

MALTA 2011

LEAN BUSINESS EXCELLENCE

- advanced executive education -

First time in Malta

Dr. Carlo Scodanibbio
and
Ing. Joseph Micallef

jointly present:

"a modular and most comprehensive training program on lean management principles for the industry within the Maltese islands and neighbouring countries"

Training Event 13:

"OPERATIONAL LEAN KAIZEN"

For middle-level and frontline personnel from all industries

22-29 October, 5-12 November 2011 – Venue: TBA – Malta

an intensive 4-day course that discovers the various approaches, tools and techniques available to implement systematic, continuous improvement of business processes from all sectors, public or private

with thanks to:



OPERATIONAL LEAN KAIZEN

A 4-Day Course Developed And Presented By:

Dr. Carlo Scodanibbio – Ing. Joseph Micallef
email: carlo@scodanibbio.com jmicallef@theiet.org

<http://www.scodanibbio.com/malta2011/>

An illustration at the top left of the page shows several interlocking gears of various sizes and colors (blue, grey, and brown). A small stick figure is positioned in the center, appearing to be working with or adjusting the gears. The background is dark, making the gears stand out.

OPERATIONAL LEAN KAIZEN

the tools, the techniques

Foreword .

*“it's a job that's never started
that takes the longest to finish”*

FROM THE DESKTOP OF DR. CARLO SCODANIBBIO AND ING. JOSEPH MICALLEF

Dear Delegate(s),

Every job needs its own tools: the carpenter needs his set, whilst the plumber uses a different one. The dentist uses refined mechanical tools, whilst the surgeon uses others. Using the right tools for the job will surely make the difference between a successful job done, or otherwise.

The story is not much different for the business manager. Resorting to the right tools, skilfully applied and managed, will enable the business administrator to visualise matters, measure performance, make decisions, give direction, implement improvement! Just like the carpenter, or the plumber, or the dentist, or any other profession for that matter, using the right tool set at the right opportunity may be the secret between success or failure.

*This training workshop, part of the modular **Lean Business Excellence – Malta 2011** programme focusing specifically on **Lean Principles** as applied to the various industries from all sectors, public or private, attempts to present to its participants, a number of varied tools that will definitely come in useful and handy whilst managing day-to-day activities. The various modules within this programme have already, in passing, referred to some of these tools, but because of the intensity of each programme, not to a great extent of detail. During this event, **Operational Lean Kaizen – Tools and Techniques**, we dedicate all our time to presenting and discussing the techniques available, demonstrate how these are applied and presenting case study workshops with the participative interaction of delegates, discuss the outcomes and draw conclusions.*

Therefore, the scope of this training workshop is to expose and experiment with some of the more versatile and most used tools that have been developed, and are therefore readily available for us to make best use of under different situations. The tools are generally simple to understand, most of which even simpler to use, but effective and practical.

We believe that simplicity works best. Through the tools we shall explore together, we intend being able to demonstrate that this principle actually holds.

None of the tools discussed will need any special academic achievements, other than simple logic, and basic understanding of some key principles. This is one of the reasons why we believe that these tools are beneficial for application amongst most frontline personnel who need to be more practical in their approach to problem solving and finding solutions in the various situations presented by each challenging day.

Just like the plumber, who carries a fully equipped toolbox wherever he goes, the business manager needs to have these tools readily available for selecting the one (or a selection of a few) that best fits the job in hand. The better equipped is the toolbox, and the higher the knowledge and skilled use of these tools, the more one can adapt the right set of tools for the job: in turn, expecting successful results.

This interactive and practical training workshop is specifically targeted towards the frontline and middle-managers whose jobs are to face the situation, identify the symptoms, qualify and quantify the problem and eventually who must understand the potential root causes, evaluate these and come up with the real solution. No easy task. But it becomes easier if one knows what tools and techniques are available, how to apply them and what to expect from the outcome of each. There are various tools. We shall focus on the most practically adapted tools that will enable a leaner approach to managing. Each of these tools contributes in some way or other to systematic improvement, elimination of errors and therefore minimisation of process waste, a fundamental concept within the lean management approach.

*We **GUARANTEE** that you will leave this workshop with the knowledge and tools to improve the value proposition of your organisation!*

Dr. Carlo Scodanibbio and Ing. Joseph Micallef

Lean isn't an option any more - it's a necessity!!!

