a competitive work environment that requires the delivery of “customer value”. Lectures are broken down into 20-minute modules and blends hands-on learning activities.

The Shop Floor Management workshop is a hands-on experience at implementing the Toyota Production System (TPS) and a top-down Lean Manufacturing approach. The workshop will reveal the strategic approach and essential tools necessary at developing process excellence. The workshop will explore the dynamics of the following:

1. Process Compliance looks into Process Mapping, procedure development, the 5 Basics of Workplace Organization (enhanced version of the Toyota 5S) and the training-compliance process.

2. Performance Management System defines key measures that link the site goals to every team member.

3. Continuous Improvement process that focus on resolving process non-conformances and implementing team member process improvements.

Key Lessons
- Learn the fundamental structure at implementing a TPS-Strategic Lean
- Discover the organizational structure to support the implementation of TPS and Strategic Lean
- Study the mechanics of the Management Support Structure at monitoring overall performance
- Examine how production teams can manage performance and resolve issues independently
- Learn the linkages of production teams to the management support staff
- Explore the process behind a robust suggestion system that empowers production teams to implement process improvement

Target Audience: Production Associates, Supervisors and Managers.

Prerequisites: None

Delivery Method: A variety of training methods are used in the course, including PPT presentation, discussion, exercises, group projects and demonstrations to reinforce learning and to encourage questions and participation.
Seminar-Workshop Content

1. Overview
2. Process Compliance
   a. Process Mapping
   b. The 5 Basics of Workplace Organization
   c. Training & Coaching for Compliance
3. Performance Management System
   a. Cascade of Performance Measures
   b. Management Support Staff & Team Structure
4. Process Improvement
   a. Issue Resolution
   b. Suggestion System