**Agenda for a Lean Assessment and Training Kaizen**

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| **Day #** | **Planned Activities** |
| 1 | * Mutual Introductions
* I will make a brief presentation on JobshopLean.
* We will complete a 2-part questionnaire *Is JobshopLean Right For You?*
* We will take a tour of the facility; specifically, I would like to walk the routing of one of your most complex parts from Raw Material Rack to Shipping.
* After the tour, I will present to the team (1) the observations I made during the tour and (2) ideas for potential improvement projects that could be undertaken.
* We will have a Q&A to end the day.
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| 2 & 3 | Video-aided training on Lean:* Toast Kaizen: An Introduction to the Seven Types of Waste
* Case Study: Lean Manufacturing in a Small Shop
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| Video-aided training on Value Stream Mapping:* Introduction to Value Stream Mapping
* Planning a Lean Implementation using Value Stream Mapping
* Case Study: The Kaizen Approach to Implement Ideas
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| Video-aided training on Theory Of Constraints:The Goal followed by a Q&A |
| 4 | Mapping the Extended Value Stream for a Typical Order: * We will map the entire flow of the order from initial communication received from the customer to final shipment to the customer.
* We will document all opportunities for shortening the Customer Wait Time.
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| 5 | * Prioritization of observations
* Recommendations on initial projects to implement JobshopLean
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