This course is designed to give participants a comprehensive and practical insight into the various tools and techniques made available in the route towards achieving systematic, continuous improvement by adopting a lean philosophy (otherwise known as Lean Kaizen) within their operations.

We believe that everyone should be interested in achieving improvement, and hence why we also believe that this course is open to all frontline and middle-managers from all industry/business sectors.

Course Trainers:
Dr. Carlo Scodanibbio and Ing. Joseph Micallef - Independent Consultants

Course Dates:
22-29 October , 5-12 November 2011

Course Venue:
TBA – Malta



OPERATIONAL LEAN KAIZEN

the tools, the techniques

Course Outline .

Lean Kaizen: overview of core principles and targets

- The modern approach to continuous improvement in the Lean direction
- Kaizen vs. Kayrio
- Kaizen main targets
- Kaizen: Communication and Creativity
- Kaizen: Brain Power (the "poor-man" approach)
- Kaizen: tools and techniques
- Kaizen: Team Work
- Kaizen: Cultural Change

Systematic Continuous Improvement

- Where are we now?
- Setting of Objectives and Targets
- Adopting the strategy to get there
- The use of basic project management techniques to follow through achieving the solution
- The Deming Cycle – model for systematic continuous improvement
- Kaizen Principles for getting there
- The importance to measure progress
- KPI's
- Quality Management and Improvement
- Reactive vs Proactive systems of improvement
- Customer Feedback – a key tool in the continuous improvement process
- Introduction to the 'tool-box'
- Innovation and Creativity – being 'switched on'
- Change Management as part of the Kaizen approach
- Introduction to BPR and comparison to Kaizen

Kaizen: the classical tools for Continuous Improvement

Some tools are better suited for defining a situation, others for sizing it or auctioning it. The following are some of the tools and techniques that shall be explored together in as an interactive manner as possible:

- SWOT
- PESTEL
- Affinity Diagrams
- FMEA
- QFD
- 5D's
- CATWOE
- Process Flow Charting
- Value Stream Mapping

- Scatter Diagram
- Force Field Analysis
- Benchmarking
- 6 Thinking Hats
- Mind Mapping
- Pareto
- Ishikawa/Cause and Effect/Fishbone
- Brainstorming
- Data stratification
- Tally Chart
- PDCA
- The principles of 5S
- Improvement Circles CAT's
- Poka-Yoke
- Statistical techniques for process improvement
- Introduction to Six Sigma approach
- Lean Six Sigma
- etc.. – with extensive Practical Exercising

Introduction to Problem Solving and Decision Making

- Using a variety of tools available to identify a problem, define and size it, then set out a strategy to achieving a solution.

Kaizen: the main Lean Tools for seeing and eliminating Waste

- The 5W2H approach as a starting point
- The 5Why technique
- Takt Time
- Loading Bar Charts
- Communication Circles
- Spaghetti Diagram
- Practical Exercising

Lean Team Work

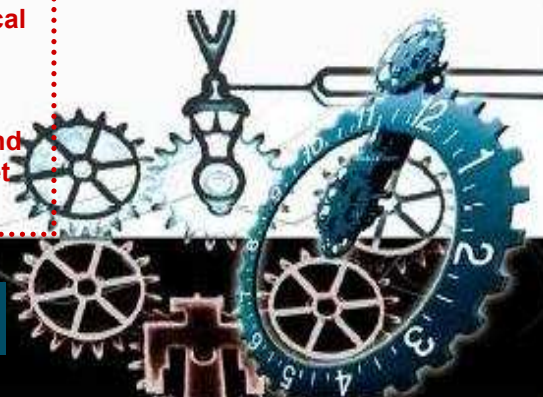
- The nitty-gritty of inadequate, non-lean **team-work**. Workshops: effective team-work for lean improvement. People are the key to real improvement: how to transform team-work into a powerful improvement tool.
- How to maximise efficiency and effectiveness in Team Work
- The role of co-ordination
- The modern rules that govern effective Team Work
- Is Leadership really required?
- Deploying the 6 Thinking-Hats method in Team Work

This highly interactive course is designed to provide participants with practical and 'hands-on' insights on Lean Kaizen tools and techniques for achieving improvement.

These tools are suited to the various situations from all business activities: manufacturing, services, hospitality etc. We all face very similar problems and therefore we may discover that we are also allowed to adopt the same tool set in our quest to find solutions.

Course Dates:
22-29 October, 5-12 November 2011

Course Venue:
TBA – Malta



OPERATIONAL LEAN KAIZEN

the tools, the techniques

Course Outline .

