

Lean Training Programs

Improving People, Businesses & Societies

Government Funded Training Summary for Lean/Six Sigma Business Improvements

Vative have extensive experience in Lean processing, business optimisation and training. Together with Government funding, Vative are able to deliver cost neutral programs that will up skill your employees, while working towards business improvement objectives and company targets.

How is the training funded?

Training is funded by the Government and promotes the up skilling of the workforce via the following types of nationally recognised certificates:

- ✓ Certificate III – for operators and production staff
- ✓ Certificate IV – for trades people, team leaders, supervisors and specialists
- ✓ Diploma & Ad. Diploma – for managers, senior supervisors, change agents and business leaders

These certificates apply to multiple disciplines and industry sectors including all the following:

- | | |
|-----------------------------|-------------------------|
| ✓ Competitive Manufacturing | ✓ Administration |
| ✓ Process Manufacturing | ✓ Mining Operations |
| ✓ Health care Operations | ✓ Business Development |
| ✓ Transport and Logistics | ✓ Front Line Management |
| ✓ Food Processing | ✓ Sales and Marketing |

Who may be eligible for funding and what are the requirements?

Any full time employee of the business may be eligible for funding if they meet all of the following requirements:

- ✓ Must be an Australian resident
- ✓ Must be at or below a Diploma level of education

Funding varies from state to state and Vative is able to offer a national solution.

Vative are able to assess your company's funding potential at no obligation. Ask us for help!

What does the training teach?

Businesses have the option to select training projects that suit their business needs. Vative conduct a strategic business assessment and provide suggestions on most appropriate projects that will bring greatest benefit to the business.

Project options available are:

Training based projects:

- ✓ 5S – Workplace organisation
- ✓ Kaizen and Continuous Improvement
- ✓ Kanban and Just In Time (JIT)
- ✓ Quality Tools (8D, EWS or FMEA)
- ✓ Quick Change Over (SMED)
- ✓ Lean Metrics and Score boarding
- ✓ Six Sigma Green Belt
- ✓ Total Productive Maintenance (TPM)
- ✓ Mistake or Error Proofing
- ✓ Value Stream Mapping Training

Other non training based project options:

- ✓ Professional Leadership Coaching
- ✓ Time and Motion Studies
- ✓ Layout Planning
- ✓ Standard Operating Procedures (SOP)
- ✓ Labour Balancing
- ✓ Capacity Planning and OEE
- ✓ Marketing Strategy
- ✓ Supply Chain Planning / Forensics
- ✓ Quality Management Systems
- ✓ Strategic Business Planning

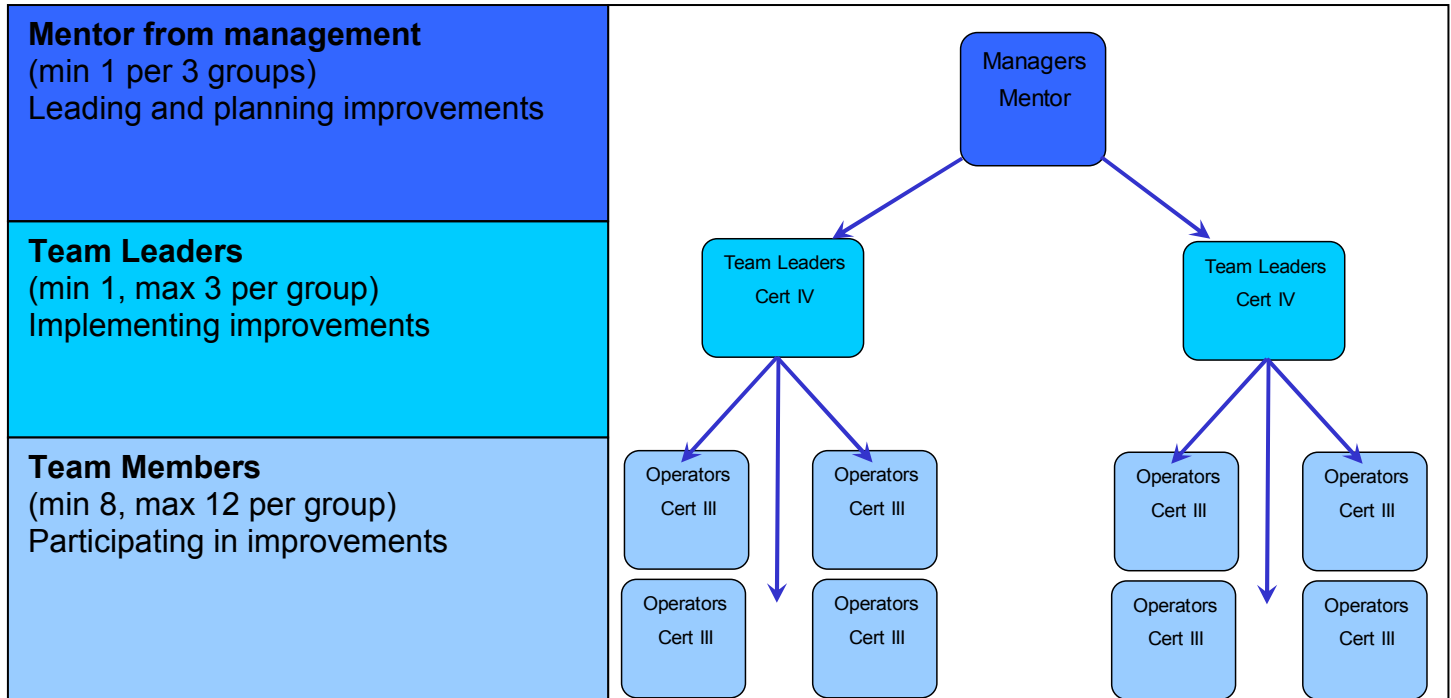
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How is the training structured?

- ✓ Company has the option to select any 2 lean projects for implementation (Generally 5S is project 1)
- ✓ Training is delivered in a structured manner at a schedule agreed to by the company
- ✓ Group sizes are minimum 10 and maximum 15
- ✓ 10 x two-three hour sessions, once per month (50% theory plus 50% application in workplace)
- ✓ An additional 6 hours of support, per session, is provided by the trainer for project management and implementation (1 day per trainer per group)
- ✓ Trainees practice new skills as part of normal work for a minimum 3 hours per week

Suggested group structure below:



How is the program implemented?

Vative have extensive experience with successful improvement and change programs. Solutions are tailored to your needs. Our programs are generally delivered in the following format:

1. Project discussion about business needs and objectives
2. Process tour with project manager/trainer
3. Sign up of trainees
4. Course induction and introduction to handbooks and course
5. Cultural/Morale Survey assessment 1
6. Value Stream Mapping of business processes (1 product either highest volume or value)
7. Lean Business Health Check (LBHC) (only if 2 or more groups)
8. Strategic assessment results presentation to management
9. OHS, Environment & Communication
10. Project 1 implemented and presented to management together with 5S (over 9 sessions, one/month)
11. Cultural/Morale Survey assessment 2
12. Quality Assessment
13. Post Training Lean Business Health Check (only if 3 or more groups)
14. Presentation of certificates and business summary

