

Lean Courses for New Businesses

Indian Hills Community College

Course Name & Suggested Participants	Description	Hours	Class Size
Strategy Deployment Leadership	This course is in development		
workplacelean© Pillars <i>Everyone working with an office process</i>	This course gives participants an overview of lean and how it applies in an office or service environment. An office simulation is used to apply concepts learned throughout the day.	1 day – 8 hours	12 max
workplacelean© Launch <i>Everyone working with an office process</i>	For a new business, participants will create a process map that represents the best way for the office or service work to be done. From the map, a standard work document can be created. Also, an action register will identify activities necessary to implement the new process.	1 day – 6 to 8 hours	12 max
Value Stream Mapping <i>Managers/Supervisors/Team Leaders</i>	A Value Stream Mapping course will be adapted to fit the need of the new business. Whether it is to map an entirely new process or an existing process, this activity will help insure that flow is established.	Flexible	20 max
A3 Problem Solving <i>Everyone – beginning with Supervisors/Team Leaders</i>	The A3 Problem Solving method presents a complete, disciplined and effective approach to solving problems. Used by Toyota for continuous improvement, it includes a graphical description of the current state, identification of problems, root cause analysis, development of a target condition with countermeasures, the implementation plan, test and follow up along with development of cost savings and other benefits. Participants will apply A3 Problem Solving to their own work and report-out on the last day.	4 days – spaced over 4-6 weeks	18 max
5S – Workplace Organization <i>Everyone</i>	A clean and well-organized workplace is key to a successful lean implementation strategy. This course presents the 5S concepts of sort, set in order, shine, standardize and sustain. Participants will learn each concept and apply it to a pre-determined area throughout the day.	1 day – 8 hours	12 max
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See Manufacturing Course List for other courses as needed			