An excellent course. I started by having doubts about attending this course (...no time, you know....). I think it is one of the best decisions I have made during the last year is not to have missed it
[Aref Mikati - Plant Manager - Pharmaline - Sarraf Group Sal – Beirut - Lebanon]

- This course addresses the techniques and tools that are available for use and can be deployed when analysing a situation, quantifying it or attempting to identify the root causes and implementing action to solve problems.
- The workshop discusses the continuous improvement process approach and aligns this with lean principles of management.
- A practical and interactive approach is adopted, guaranteeing to make this an exciting experience to all participants.
- Especially designed for front line managers and supervisors from various industry sectors, business activity, public or private organisations. Easy follow-through in order not to be too overwhelming on participants.
- A long list of tools and techniques will be experimented with in order to demonstrate the clear understanding and application of each, under different scenarios.
- See how the use of the right techniques may help in better decision making and eventually achieving better problem solutions
- Lean principles are merged into traditional improvement tools and techniques to demonstrate how simplicity works best and generally gives long-standing results.
- Delivered across four sessions, in order to allow sufficient time for demonstrating in a practical and interactive manner the use of various tools and techniques.

An excellent course. Will recommend this to any department or small business that wants to start adding more value by using or applying basic and practical methods.

[Leân Pretorius – Lab. Engineer – Circuit Breaker Industries Ltd – Isando – South Africa]

WALK AWAY HAVING A POWERFUL GRASP OF WORKING SKILLS TO:

- **Understand** the need to strive for continuous improvement in what we do.
- **Understand** the fact that whatever we believe we can do right, there is always the possibility to do it better. Unless we are happy to lose out on the market share, it has to be us who do it better, and not our competitor!
- **Discover** a whole range of tools that are readily available, tested and validated, just sitting there within our toolbox.
- **Appreciate** the power of each tool, how it is applied and used to achieve effective outcomes.
- **Learn** how to make best use of each tool and technique presented and apply these to your particular scenario.
- **Learn** how you can use these tools and techniques within a lean approach to return best benefits to your organisation.
- **Learn** from a practical and hands-on approach, the deployment of each tool and technique discussed.
- **Develop** lean ideas to think about systematic continuous process improvement (Lean Kaizen) in your organisation and its entire value-chain.
- **Explore** the simplicity of most of these tools, yet appreciate the power of their outcome.
- **Implement** and use these tools and techniques with success, within your organisation.
- **Gain** an in-depth insight into how simple tools and techniques can be applied in a Lean Kaizen approach.

An excellent course, a fantastic launch pad for lean. Participants leave feeling energetic and enthusiastic. Some means should be investigated as to how to keep the momentum going.

[Lance Cullinan – Manufacturing Manager – Sasol Dyno Nobel – Pretoria – South Africa]

An excellent Workshop: both enlightening & enjoyable - thank you

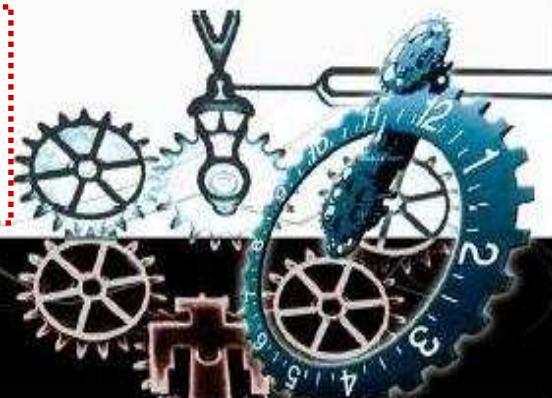
[Maria Mikellides - Cyprus Productivity Centre – Nicosia - Cyprus]

Training Grants ranging between 60 and 80% may be made available to eligible enterprises through the Training Aid Framework (TAF) Scheme administered by the ETC.

Deadline for Training Grants Application: 29 September 2011.

NB: the onus of enquiring about and applying for Training Grants rests vested with your Organisation.


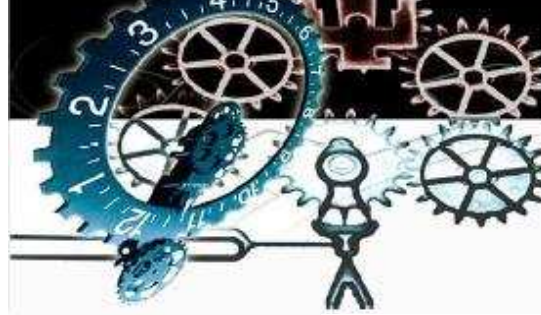
" if it doesn't add value, it is waste "



OPERATIONAL LEAN KAIZEN

the tools, the techniques

About your Facilitators .



