**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. |
| 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 |
| 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 |
| 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. |
| 5 | * Prioritization of observations * Recommendations on initial projects to implement JobshopLean |