

MIND WORKS

Guiding the People Transformation

*Lean and Six Sigma Training and
Consulting Solutions*



Training | Consulting | Coaching

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Introduction to Mind Works

Mind Works is an international management consulting and training organization that helps companies build a culture of continuous improvement and strive for operational excellence. We offer training, consulting, and coaching services with core solutions in productivity and business process improvement. Specializing in Lean Six Sigma, Kaizen, TQM, we help you execute your critical business objectives by working closely with your leadership and operations teams.

Our core philosophy is that every business is different and so are business challenges. All our solutions are customized and tailored to achieve specific objectives. We take an approach where there is no one-size-fits-all solution. Our strategic solution is based on a present state mapping which identifies hurdles and barriers to change in the organization and how those must be effectively transformed to be sustainable. Mindworks crafts business solutions keeping in mind the best industrial practices for Bangladesh. Our mission is to achieve competitive advantage and profitable growth by providing the education, framework and structure necessary for you to attain your goals. With a keen focus on value, we streamline the process by eliminating any wasteful steps.

What's different about Mind Works?

- Renowned business coach and CI consultant
- Experience in working with teams from senior leadership to shop floor operators
- Customized solutions that effectively solve business problems
- Sustainable results that reduce wastage and costs
- Successful implementation resulting in improved productivity and profitability



Service Offerings

Mindworks offers an array of services that can help transform your business operations. Our approach is 3-pronged to ensure maximum impact and sustainability – strategic, tactical, and operational.

Consulting

We offer long-term business transformation consulting to rapid implementation project work to deliver quick results.

Management System Implementation

Strategic implementation of systems is offered in a select few services like Strategy Deployment and KPIs, Multi-level MDI approach.

Training

With renowned trainers from the industry, Mindworks offers Lean Six Sigma evaluation, mentoring, training, and train the trainer programs.



Comprehensive Training Solutions

Mindworks offers a broad range of training options to advance critical knowledge required to support and sustain results of your lean transformation efforts.

Public Workshops

We offer three awareness workshops, that are open to anyone who wishes to be introduced to the concepts of Lean Six Sigma. This training is designed to help associates at various levels understand the purpose of embarking on a lean journey and explain their role in supporting the effort; provide insight into the changes that lie ahead; and show how this supports a strategy for driving profitable growth.

On-Site Certification

Develop skill mastery through our experiential, hands-on courses for Lean Certification – Kaizen Facilitator or Program Leader, or Lean Six Sigma. These courses are appropriate for organizations who wish to create in-house experts capable of supporting and driving operational excellence program objectives. All certification courses are available for on-site delivery at your facility.

On-Site Workshops

Choose from a broad range of training workshops to advance critical knowledge required to support your lean transformation efforts. All workshops are available for on-site delivery at your facility.

Tailored Training

Customers rely on Mind Works for a tailored lean training program that meets their requirements for developing resources capable of delivering growth, profitability, flexibility and responsiveness. Organizations with heavy Six Sigma focus often seek our assistance integrating a lean perspective and transitioning continuous improvement activities toward customer-facing enhancements that drive responsiveness and flexibility and, most importantly, support growth initiatives.

Leveraging Lean Six Sigma Approach for Growth

The Executive's Guide for Enterprise-Wide Business Transformation

1-DAY WORKSHOP FOR SENIOR EXECUTIVES

An interactive one-day workshop for senior executives who wish to create a clear, concise and compelling vision, and a leadership roadmap for business transformation. This workshop focuses on using the powerful and proven tools of the Lean Six Sigma approach, the Kaizen Breakthrough methodology, and Value Innovation to create unique competitive advantages and a high-performance culture for exceptional growth in sales and earnings.

Ideal Attendees

- Chief Executive Officers
- Chief Financial Officers
- Chief Operating Officers
- Presidents
- Vice Presidents
- Directors
- Division Heads

Key Learnings

- Overview of lean business system evolution, its history, success stories mission, and infrastructure for success.
- Key principles, methodologies and drivers of a long-term Lean Six Sigma business transformation for growth with case studies, simulations and discussions.
- A process for creating change based on a proven methodology for strategy deployment, metrics alignment, visibility and accountability.
- Insights into the role of senior management in leading a successful transformation.