Ing Joseph Micallef graduated in electrical engineering from the University of Malta in May 1992. He has been involved in the manufacturing industry since 1990. Initially starting his career within the medical devices and plastics processing manufacturing sector, he later moved on within the electronics manufacturing sector. Throughout his career, Joseph has had experiences in a variety of industrial and automation processes, research and development projects, various manufacturing processes and occupied senior technical and management roles in research and development, process control, quality management, occupational health safety and business process management. For over these last c. 14 years, Joseph has been occupying the position of Quality Manager within a very dynamic high tech electronics manufacturing industry sector. Apart from his broad industrial experiences gained through the last c. 20 years, Joseph has also paralleled his experience within the services sector through his various freelance projects which he has undertaken since the year 2000 when he had ventured into the freelance consultancy and mentoring/training business. Joseph's career spreads primarily in Malta, but he has been assigned several projects and training opportunities in various countries within Europe (UK, Scotland, Belgium, France, Finland, Italy), the US (Jacksonville, Houston) and the Middle East (Egypt). Ing. Joseph Micallef is a corporate member of a number of institutions.

In particular he is registered Chartered Engineer with the Engineering Council (UK) – *C.Eng.*, corporate member in the Institution of Engineering and Technology (UK) - *M.I.E.T.*, European engineer through FEANI – *Eur.Ing.*, and warranted member within the Chamber of Engineers (Malta).



Dr Carlo Scodanibbio is an internationally renowned Trainer, Speaker and Industrial Consultant with over 40 years of experience in Plant Engineering, Project Engineering, Project Management, Industrial Engineering and Operations Management. A free-lance Consultant since 1979, he has worked in a wide spectrum of companies and industries in many Countries including Cyprus, Italy, India, Saudi Arabia, Malta, Namibia, Kenya, Botswana, Malaysia, Mauritius, Romania, Turkey, Lebanon and South Africa. Carlo has co-operated, inter-alia, with several organisations such as Italian Chambers of Commerce and Industry, Cyprus Chamber of Commerce and Industry, Cyprus Productivity Centre, Malta Federation of Industry, Malta Chamber of Commerce and Industry, Mauritius Employers' Federation, Romanian Paper Industry Association, United Nations Industrial Development Organisation, Federation of Kenya Employers and University of Cape Town.

An excellent course. I believe that any seminar whichever must be conducted by someone who is capable, has true art of teaching, brilliant, ready to help, smart to the point, assuring, good observer, and with comprehensive knowledge, as Dr. Carlo Scodanibbio. I have enjoyed the course and learnt to my entire satisfaction.
[S Eraddun, Desbro Int., Mauritius]

Enthusiastic, optimistic and a dynamic facilitator, Carlo has been a frequent instructor and speaker at seminars and courses attended by well over 15,000 participants. Carlo, holds a doctor degree in Electrical Engineering from Politecnico di Milano, and has written numerous articles and research papers which have been actively published in many manufacturing newsletters, bulletins and international magazines.

Who Should Attend This Prestigious Event:

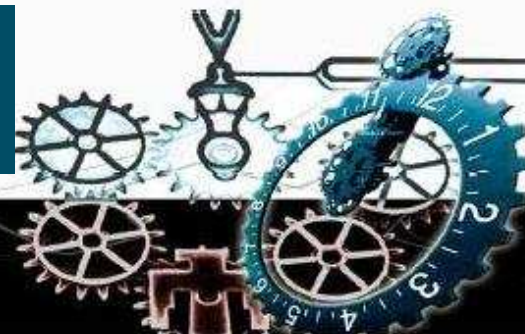
Middle-Level and Frontline Managers of Private (all Sectors) and Public Organisations (Malta & neighbouring Countries).
The very small enterprise (up to 20 employees) will particularly benefit from participating in this course.

A 4-day Training Event dedicated to Organisations of all types and sizes willing to undergo the Lean, Continuous Improvement road

Timings:

Registration will be at 08:00 on each day with the course beginning at 08:30. There will be a 15min break for refreshments in the morning and the afternoon (at approx. 10:15 and 15:15 respectively) and lunch will be served at 12:30. Each course session will conclude at 17:00. All timings are approximate due to the interactive and intensive nature of the course.

