

Lean Performance & People Management

Duration: 5 Days

Language: en

Course Code: PH1-110

Objective

Upon completion of this course, participants will be able to:

- Understand proper time management and how to utilise time effectively.
- Identify talent and use people’s strengths to fulfil a role appropriately.
- Instil lean thinking into individuals and as a whole operation.
- Employ problem-solving techniques to create a lean and sustainable environment.
- Develop lean tools to optimise your operation.
- Correctly identify priorities and quick wins to move forward.
- Encourage employees to take responsibility for quick and critical thinking processes.
- Understand the role of a lean leader and how they can be a role model for future lean thinkers.
- Create effective performance and development management around a lean mindset.

Audience

This course is designed for department managers or project managers responsible for

streamlining processes to aim for continuous improvement. It would be most beneficial for:

- Operations Managers
- Business Owners
- Project Managers
- Process Managers
- Change & Control Managers
- Managing Directors
- Team Leaders
- Supervisors
- HR Managers
- Data Analysts
- Performance Managers

Training Methodology

This course will use various adult learning techniques to aid understanding and information retention. Participants will watch presentations and videos regarding the importance of lean methodology in the workplace and how it can help a business to flourish.
They will participate in practical group activities to determine the priorities and quick wins within a process map and decipher the best lean methods to overcome challenges and move forward.
The course includes real-world examples of problems within the workplace that can be resolved using lean tools and will require a full decision analysis based on the business's strategic aims within the given scenario.

Summary

Lean methodology has been created specifically to enhance productivity, process management, and change implementation procedures across various industries. Lean practices ensure that the right people are in the right roles to achieve the best quality jobs within the fastest turnaround, with the benefit of always aiming for continuous improvement.
Implementing new procedures can be challenging, and managers and employers must create an environment that sets their employees up for success and aims to improve and inspire different processes as a business grows to maintain profits while still producing work to the same standard without breaking the budget.
A sustainable lean process aims to identify the quick wins within a process and accepts that 80% of the benefits will come from 20% of the work if the right processes are amended using the correct organisational systems.
Lean methodology is also set to improve the work-life balance of employees, allowing them to be just as effective in their role in a shorter period, leaving them with more free time or

time left over to come up with new and innovative concepts which can propel a business forward.

Course Content & Outline

Section 1: The Key Lean Concepts

- An introduction to key lean concepts.
- The 4Ps: Philosophy, Process, People, and problem-solving.
- The 80/20 rule.
- 5 key principles: Value, value stream, flow, pull, and perfection.
- The 5S' of lean process planning: Sort, set, shine, standardise and sustain.

Section 2: The Role of a Leader

- Styles of lean leadership.
- Key lean development functions.
- The 3 process and practice levels.
- Lean partnerships and stakeholder relationship maintenance.
- Delegation and its benefits.
- Becoming a lean role model and establishing a long-term goal.
- The 4 elements of lean leadership.

Section 3: Performance Management & Development in a Lean Environment

- Passing on your problem-solving capabilities.
- Capability-based education and roadmap selection.
- Short-term assignments for increased motivation and development.
- Sustainable implementation.
- How to develop your people into the lean mindset.
- The 3 lean process development levels.

Section 4: Lean Capabilities Tests & Opportunities

- On-the-job training through challenging projects.
- Identifying coaching and mentoring opportunities.
- Process improvement and excellence.
- Your key lean responsibilities by level.
- Core capability and role readiness.
- Setting clear targets and expectations.
- Generating a beneficial roadmap for the business and your people.
- Performance development and performance planning connections.

Section 5: Challenging Project Assignment & Key Competency Identification

- Respect and challenge to make way for improvement.
- The continuous improvement lifecycle.
- Individual strengths and strong performance.
- Problem-solving and job-handling capabilities.
- Outside-the-box thinking and opportunity identification.
- Coaching and mentoring lean processes.
- Supporting your lean learners.
- Process monitoring, reflection, and improvements.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Human Resources Management (HRM), Management & Leadership

Tags

Performance, Lean Performance, People Management, Lean, People, Key Competency Identification, Capabilities

Related Articles



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