Pricing

Upon request.

AGENDA

Morning

- Lean business system overview with case studies
- How to build a foundation for success
- Creating a compelling vision
- Leadership roles and responsibilities
- Strategy/Policy Deployment
- High-performance culture

Afternoon

- Methodology and process for driving rapid change
- Lean production system overview
- How to leverage Lean Six Sigma approach as a strategy for long-term growth and sustainable improvement
- Creating a customer-facing approach supported by innovation and rapid product development
- How to get started



Lean as a Strategy for Improving Operations

Learn what it takes to launch lean in your company

2-DAY WORKSHOP
FOR GENERAL AND
SENIOR MANAGERS

An exploration of Lean Six Sigma dynamics for effecting change. Discover what's required to lead your own transformation for gaining and sustaining market leadership.

Ideal Attendees

General Managers

Vice Presidents

Senior Managers of Operations, Engineering, Manufacturing, Quality, Material/Supply Chain and Human Resources

Key Learning

- How to start a lean initiative and sustain momentum.
- How the powerful combination of lean and Six Sigma can be used to remove guesswork.
- How lean methods quickly eliminate non-value-added activities and processes.
- Understand your company's improvement potential – and how you stack up versus your industry and the ideal lean company.
- How to rally the organization around improvement objectives.
- How to sequence for your improvement activities.
- How to leverage lean as a strategy for innovation, differentiation and growth.

Pricing

Upon request.

AGENDA

Day One

- Introduction and expectations
- Evolution of Lean Six Sigma approach
- Simulation 1: Traditional Manufacturing

Discussion:

- Components of traditional manufacturing
- Principles of Lean Six Sigma approach/ Kaizen breakthrough
- Simulation 2: Application of Lean Six Sigma principles

Day Two

- Foundations of success: Leadership strategies
- Simulation 3: Value chain synchronization
- Leveraging Lean Six Sigma approach for growth
- Getting started



Lean Six Sigma Overview

Learn how Lean Six Sigma tools can help your business

3-DAY WORKSHOP FOR MID-LEVEL MANAGERS

During this three-day workshop, mid-level managers learn how powerful lean tools, Design for Lean Six Sigma and the Sigma Kaizen methodology can be integrated into a high-impact business strategy to achieve operational excellence.

Ideal Attendees

- Mid-Level Managers
- Operations Managers
- Line Managers
- Team Leaders
- Continuous Improvement Leaders
- Engineers
- Supervisors
- Engineering graduates or students currently enrolled in engineering coursework

Key Learning

- Overview of the lean transformation roadmap.
- How to apply lean methodologies to reduce development costs, drive customer-centric innovation and improve speed to market.
- How to combine lean and Six Sigma into a single, coordinated initiative to realize results in less time.
- DMAIC (Define, Measure, Analyze, Improve and Control) structured problem solving model.
- Simulation and exercises are used to demonstrate and reinforce key learning.

Tools Learned

A detailed overview, for operations managers and continuous improvement professionals, who wish to understand more about critical lean tools and how and when they should be applied to improve safety, quality, delivery and costs.

Pricing

Upon request.

AGENDA

Morning

- Lean business system overview with case studies
- How to build a foundation for success
- Creating a compelling vision
- Leadership roles and responsibilities
- Strategy/Policy Deployment
- High-performance culture

Afternoon

- Methodology and process for driving rapid change
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- How to get started



Design for Lean Six Sigma

Lean Product Development and Launch

5-DAY SEMINAR
FOR MID-LEVEL
MANAGERS

Experience this effective approach to new product development, production process design and implementation within a lean framework. Learn how to consistently launch innovative products significantly faster than your competition.

