

# € TRAINING

Identifying and Reducing Wasteful Practices





# Identifying and Reducing Wasteful Practices

## Introduction:

This training program is designed to equip participants with the skills and knowledge necessary to identify and eliminate inefficiencies in organizational processes. Through a combination of theoretical learning and practical exercises, participants learn how to identify wasteful practices, such as unnecessary steps, bottlenecks, and redundancies, and develop strategies to reduce or eliminate them.

## Program Objectives:

At the end of this program, the participants will be able to:

- Identify wasteful practices within organizational processes and workflows.
- Implement strategies to reduce or eliminate inefficiencies and bottlenecks.
- Utilize lean management principles and tools to streamline operations and increase productivity.
- Foster a culture of continuous improvement and waste reduction within their teams and organizations.
- Monitor and measure the effectiveness of waste reduction initiatives and adjust strategies as needed.
- Demonstrate leadership in driving organizational effectiveness and efficiency through process optimization.

## Targeted Audience:

- Operations managers and supervisors responsible for optimizing processes within their departments.
- Quality assurance professionals seeking to enhance efficiency and reduce waste in organizational workflows.
- Continuous improvement specialists interested in developing strategies for identifying and eliminating wasteful practices.
- Team leaders and project managers involved in process improvement initiatives.
- Professionals from various industries looking to enhance their skills in lean management and waste reduction techniques.
- Employees committed to driving organizational effectiveness and efficiency through process optimization.

## Program Outlines:

### Unit 1:

## Operational Foundations:

- Practical Issues.
- Industry Standard Terminology.
- Industry Methodologies, Standards Best Practices.

## Unit 2:

### Process Mapping and Improvement:

- Business Mapping of Operations.
- Flow Charts.
- Measuring Costs and Continuous Improvement Strategies.

## Unit 3:

### Waste Reduction and Performance Enhancement:

- Identifying and Eliminating Waste, Rework, and Hidden Costs.
- Targeting Improvements.
- Developing Consistent Measures.

## Unit 4:

### Planning and Technological Integration:

- Planning Issues.
- Technology Issues.
- Information Technology Issues.

## Unit 5:

### Management and Implementation:

- Management Issues.
- Management Information Needs and Related Systems.
- Implementing Improvements.

