

# Quality & Productivity Solutions, Inc.

One Sunny Hill, Oxford, MA 01540 Phone: (508) 987-3800 Fax: (508) 987-1464 Email: [info@qpsinc.com](mailto:info@qpsinc.com)  
Website: [www.qpsinc.com](http://www.qpsinc.com)

## LEAN TECHNIQUES

### ARE YOU LOOKING TO LEAD THE INDUSTRY?

#### For Manufacturing or Service

Does your company:

- Have adequate profitability and growth?
- Have three times the suppliers needed?
- Deliver products to customers in a timely manner?
- Have unhappy customers?
- Have an increasing number of competitors?
- Believe that non-value added activities are a waste?



**QPS** has developed a true opportunity for those interested in the latest Lean tools.

#### Some of Our Lean Courses:

- |  |                                |
|--|--------------------------------|
| --Lean Six Sigma Black Belt Certification  | --Cell Design & Implementation |
| --Lean Expert Certification                | --Lean Office                  |
| --Lean Six Sigma Overview                  | --Transactional Kaizen Events  |
| --Train the Trainer                        | --Supply chain Excellence      |
| --How to Implement Lean in Small Companies | --Flow control/Management      |
| --Value Stream Mapping                     | --Set up reduction             |
| --5S and Visual Controls                   | --Kaizen Workshop              |

*Experts in fields of quality, production and inventory control, QPS instructors have taught and implemented all types of business improvement practices and have implemented and managed several successful lean manufacturing projects. With significant experience in the areas of quality and operations, they provide knowledge and service unmatched in the industry.*

Our Lean Expert Certification Program is the way to gain an understanding of Lean Tool & Implementation of projects. As part of the Certification Process, implementation of a project is required in addition to successful completion of the exam.

#### Results of Lean Experts are:

- Lead Time Reduction by 80%
- Inventory Reduction by 50%
- \$250K annualized cost savings – after two months
- Quality Cost reduction by \$80K in 7 weeks



**FOR ON-SITE PROGRAMS, PLEASE CONTACT US**

**Business Solutions Providers for Quality and Productivity Improvements**  
*Experts in Six Sigma, Lean, ISO/TS and Performance Excellence*

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## Lean Expert Certification

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### **Course No. 124**

This course is designed to present lean thinking; tools and techniques used to reduce non-value added activities, cost and cycle time, while improving quality, customer satisfaction and the business overall.

Our training provides a practical approach to understanding Lean principles. It works hand-in-hand with six sigma and ISO 9000 concepts to help propel your business to the top of your industry and maintain a competitive edge.

**Note: This course covers all the requirements of SME, AME and Shingo's Lean Certification Body of Knowledge.**

### **Course Benefits**

Participants will acquire the skills needed to improve speed, flexibility, throughput and productivity and to reduce costs. They will be prepared to be powerful change agents within their businesses.

### **Prerequisites**

None

### **Certification Requirements**

Class participation and passing the exam at course completion.

### **Duration:**

8 days

### **Schedule**

4 consecutive days each month for two months.

### **Cost**

\$3,500 Includes materials, certification, lunch, and refreshments

### **Topics Covered:**

#### **Week One:**

#### **Module 1:How to Implement Lean**

- Understanding Lean Methodology
- How to create a Lean Charter and Plan
- Organizing for Lean
- Deploying Lean Projects
- Understanding Lean Tools & Techniques

#### **Module 2: The Lean Process**

- Implementation Process
- Define
- Measure
- Analyze
- Improve

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-Control

## **Module 3: value Stream Mapping**

- Commitment to Lean
- Choose the Value Stream
- Determine the Lean Metrics
- Map the Future State

## **Module 4: Kaizen**

- Introduction to Kaizen
- Getting organized for Kaizen
- Kaizen Examples
- Kaizen Metrics
- Kaizen, Lessons Learned

## **Module 5: Total Productive Maintenance**

- What is TPM
- Goals of TPM
- Benefits of TPM
- Productivity
- Level of Maintenance

## **Module 6: Supply Chain Excellence**

- The Supply Chain Process
- Supplier Certification Techniques
- Improving Supplier Quality
- Developing Supplier Partnerships

## **Week Two:**

### **Module 1: 5S & Visual Controls**

- 5S - a Tool
- Visual Controls
- Visual Management
- Just In Time
- Kanban
- Visual Metrics

### **Module 2: Set up Reduction**

- What is Set Up Reduction?
- How Set Up Reduction fits into JIT
- Targeting for Set Up Reduction

### **Module 3: Designing for Lean**

- Strategic Service Vision
- Service Design Concepts
- Competitive Service Development
- New Service Development
- Strategic Positioning

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-World Class Service

## **Module 4: Flow Control & Implementation**

- Demand/Forecasting
- Mean Absolute Deviation
- Projections
- Flow Control
- Cell Concepts
- JIT/Kanban

## **Module 5: Team Management**

- About Teams
- Developing Team Based Organizations
- Team Management Structure
- Dealing with Change
- Team Roles
- Conflict

## **Module 6: Lean Tools & Techniques**

- Specific Lean Tools
- Brainstorming, Affinity Diagrams, Multivoting, Mapping, SIPOC, Value Stream Maps
- Voice of the Customer, Kano Analysis, Variation, Charts, Process Capability.

## **Who Should Attend?**

Any individual interested to learn lean concepts, who wants to deploy tools in any organization.