Ideal Attendees

- Design engineers
- Manufacturing engineers
- Product and marketing managers
- Operations managers
- Quality managers
- Continuous Improvement managers
- Others in the design and production process

Key Learning

- How to use voice of customer (VOC) to understand true customer needs and translate them into critical product requirements
- Maximize quality and production flexibility to easily adapt to variations in customer demand
- Dramatically reduce your development cost and be consistently first to market with innovative, high appeal products
- Participate in a hands-on simulation and learn how to apply lean growth tools to streamline the product development process

Tools Learned

- Voice of Customer (VOC)
- House of quality
- Managed creativity for concept development
- Design for manufacture and assembly
- Product preparation process (7 alternatives, simulation and process-at-a-glance)

Pricing

Upon request



AGENDA

Day 1

- Introductions and expectations
- Lean Six Sigma transformation
- Design for Lean Six Sigma (DLS) overview
- DLS (Phase-gate) process and Kaizen intervention

Day 2

- Voice of Customer (VOC)
- House of Quality (HOQ)
- Design for manufacture and assembly (DFMA)

Day 3

- Concept development and managed creativity
- Design for Six Sigma quality tools

Day 4

- Lean Production System
- Production preparation principles
- Production preparation process

Day 5

- Production preparation process (Contd.)
- Exercise: "Taking it Home"
- Conclusion and closing discussion

Kaizen Breakthrough Experience

Participate in a Live Kaizen Event

5-DAY SEMINAR
FOR EXECUTIVES AND
STAFF

Experience the dramatic bottom-line improvement and efficiency you can quickly achieve and sustain as your Kaizen team implements lean tools on the factory floor or in a business process support function.

Ideal Attendees

- Chief Executive Officers/Presidents, Chief Operating Officers, Vice Presidents, Directors
- General Managers, Department Managers, Plant Managers Operations and continuous improvement staff
- Team members from various departments including: Kaizen Promotion Office, Quality, Materials, Human Resources, Engineering, administrative staff from various departments including: Accounting, Marketing, Sales, Customer Service

Key Learning

- Experience the key concepts, tools and techniques used during a kaizen week
- Participate on a dedicated kaizen team and drive immediate improvement
- Learn to identify waste and eliminate non-value-added activities
- Achieve typical kaizen event results:
 - **Shopfloor Operations:** Inventory reductions of 90%, productivity increases of 25-50%, product lead times reduced from weeks to hours, elimination of safety hazards, improved 5S scores
 - **Business Process:** Backlog reductions of 90%, cycle-times reduced from weeks to days, productivity increases 25-50%, customer service levels increased to 99%+

Tools Learned

- | | |
|--|--|
| <ul style="list-style-type: none">• Kaizen methodology• Lean production system• Standard operations• Progressive 5S | <ul style="list-style-type: none">• Visual workplace management• Assembly line design• Setup reduction• Other advanced techniques |
|--|--|

Pricing

Upon request

AGENDA

Day 1

- Overview of the lean production system
- Standard operations, elements and tools
- More advanced tools depending on project chosen
- Host company welcome presentation
- Team leaders' briefing

Day 2

- Host company plant tour
- Kaizen team activities
- Time studies
- Workplace improvement discussions
- Hands-on workplace improvement

Day 3

- Kaizen team activities
- Continue hands-on workplace improvements
- Test workplace improvements
- Re-time cycle times

Day 4

- Kaizen team activities
- Refine improvements
- Establish and document standard work
- Run improvements
- Re-time and establish new cycle times
- Prepare presentation

Day 5

- Team presentations and report-out



Kaizen Instructor Training – Business Process

Comprehensive Train the Trainer Program

4-DAY WORKSHOP
FOR MANAGERS

Critical kaizen instructor training that sets the foundation for dramatic improvement and successful culture change at the start of each business process kaizen event. Learn to conduct day-one training of lean concepts and build team awareness and support at the beginning of each kaizen event.

Ideal Attendees

- Kaizen promotion office managers
- Continuous improvement managers
- Engineers
- Administrative office managers

Key Learning

- Lean and kaizen training content required to build team awareness and support at the start of each business process kaizen event
- Advanced instructor presentation, training and teaching skills– for maximum impact
- Preparation techniques for business process kaizen events to ensure peak results
- In-depth familiarity with all training materials
- Interactive simulation exercises and anecdotes to reinforce key concepts
- Responses and role plays for questions your instructors will commonly receive

Tools Learned

"Train-the-trainer" techniques

Pricing

Upon request

Prerequisites

The minimum experience level required is four business process kaizen events. In order to maintain a consistent level of experience among course attendees, we will conduct a brief interview to determine your level of lean experience before admittance is approved.

