



ACHIEVING EXCELLENT LEAN TRANSFORMATION: WHEN AND HOW TO USE LEAN TOOLS

- 📅 **October 14 & 15, 2021**
- 🕒 **Thursday ~ 9.00 am – 5.00 pm**
- 🕒 **Friday ~ 8.30 am – 5.30 pm**
- 🖥️ **Remote Online Learning via Zoom**



This workshop must be attended if your operations need to become more responsive to your customer's needs. You will be introduced to the many concepts that fall under the umbrella of lean, more so you will also get tangible ideas that you can take back to work and implement. Lean Transformation is a process that can help you to substantially reduce inventories, Work-In-Process, required floor space, cycle times and lead times. It can also dramatically improve quality connecting processes and people to allow errors to be caught faster.

OBJECTIVES

- Be able to analyse value
- Serve as an eye-opener to see and attack waste
- To be able to start lean transformation projects which are effective
- Learn the lean culture
- To reduce lead time
- To be relevant in the eyes of the customer by providing value added services

LEARNING OUTCOMES

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

- Understand and implement lean activities
- Identify wastes in the shop-floor- to generate lean project ideas
- Differentiate between value and non-value added activities in order to transform to become a lean organization
- Understand all the tools of Lean such as Poka-Yoke, SMED, Jidoka, 5S, Pull System, Cellular Manufacturing, One-Piece Flow, JIT and many more

TRAINER

Mr. Tee Tuan Chuar holds a Bachelor of Accounting, a Postgraduate Diploma in Organisational Science, a Certificate in Total Quality Management, a Certificate in Human Resource Management, a Certificate in Training Skills and Technology, a Certificate in Training Management, a Certificate in Professional Selling and Negotiation Skills, a Certificate in Strategic Planning and a Certificate in Project Management. Mr Tee who brings with him 18 years of training experience was the Quality Management Representative (QMR) of an Engineering corporation in Kuala Lumpur. His practical work experience includes being a Group Senior Operations Manager and a Factory Manager who has succeeded in undertaking various operation projects such as Lean Production, TPM and Housekeeping Management (6S).

Mr. Tee has provided 6S consultancy and training for MNC and SME organisations of various industries that includes petrol chemicals, electrical and electronic, food and beverages and ceramic tiles. A regular trainer for FMM Institute, Mr Tee has trained and facilitated programmes such as Managerial Leadership Skills, Production Planning and Control, Warehouse Management, Inventory Management, INCOTERMS, Supply Chain Management, Finance, Costing and Accounting, LEAN Manufacturing and Procurement and Negotiations Skills. In addition, Mr Tee has a Class "F" license issued by JPJ and holds a Certificate in Forklift Operators' & Safety by UMW Industries Sdn Bhd. Mr Tee has conducted Safe Forklift Driving Skills for FMM Institute throughout Malaysia.

For further details, please contact **Ms Nicole / Ms Divya / Pn Eda / Ms Harvindar**
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COURSE CONTENTS

Module 1 THE HISTORY OF LEAN TRANSFORMATION

- Introduction to Lean
 - ✓ The history of TPS
 - ✓ Craft Manufacturing to Mass Production
 - ✓ Mass Production to Lean
 - ✓ Traditional Steps of Manufacturing
 - ✓ Objectives of Lean & Why is it Important to make this transformation

Module 2 THE LEAN PRINCIPLES

- Just-In-Time (JIT)
 - ✓ Value
 - ✓ The Value Stream
 - ✓ Flow System
 - ✓ Pull & Kanban system
 - ✓ Perfection

Module 3 VALUE ANALYSIS

- Analysis Value versus non-value added activities to make the transformation
 - ✓ Muda, Mura, Muri
 - ✓ Gemba-Gembutsu
 - ✓ Identify and analyse Non-Value-added activities
 - ✓ Identify and analyse value-added activities

Module 4 THE EIGHT WASTE

- Identification and elimination of Muda
 - ✓ Transportation
 - ✓ Inventory
 - ✓ Motion
 - ✓ Over-production
 - ✓ Over-processing
 - ✓ Waiting
 - ✓ Defects
 - ✓ Non-Utilized Skill

Module 5 THE TOOLS OF LEAN

- When and How to Use Lean Tools
 - ✓ 5S – Sort, Set in Order, Shine, Standardize, Sustain
 - ✓ Identification and elimination of Muda.
 - ✓ Jidoka – Autonomation, TPM
 - ✓ Poka-Yoke for Error Proofing
 - ✓ Takt-Time for Flow
 - ✓ Pull System, Kanban
 - ✓ Quick Changeover / SMED – For Flexibility
 - ✓ Cell Concept

Module 6 CONCLUSION

- Getting started
 - ✓ Sample Case Studies
 - ✓ Change Agent
 - ✓ Projects

WHO SHOULD ATTEND

- Engineers, managers, supervisors, manufacturing personnel, team leaders, executives and change agents
- Anyone who wants to make improvements happen and to create value for the company

TRAINING METHODOLOGY

Informative presentation, Group Discussion & Presentations, Real Case Studies & Video Presentations

COURSE DETAILS

Date **October 14 & 15, 2021**
Time **Thursday ~ 9.00 am – 5.00 pm**
Friday ~ 8.30 am – 5.30 pm
Platform **Remote Online Learning via Zoom**
Medium of Instruction **English**
CPD **14 hours**
Fees **Members RM636.00/pax**
Non-Members RM795.00/pax
(Fees inclusive of Service Tax at 6%, Downloadable Course Materials and Certificate of Attendance)

- ❖ *Download and install ZOOM app on your laptop/desktop before the programme*
- ❖ *Good Internet / Wi-Fi connectivity*
- ❖ *Access Links will be provided upon confirmation of the programme*

ADMINISTRATIVE DETAILS

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **SBL-KHAS Scheme**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

CANCELLATION

- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course – 50% payment charged
- < 3 days before the course – Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost

Closing Date:
OCTOBER 7, 2021

~ REGISTRATION FORM ~

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FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

	Name	Designation	NRIC
1.			
2.			
3.			

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

We **will be claiming under SBL-Khas Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances

We will **NOT BE CLAIMING under SBL-Khas Scheme**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	