


VPK REPOSITORY	 Lean Institute	KNOW-HOW	Training material available	e-Learning (Training as pdf)	Further Tools (Checklists, Templates, Calculations, Reports, Projects, etc.)	Training content [Short training: appr. 10-20 Pages] [Intensive training appr. 20-120 Pages]	Available languages	Specific Customer Requirements	Remark	Open Issue	Support Requirement (B Days)	Support Requirement (A Days)
KEY PROCESSES	MODULE AND MODULE NAME											
Strategic Lean Management	01.01.	Lean Excellence - Lean Production	yes	yes		Short training					0	
	01.02.	Lean Thinking	yes	yes		Short training					0	
	01.03.	Lean Production System System understanding and approach	yes	yes	Toyota Definitionen	Intensive training					0	
	01.04.	Lean Principles	yes	yes		Short training					0	
	01.05.	Awareness for waste and Learning to see	yes	yes		Short training					0	
	01.06.	Lean Reference Map - Lean Architecture	no	no	laminated Reference-Map						0	
	01.07.	Lean Production information and communication	no	no	Communications examples, Cubes, poster, cups, information-letter, etc. >> Change Management						0	
	01.08.	Lean production boot camp and wake up !	no	no	Customer campaigns						0	
	07.01.	Site - Best Practice Sharing and Benchmarking - Lean Excellence System Review (LESR)	yes	yes		Intensive training					0	
	07.02.	Standardized IT-File structure - Lean PS Repository (Knowledge Base)	yes	yes		Short training					0	
...										0		
Project Management	02.01.	Lean Roadmap Phase model (lean level model)	yes	yes	Lean PS Architectures (TPS) and other temple-models	Short training					0	
	02.02.	Project management plan	yes	yes		Short training					0	
	02.03.	Roll Out planning	yes	yes		Short training					0	
	02.04.	Budget planning	yes	yes		Short training					0	
	02.05.	Lean site organization plan	yes	yes		Short training					0	
...										0		
Management Process	03.A.	Lean Production Management Training (1 day)	yes	yes	Center of Excellence pictures	Standard					0	
	03.B.	Lean Production System Training (2 days)	yes	yes	Center of Excellence pictures	Standard					0	
	03.01.	Vision & Objectives	yes	yes	Vision examples (Automotive, Pharma, Food)	Short training					0	
	03.02.	Master schedule	yes	yes	MS-templates MS-examples	Short training					0	
	03.03.	Lean metrics and scorecard	yes	yes	Scorecard Template, Scorecard examples, Key metrics, Key metrics definitions, report processes, Single Point Lessons	Short training					0	
	03.04.	Problem solving support	yes	yes		Short training					0	
	03.05.	Process Confirmation, T-Card System	yes	yes	T-Card-System	Short training					0	
	03.06.	Policy deployment / Hoshin	yes	yes		Short training					0	
	03.07.	Master Schedule Review	yes	yes	MS-templates MS-examples	Short training					0	
	03.08.	Supporting Organization	yes	yes	Organization Schedule "Lean"	Short training					0	
03.09.	Roles and Responsibilities	yes	yes	Industrial definitions R&V	Short training					0		
...										0		
Value Stream Design Lean Games / Lean Simulations	04.A.	Certified Lean Advisor Training (1 week)	yes	yes	>> Games >> CoE-Story	Standard					0	
	04.01.	Lean Initial Audit (LIA)	yes	yes	>> LIA Assessment	Short training					0	
	04.02.	ASME Analysis (American Standard of Mechanical Engineers)	yes	yes	ASME Templates	Short training					0	
	04.03.	Value Stream Mapping (VSM)	yes	yes	VSM Templates , Icon Templates, PPT Icons	Short training, Intensive training					0	
	04.04.	Constraint analysis	yes	yes	Constraint for production process (Excel-Tool)	Short training					0	
	04.05.	Method-Purpose Matrix	yes	yes	>> this matrix	Single Point Lesson					0	
	...										0	
	04.90.	Just in Time (JIT) Game	yes	yes		Game training / short					0	
	04.91.	OEE Game	yes	yes		Game training / short					0	
	04.92.	Lean production system game (3 days)	yes	yes		Game training / short					0	
	04.93.	Poka Yoke Game	yes	yes		Game training / short					0	
	04.94.	Kanban Game	yes	yes		Game training / short					0	
	04.95.	Work Balance Game	yes	yes		Game training / short					0	