AGENDA

Day 1

- Introductions and overview
- How to be an effective trainer and facilitator
- Exercise 1: Team building
- Lean fundamentals, concepts and principles
- Five-minute presentations

Day 2

- Business process characteristics
- Waste identification and elimination
- Exercise 2: Team building
- 5S in the office
- Round one presentations

Day 3

- Standard operations review
- Kaizen breakthrough methodology review
- Simulation 1: Business process
- Round two presentations
- Business process improvement tools review
- Exercise 3: Team building

Day 4

- Presentation videotaping
- Business process cost savings
- Use of memory aids
- Case studies
- Key learnings



Lean Six Sigma Approach for Process Industries

Lean Immersion Workshop for Continuous Process Companies

2-DAY WORKSHOP
FOR SENIOR
MANAGERS

A senior-level overview for continuous process companies of a proven business strategy for rapidly achieving dramatic performance improvement with the Lean Six Sigma approach – in a fraction of the time of traditional Six Sigma.

Ideal Attendees

- Senior management including: Chief Executive Officers, Presidents, Chief Financial Officers and Chief Operating Officers
- Operations management including: General Managers, Vice Presidents or Directors of Operations, Engineering, Continuous Improvement, Quality, Materials, Supply Chain and Human Resources

Key Learning

- Your company's improvement potential – and a proven business strategy to quickly drive substantial improvement and efficiency across your entire value stream
- Seamlessly integrate lean and Six Sigma into a cohesive, enterprise-wide improvement initiative
- Rapidly improve process yield with Sigma Kaizen events
- Dramatically improve process capability and equipment effectiveness without significant capital investment
- Rapidly reduce changeover and clean-out times by 75-90%
- Achieve major productivity improvement by increasing throughput
- Improve process flexibility to deliver to actual customer demand

Pricing

Upon request



AGENDA

Day 1

- Introductions
- Lean Six Sigma overview
- Simulation 1
- Creating flexibility
- Initial implementation steps
 - Vision
 - 5S
 - Overall equipment effectiveness (OEE)
 - Process capability
 - Kaizen

Day 2

- Final implementation steps
- Simulation 2
- Business process kaizen
- Product development
- Culture change
- Continuous improvement office

Continuous Improvement Essentials

5-DAY WORKSHOP
FOR EXECUTIVES &
MANAGERS

A five-day workshop covering lean tools and how they can be integrated as business strategies to achieve improved operational results.

Ideal Attendees

Executives
Managers
Supervisors
Continuous Improvement Leaders
Engineers
Shop-floor Personnel

Key Learning

- Participants are provided an overview of the lean roadmap and the kaizen breakthrough methodology
- How policy deployment drives the lean implementation process
- Lean tools covered include: value chain mapping, waste identification, TAKT time and process balancing, pull systems and kanban, JIDOKA, set up reduction, total productive maintenance, quality, Sigma Kaizen and 5S
- Extending lean into the value chain
- Factory simulations and workshop exercise

Tools Learned

- Value chain mapping
- Waste Elimination
- Progressive 5S
- Set up reduction
- Total Productive Maintenance
- Kanban

Pricing

Upon request

AGENDA

Day 1

- Lean overview
- Importance of KPIs and counter-measure system
- How policy deployment aligns vision, strategy and resources

Day 2

- Factory simulation
- Value chain mapping
- Waste elimination

Day 3

- Lean production system
- Progressive 5S
- Standard Operations
- Time observation example
- Set up reduction
- Total productive maintenance
- Quality and Six Sigma
- Kanban

Day 4

- Factory Simulation 2
- Design for Lean Six Sigma
- Energy Kaizen
- Lean value chain

Day 5

- Business Process Kaizen
- Kaizen breakthrough methodology
- Review of the week



Learn How to Sustain Improvements Resulting from Your Lean Operations

5-DAY WORKSHOP
FOR LEADERS &
MANAGERS

A five-day workshop, taught on the shop floor of a leading lean company, that will provide you with the opportunity to learn the tools and techniques you need to implement and sustain daily continuous improvement initiatives in your work area.

