



Lean Institute on Process Improvement



Employers Group's Lean Institute offers a wide array of programs that will enhance organizational processes and improve revenue, including:

- Leadership Development: Leadership Academy
- Lean Sigma
- Lean 5S: Workplace Organization
- Lean Kaizen Events
- Internal Lean Trainer Certification

California state funding that may be available for select lean projects, and information on Employers Group.

Lean Best Practices & Methodologies

The most successful lean initiatives are rooted with senior management support. Only organizations that have this support and the infrastructure to support it (e.g. appropriate training and performance management practices) will be successful in sustaining a lean culture of continuous improvement. Below is a recommended progression to implementing a lean culture and culture of performance into an organization. Employers Group recommends and has solutions for the following:

Leadership Academy

Core leadership skills are critical in implementing any successful lean initiative, as well as to support an organization's goals and objectives. Employers Group's Leadership Academy provides the essentials every leader needs to be successful. The program includes up to 5 levels with two half-day modules comprising each level. It is recommended that leaders be at a competency level of a Five before implementing a lean initiative that can be sustained through good leader practices.

- Level 1: Leading Others / Supervisory Law
- Level 2: Communicating for Leadership Success / Resolving Conflict
- Level 3: Coaching for Peak Performance / Setting Goals & Reviewing Results
- Level 4: Engaging & Retaining Talent / Maximizing Team Performance
- Level 5: Driving Change & Results / Fostering Innovation & Solutions

Lean Sigma

Lean Sigma is ideal for organizations that would like to select specific projects for employees to work on during the training program. During the facilitated program, attendees are taught structured techniques to work on the projects, which enable attendees to identify possible cost-saving or profit-enhancing solutions. These recommendations are formalized and presented to management at the final session. The 24 hour program includes:

- Lean Simulation
- Process Mapping
- Root Cause / Critical Thinking
- Data Gathering and Analysis
- Solution Development
- Lean Process, Project & Measurement Management



Lean Best Practices & Methodologies

Lean 5S: Workplace Organization

Lean 5S allows for an employer or employees to select specific work areas that need to be enhanced, allowing for more streamlined production - including product, tool and equipment identification. 5S empowers attendees to make changes that will enhance their everyday work, thus creating cost efficiencies and productivity improvements. The 28 hour program includes:

- Lean Simulation
- Lean Sort
- Lean Stabilize
- Lean Shine
- Lean Standardize
- Lean Sustain
- Lean Process, Project & Measurement Management



Lean Kaizen Event

A Lean Kaizen Event is an intense process involving a group or groups of employees tasked with optimizing a production line or process. Employees receive advance preparation and discuss solutions (typically learned in a Lean Sigma or 5S Project). After attendees are adequately prepared, a Kaizen event is scheduled. Attendees will then spend 24 to 40 hours optimizing the production line or process. A Kaizen Event may include:

- Lean Simulation / Meeting for Results
- Problem Analysis & Spaghetti Diagrams
- Takt Time & Process Level Loading
- Water Elimination (7 Sources)
- Visual Controls, Process Metrics, Tracking
- Kaizen Preparation (Kaikaku) and Team Preparation
- Kaizen Event (24-40 hours)
- Post Kaizen Meeting & Measurements

Internal Trainer Certification

Internal trainer certification is available for Lean Sigma, 5S and Lean Kaizen Events. Certification allows for an internal champion to be identified to continue the facilitated process, enabling the organization to sustain the results and continue other projects throughout the organization. Certified trainers are also able to nominate their respective organizations for a subsequent Lean Crystal Award.

State-Funding of Lean & Other Training Initiatives

Employers Group offers direct access state funds to eligible California employers that select us to facilitate their training in California. Funding may be available in other states.

Employer Eligibility

Typically, employers must meet the following:

- Be a for-profit company or pay into the ET Tax Fund
- Must have a turnover rate of less than 20% for the previous year (some exceptions **apply**)
- Must be (1) a manufacturer, (2) derive over 25% of revenue from outside California, or (3) **be** among select other industries including freight, transportation, warehousing, storage, software, publishing, R&D, environmental consulting, **or** communications.

Employers Group will handle the approval process and provide employers with a completed eligibility application.

After Approval

Employers Group will meet with you to discuss your specific objectives, recommend a training program and appropriate training populations. We will then provide you with a proposal, detailing costs and state subsidies including requirements and employee eligibility. State reimbursement is on a “per hour, per trainee” basis for each eligible hour of training. Employers may receive 8-80 hours of training per trainee.

Contact Information and Next Steps

Contact Employers Group to try lean out through a hands-on lean simulation delivered for your organization. Experience first-hand how lean can increase your company’s productivity, morale, revenue, customer satisfaction and profits while reducing waste, scrap, and returns.

It’s time to get LEAN!

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