## **For More Information:**

Contact Training administrator: [info@qpsinc.com](mailto:info@qpsinc.com), Telephone: (508) 987-3800

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## How to Implement Lean

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### **Course No. 121**

This course provides the methodologies, tools and techniques to help reduce non-value added activities, cost and cycle time, and implement lean concepts to improve quality and overall business. The course provides understanding of lean organizational processes and how they can be implemented to improve an enterprise.

### **Course Benefits**

Participants acquire the knowledge, tools and skills needed to improve speed, flexibility, throughput, and productivity. They are prepared to become powerful change agents within their businesses using the concepts learned.

### **Prerequisites**

None

### **Duration:**

2 days

### **Cost**

\$795 - Includes materials, class supplies, and refreshments

### **Topics Covered:**

- Understanding lean
- Developing lean strategy
- Creating lean road map
- Selecting and identifying projects
- Lean tools
- Value stream mapping
- Introduction to Kaizen

### **Who Should Attend?**

Any employee who wants to learn about lean, and implement continual improvement initiatives.

### **For More Information:**

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## Value Stream Mapping

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### **Course No. 122**

This course has been designed to help you reduce waste, learn a valuable tool kit for value stream management and how to integrate tools, strategy and learn concepts of demand, sustain flow and leveling. Value stream management links controlled process flow and lean concepts.

### **Course Benefits**

Provide you with a basic understanding and implementation of value stream mapping

### **Prerequisites**

Lean concepts

### **Duration:**

1 day

### **Cost**

\$395 Includes materials, certificate of attendance, lunch and refreshments

### **Topics Covered:**

- Lean thinking
- Value stream mapping process
- Select the value stream
- Map the current state
- Determine metrics
- Map the future state

### **Who Should Attend?**

Professionals, engineers, managers and improvement team members.

### **For More Information:**

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## Kaizen Workshop

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### **Course No. 123**

This course has been designed to help you to develop and implement kaizen techniques by involving employees to reduce waste. Learn concepts of creating an improvement culture and implementing techniques. This covers both, manufacturing and service kaizens.

### **Course Benefits**

Provide you with a basic understanding and implementation of kaizen techniques.

### **Prerequisites**

None

### **Duration:**

1 day

### **Cost**

\$395 Includes materials, certificate of attendance, lunch and refreshments

### **Topics Covered:**

- The power of kaizen
- Getting ready for kaizen
- Creating strategies
- Create kaizen plans
- Implement kaizen
- Kaizen workshop
- Forms, charts and metrics

### **Who Should Attend?**

Professionals, engineers, managers and improvement team members.

### **For More Information:**

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## 5 S and Visual Controls

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### **Course No. 125**

This course has been designed to increase the understanding of what is going on in your work place. Visual controls will help everyone in the workplace to become involved in monitoring the processes. You will learn how to implement and promote a visual control system and integrate with 5 S. Visual information is the key to focusing all players on their common objectives.

### **Course Benefits**

Provide you with a basic understanding and implementation of visual control

### **Prerequisites**

None

### **Duration:**

1 day

### **Cost**

\$395 Includes materials, certificate of attendance, lunch and refreshments

### **Topics Covered:**

- Understand the visual control concepts
- Effects of visual control systems
- Nuts and bolts of visual control systems
- Process and delivery controls
- Quality control/assurance
- Work and object control
- Improvement target controls
- 5 S : philosophy and steps
- Launching 5 S and visual controls
- Promotion and recognition
- Forms, checklist and metrics

### **Who Should Attend?**

Professionals, engineers, managers and improvement team members.

### **For More Information:**

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## Set Up Reduction/JIT

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### Course No. 126

This course has been designed for hands on training for set up reduction concepts to reduce set up time. The companies are finding that the set up reduction is the wave, which they will ride into the future. Set up reduction is more than reducing set up time, it includes lot sizing, lower inventory, improved quality, preventive maintenance and total cost management. Set up reduction is critical tool to achieve lean objectives.

### Course Benefits

Provide you with a basic understanding and implementation of setup reduction and JIT.

### Prerequisites

None

### Duration:

1 day

### Cost

\$395 Includes materials, certificate of attendance, lunch and refreshments

### Topics Covered:

- Establishing the foundations for set up reduction
- Organizing teams
- Employee involvement
- Internal/external methods
- Video tape method
- Lessons learned

### Who Should Attend?

Professionals, engineers, managers and improvement team members.

### For More information:

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## Improving Equipment Reliability/TPM

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### **Course No. 127**

This course has been designed for improving equipment reliability to reduce down time and also equipment failures. The companies are finding that the equipment reliability is critical for quality and on time delivery of their products and services.

### **Course Benefits**

Provide you with a basic understanding and implementation of equipment reliability, preventive maintenance and TPM.

### **Prerequisites**

None

### **Duration:**

1 day

### **Cost**

\$395 Includes materials, certificate of attendance, lunch and refreshments

### **Topics Covered:**

- Establishing the foundations for designing reliability
- Equipment reliability considerations
- Employee involvement
- Preventive maintenance
- Total Productive Maintenance

### **Who Should Attend?**

Maintenance personnel, engineers, managers and improvement team members.

### **For More information:**

Contact Training Administrator: [info@qpsinc.com](mailto:info@qpsinc.com) , Telephone: (508) 987-3800