

# WORKSPACE OPTIMIZATION TRAINING CERTIFICATE

## COURSE DESCRIPTION

This training program provides participants with an overview of the basic principles of Lean Thinking, and targets training in 5S to increase efficiency, quality, improve employee satisfaction and reduce ineffective activities. The building, warehouse, factory, or jobsite contains your process, but it does not have to limit its capabilities. The working area is an essential component to contributing to your productivity. In this intensive training, understand how to analyze and leverage your working space and design your process to maximize performance using Lean tools.

## PROGRAM OBJECTIVES

- ✓ **Learn the fundamental aspects of the S.M.A.R.T. Start Up process**
- ✓ **Learn about Lean thinking principles**
- ✓ **Establish a basic understanding of wastes within a process or value stream**
- ✓ **Determine value-added and non-value-added activities**
- ✓ **Understand and apply the basics of workplace organization**
- ✓ **Learn about matrix, bubble, and zoning diagrams to identify optimal productivity flow**

## PROGRAM STRUCTURE

MODULE	LEARNING OUTCOMES	HOURS
Module 1: Project S.M.A.R.T. Start Up		
Discover how the S.M.A.R.T. Start Up process can draw out a large amount of information from project owners and stakeholders	<ul style="list-style-type: none"><li>• Review the origin of SMART Start Up process and the fundamentals of its practice.</li><li>• How to use sticky notes to quickly gather, group and access like ideas and test outlier ideas.</li><li>• Understand how being “Specific, Measurable, Attainable, Results-orientated and Time Specific” can create a path to success.</li><li>• Create a method for mapping risks and mitigations and how they can impact schedule or project timelines.</li><li>• Building Project Scope Confirmation summaries and ongoing project tracking systems/metrics.</li></ul>	3
Module 2: Lean Thinking 201		
Participants will be familiarized with the principles of Lean by operating workstations along an assembly line in a fictional aircraft plant.	<ul style="list-style-type: none"><li>• See how Lean changes can dramatically improve productivity through visual, hands-on simulation.</li><li>• Understand the foundation, principles, and goals of a Lean organization.</li><li>• Get introduced to the most common Lean tools.</li></ul>	6
Module 3: 5S – Sort, Set-In-Order, Shine, Standardize, Sustain		
It’s not just “housekeeping” or keeping it “neat and tidy” – it’s workplace organization.	<ul style="list-style-type: none"><li>• Define each “S” in 5S.</li><li>• Understand the benefit of 5S in a workplace.</li><li>• Practice a 5S.</li></ul>	3

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Module 3: Space Adjacency Analysis		
Analyze your building, warehouse, factory, or jobsite contains all your processes – and develop optimal layouts to support flow within your system.	<ul style="list-style-type: none"> <li>• Identify the different process spaces required by your system/value-stream.</li> <li>• Determine levels of importance of two process spaces and their proximity to one another</li> <li>• Determine the intensity of the relationship between spaces for supporting productive flow</li> <li>• Determine a selection criterion so process spaces with similar attributes can be sorted and grouped</li> </ul>	12
Total Instructional Hours:		24 hrs.

## EVALUATION

Attendance and participation in group discussions	20%
Two (2) spatial diagrams	10%
One (1) Waste Walk	20%
One (1) 5S Event	30%

TOTAL 100%

## PROGRAM DELIVERY

This course is delivered through a variety of activities including instructor-led sessions, group discussions, audio/visual presentations, and assignments.

## PRICE

\$1,700 per student

## INSTRUCTOR



**Avel Espiritu** is an expert in Lean principles and practices. With 14 years of progressive experience leading and managing projects, he applies Lean principles to execute project tasks and bring them to a close – on schedule and within budget.

As an innate team builder and dedicated mentor, Avel enjoys coaching business owners how to think Lean, particularly when they see direct results to their bottom line. Avel is an ASQ Certified Six Sigma Black Belt and is also the recipient of the Dale Carnegie Outstanding Performance Award.



**Shafraaz Kaba** is an Intergrated Project Delivery (IPD) expert and architect who thrives on facilitating architecture that is ecologically aware. He also facilitates the creation of regenerative, net zero energy, and carbon neutral architecture using Lean culture and design thinking.

Over the last 20 years, he has made significant contributions to the design and cultural landscape of Edmonton, mainly through founding Media Architecture Design Edmonton (MADE). Shafraaz has been a board director of Energy Efficiency Alberta and the Lean Construction Institute of Canada.