	04.96.	SMED / QCO Game	yes	yes		Game training / short					0	
	04.97.	VSM JIT-Game	yes	yes		Game training / short					0	
04.98.	Standardized Work Game	yes	yes		Game training / short					0		
04.99.	CIP Game	yes	yes		Game training / short					0		
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Team Implementation	05.01.	Team structure definition	yes	yes	Industry examples	Short training					0	
	05.02.	Team training plan definition	yes	yes	personalized training plan Employment agreements	Short training					0	
	05.03.	Problem solving process (CIP process)	yes	yes	PDCA, DMAIC >> training CIP-workshops	Short training					0	
	05.04.	Standardized Team Meetings (Agenda)	yes	yes	Team Meeting Agenda	Short training					0	
	05.05.	Teamboard standardization	yes	yes	Teamboard definition (industry), magnet holder e.g. for QPS	Short training					0	
	05.06.	Team Metrics, Team Scorecard and Team Review	yes	yes	Team Scorecards, Industry examples, Team Review specification	Short training					0	
	05.07.	Team behavior, team dynamics and Team goals	yes	yes	>> team dynamics >> Change Management Modul	Intensive training					0	
...										0		
Lean Tools and Training	06.01.	7+x types of wastes	yes	yes	Waste Walk (table), Icons	Short training					0	
	06.02.	5S Order and neatness	yes	yes	>> 5S Audit, 5S examples in the context of QCO, industry examples	Short training					0	
	06.03.	Quick Changeover Single Minute Exchange of Dies (QCO / SMED)	yes	yes	Videos, industry examples, >>Key metrics, data collecting sheets	Short training, Intensive training					0	
	06.04.	OEE and Total Productive Maintenance	yes	yes	>> Key metrics, industry examples, OEE-templates, OEE-database, FRACAS-database (Access), >> TPM training, TPM Reviews	Short training, Intensive training					0	
	06.05.	Visual Factory, Visual Management	yes	yes	Color code definition, industry examples, pictures, VF specification	Short training					0	
	06.06.	Kanban and Material flow	yes	yes	industry examples, pictures	Short training, Intensive training					0	
	06.07.	Error proofing (Poka Yoke)	yes	yes	industry examples	Short training, Intensive training					0	
	06.08.	Standardized Work and Quality process system	yes	yes	Standardized Work Sheets (templates), industry examples, good vs. bad standards	Short training, Intensive training					0	
	06.09.	Line Balancing and Work Balance Boards (WBB)	yes	no	>> REFA-Tool (employee productivity), industry examples	Short training					0	
	06.10.	5S Audit	yes	yes	5S Audit form, other Team-Audits	Short training					0	
	06.11.	Lean Layout (U-Shapes)	yes	yes	Layout assembly line, industry examples, pictures	Short training					0	
	06.12.	Value Stream Analysis and Design (VSM)	yes	yes	VSM templates , Icon templates, PPT Icons	Short training, Intensive training					0	
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Change Management	08.01.	Change Management Basics	yes	yes	Exercises, check lists, radar charts, story telling, learning curves (dip in the delta)	Short training, Intensive training					0	
	08.02.	Change: Future State definition	yes	yes	Exercises, check lists, radar charts, story telling, learning curves (dip in the delta)	Short training, Intensive training					0	
	08.03.	Change: Current State analysis	yes	yes	Exercises, check lists, radar charts, story telling, learning curves (dip in the delta)	Short training, Intensive training					0	
	08.04.	Change: Transition	yes	yes	Exercises, check lists, radar charts, story telling, learning curves (dip in the delta)	Short training, Intensive training					0	
	08.05.	Change: Control	yes	yes	Exercises, check lists, radar charts, story telling, learning curves (dip in the delta)	Short training, Intensive training					0	
	08.06.	Change Map	yes	yes	Exercises, check lists, radar charts, story telling, learning curves (dip in the delta)	Short training, Intensive training					0	
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Σ		actual value target value	0		0	0	0	0	0	0	0	Σ