...it has opened a way in my work where I need to improve, especially on waste reduction...
[Hamilton Kazungu – Production Manager – Brookside Milk – Nairobi - Kenya]



OPERATIONAL LEAN KAIZEN

22-29 October, 5-12 November 2011 – Venue: TBA – Malta

Registration .

Online Registration: <http://www.scodanibbio.com/malta2011/onlinereg/13.html>

Course Fees, Discounts, Terms and Conditions

Fees and Discounts Structure

(prices are per Delegate excluding VAT)

- | | |
|--|---------|
| <input type="checkbox"/> Price per 1 Delegate | €630-00 |
| <input type="checkbox"/> 2 Delegates: less 5% | €595-00 |
| <input type="checkbox"/> 3-5 Delegates: less 10% | €565-00 |
| <input type="checkbox"/> 6-9 Delegates: less 15% | €535-00 |
| <input type="checkbox"/> 10+ Delegates: less 20% | €500-00 |

Deadline for Course Registration: 14 October 2011

Early Bird Registration

Register and settle Training Fees by **23 September, 2011** and get **an additional 10% discount** on the applicable price (as per Fees Structure)

Loyalty Discount (*)

Organisations that participated in the Launching Conference 21st June 2011 qualify for an extra, overall **10% Loyalty Discount**

Please complete and sign this Form, scan it and email it to jmicallef@theiet.org or carlo@scodanibbio.com

DELEGATE/S DETAILS (in BLOCK CAPITALS)

(more than 5 Delegates: please add separate schedule)

- 1 Delegate Name _____
Position _____
Email _____
- 2 Delegate Name _____
Position _____
Email _____
- 3 Delegate Name _____
Position _____
Email _____
- 4 Delegate Name _____
Position _____
Email _____
- 5 Delegate Name _____
Position _____
Email _____

ORGANISATION DETAILS

(please write in BLOCK CAPITALS)

Organisation _____
Nature of Business _____
Address _____
City _____ P/Code _____
Country _____
Phone _____ Fax _____
VAT Number _____

We are registering ___ Delegates @ € _____/each
Total amount € _____
Less 10% Early Bird Discount € _____
Less 10% Loyalty Discount (*) € _____

Net amount to be invoiced (excl. VAT) € _____

Authorising Manager

Name _____ Position _____

Date _____ Signature _____

(This Registration is invalid without a signature)

Training Grants ranging between 60 and 80% may be made available to eligible enterprises through the Training Aid Framework (TAF) Scheme administered by the ETC. Deadline for Training Grants Application: **29 September 2011**. NB: the onus of enquiring about and applying for Training Grants rests vested with your Organisation.

TERMS OF PAYMENT

Fees include: participation to the 4-day Course "Operational Lean Kaizen" to be held at a venue TBA on 22-29 October, 5-12 November 2011 – Refreshments and Lunches – Course Notes and Documentation – **Certificate of Achievement** (Certificate of Successful Completion, against satisfactory results in the course's tests and exercises) signed by Dr. Carlo Scodanibbio and Ing. Joseph Micallef – One free e-consulting Advice by Carlo Scodanibbio and/or Joseph Micallef.
Upon receipt of a duly completed and signed Registration Form, a **Confirmation Letter** and **Invoice** will be sent to you by the organisers.
Payment of Course Fees is strictly **on presentation** and is required **within 5 working days** from date of Invoice.

METHOD OF PAYMENT

Payments may be done by cheque or Bank Transfer in favour of Ing. Joseph Micallef, who acts as the official Course Organiser.

To arrange for payment after receiving **Confirmation Letter** and **Invoice** kindly contact Ing. Micallef directly on (+ 356) **9982 2244** or email jmicallef@theiet.org

CANCELLATION POLICY

All Cancellations of Registrations must be made in writing. Due to contractual obligations, a cancellation charge of 30% of the invoiced amount applies if the cancellation is received 10 days or less before Course starting date. However, a complete set of documentation will be sent to you. Substitutions are welcome at any time.
Should the course be cancelled by force-majeure or for any other reason, you will receive a **full refund** of the paid Fees.

<http://www.scodanibbio.com/malta2011/>

FURTHER COURSE INFORMATION. Dr. Carlo Scodanibbio – Email: carlo@scodanibbio.com
Web: <http://www.scodanibbio.com> Tel +356 - 2166 2115 – Mob +356 - 7996 6056