

Wastes Elimination

Introduction:

Employees are not expected to simply routinely do their job but expected to contribute to the improvement of their own work operations, utilizing their own personal experience, knowledge and creativity.

Objectives:

- Improves business performance using simple, practical tools and techniques.
- Exposes the waste in the system.
- People will change their long standing work practices and ideas.
- Not a “bolt on technique” more a way of life leading to a change in culture

Contents:

- Definition of a process
- SIPOC diagram of a process
- How to map your process
- How to define value added activities
- How to define non value added activities
- How to define the waste activities
- Definition of transportation waste
- Example of transportation waste
- Definition of defect waste
- Example of defect
- How to measure your process DPMO
- Definition of waiting waste
- Example of waiting waste
- How to measure your process time efficiency
- Definition of Motion waste
- Example of Motion waste
- Definition of Over Production waste
- Example of Over Production waste
- Definition of Over Processing waste
- Example of Over Processing waste
- Definition of Over Processing waste

- Example of Over Processing waste
- Definition of Inventory waste
- Example of Inventory waste

Language:

- The materials for the trainees will be in English.
- The language of instruction should be in Arabic / English.