



## ▶ Transactional Lean

Lean helps you identify and eliminate unnecessary activities that slow down processes and create waste.



The concept of Lean is simple yet extremely effective. Lean helps you identify and eliminate unnecessary activities that slow down processes and create waste. As a result, you increase processing speed and agility, and reduce costs simply by focusing more on the aspects of your business that matter most. In addition, when you combine Lean with Six Sigma, you improve processes in a way that considers both the costs of poor quality and issues critical to customer satisfaction.

### Course Description

BMG University's 4-day **Transactional Lean** course provides a comprehensive introduction to Lean specifically for transactional environments. Key Lean principles are covered in detail, using real life examples and case studies from successful Lean implementations. Combining lectures with simulation exercises enables you to experience how processes interact, and understand the effects Lean principles can have on a service-based environment.

In the classroom, you and the other students simulate the ideal conditions that allow you to meet customer expectations for on-time delivery, lead time and profitability. You also learn about the SCORE™ methodology, a proven roadmap for running Lean Kaizen Events.

### Course Specifics

#### Who Should Attend:

Managers, engineers, change agents, Six Sigma practitioners or others who desire an understanding of Lean principles. No previous Lean or Six Sigma experience required.

#### Workshop Length:

Four (4) consecutive days (30 hours of instruction).

### Course Agenda

#### ▶ Day One

- Origins of Lean
- 5 Principles of Lean
- Lean Enterprise Roadmap
- Product/Service Roadmap
- 8 Types of Waste
- Value - Define Output Characteristics
- SIPOC Simulation I

#### ▶ Day Two

- Value Stream Mapping - Current Process
- Value Stream Mapping - Future Process
- Identifying Non-value
- Cellular Layout
- 5S/Visual Standards/Self Inspection/Andons

#### ▶ Day Three

- Demand Flow
- Takt Time
- Kanbans
- Standardized Work
- Pull vs. Push
- Lead Time Reduction
- Defining S-C-O-R-E™
- Mistake Proofing

#### ▶ Day Four

- S-C-O-R-E™ Simulation
- Change Leadership
- FMEA
- Stakeholder Analysis
- Lean and Six Sigma

#### Course Includes:

All presented material plus the textbook, "Value Stream Management for the Lean Office" by Don Tapping and Tom Shuker.

#### Course Requirements:

Pre-course suggested reading: "Lean Thinking" by James P. Womack.

**CEUs:** BMGI is authorized by IACET to offer 3.0 CEUs for this program.

"BMGI's Transactional Lean class is well-organized and the material is very well thought out. Our participants were able to begin applying their knowledge right away."

- Steve Cunningham  
Black Belt  
Charleston Area Medical Ctr.

## KEY LEARNING OUTCOMES

On completion of this course participants will be able to:

- Understand the differences between batch processing methods and Lean methods.
- Reduce lead time for increased customer satisfaction.
- Learn to mistake-proof a process to reduce rework.
- Comprehend the concept of waste and its effect on the efficiency of a process.
- Determine value-added and non-value-added activities.
- Identify the elements that impact uninterrupted material flow or information flow.
- Construct a current and future state Value Stream Map.
- Define SCORE and understand how it can be used for quick-hitting improvements.



USA Headquarters  
1-800-467-4462  
+1 303-827-0010  
OE@BMGI.com  
www.BMGUniversity.com