Ideal Attendees

- Front-line supervisors, team leaders and line facilitators
- Production, process and support group managers and their key staff members
- Continuous improvement or kaizen promotion managers
- Plant, division and department managers

Key Learning

- Critical supervisor training
- Leverage lean tools to identify problems and highlight resources needed
- Respond immediately to abnormalities
- Learn to apply point kaizen strategies
- Create critical performance metrics

Tools Learned

- Progressive 5S
- Visual workplace techniques
- SQDC management
- Waste elimination
- Standard operations
- Point kaizen
- Abnormality management
- Kaizen planning

Pricing

Upon request

AGENDA

Day 1

- Introductions and overview
- Lean progression and barriers to success
- Delta site review

Day 2

- Visual workplace
- SQDC management

Day 3

- Waste elimination
- Standard operations
- Point kaizen

Day 4

- Solving quality problems
- Abnormality management
- Kaizen planning model

Day 5

- Final review
- Presentation preparation
- Presentation to management



Audit, Report and Sustain Kaizen Results

5-DAY WORKSHOP FOR MANAGERS

A five-day workshop that gives you strategies, tools and skills required to preserve the returns of your continuous improvement program.

Ideal Attendees

- Operations management
- General managers
- Plant managers
- Lean or kaizen promotion office managers, continuous improvement leaders and team members

Key Learning

- Learn how to use performance measures, targets and tracking strategies, including how to manage and sustain SQDC management and hour-by-hour charts
- Learn how to audit and report the results of each kaizen project to help sustain those results
- Tools and techniques for creating a business control center to keep your lean transformation organized and on track
- Understand how to use Layered Audits, an organized group of questions designed to examine a device or process, to ensure that standard work is being followed at all levels of the organization
- Learn how to use the A3 Methodology to create information flow of knowledge, ideas and experience, which will help you to eliminate waste and solve problems through a visual, easily understood process
- Understand and learn how to solve problems using the 8D methodology. You'll learn several tools to identify the root cause and implement countermeasures using Poka-Yoke
- Cultural transformation tools to help establish credibility for your improvement initiative, instill enthusiasm at all levels of your organization, and provide essential continuity and staying power
- Personal analysis training will help you understand your personality style and the team's in order to take advantage of opportunities, rather than being blocked by interpersonal conflict

Pricing

Upon request



AGENDA

Day 1

- Cultural transformation tools

Day 2

- Driving cultural transformation
- Personal analysis

Day 3

- Establishing performance measures
- How to sustain results
- Auditing and reporting kaizen results

Day 4

- Creating a business control center
- Conducting layered audits
- Understanding the A3 methodology
- Problem-solving tools and methodologies

Day 5

- Problem-solving tools and methodologies

Lean as a Strategy for Improving Operations – Garment Industry

Leveraging Lean for Competitive Advantage in the Garment Industry

2-DAY WORKSHOP
FOR SENIOR
MANAGERS

A two-day workshop using discussion and interactive simulations that demonstrate how the Lean Six Sigma methodology provides a platform for effective change. Tailored specifically for senior-level managers in the garment industry looking to understand what it takes to drive a lean transformation.

Ideal Attendees

General Managers and Vice Presidents or Senior Managers of Operations, Engineers, Manufacturing, Quality, Materials, Supply Chain, Human Resources

Key Learning

- How to start a lean initiative and sustain momentum
- How the powerful combination of lean and Six Sigma
- How the powerful combination of lean and Six Sigma can be used to remove guesswork
- How lean methods quickly eliminate non-value-added activities and processes
- Understand your company's improvement potential — and how you stack up versus your industry and the ideal lean company
- How to rally the organization around improvement objectives
- How to sequence for your improvement activities
- How to leverage lean as a strategy for innovation, differentiation and growth

Pricing

Upon Request

AGENDA

Day One

- Introduction of lean transformation
- Case studies of successful lean companies
- Simulation 1: Traditional Manufacturing
- Introduction to Lean Concept:
 - Value chain mapping
 - The 7 wastes
 - Value-added versus non-value added activities
 - 5S
 - Lean production system
- Simulation 2: One-piece flow, pull production, integrating lean and Six Sigma

Day Two

- Lean production system
- Change over reduction methods
- Production smoothing and mixed-model production
- Material management by using pull Lean Six Sigma value chain
- Simulation 3: Pull systems, mixed-models
- Developing a culture to sustain your gains
- Business process kaizen
- Lean Six Sigma product development
- Review of expectations
- Getting started and recommendations for next steps

