Program Name	Productivity Essentials
Level	N/A
Pre-Requisite(s)	N/A
Recommended WPE Programs To Have Completed Prior to Starting this Program	N/A
Total Hours	40
Description	This program will provide foundational training in essential continuous improvement skills critical in today's business operations. During this program, you will be introduced to the tools used in implementing Lean methodologies into your operation. The various tools will allow you to identify areas in which your organization can increase productivity and effectiveness.

Learning Outcomes:
- Define lean
- List the 8 deadly wastes
- Explain the purpose of 5S Workplace Organization
- Identify the key elements of 5S Workplace Organization
- Define key concepts defined by the language of productivity
- Demonstrate effective problem solving in daily activities
- List the basic components of value stream mapping
- Describe the key elements of process improvement
- Explain the theory of Constraints and Kanban pull systems
- Describe the steps in the Kaizen methodology
- Define SMED (Single Minute Exchange of Dies)
- Explain the importance of 'reliability of equipment' in continuous improvement
- Define RCPS (Root Cause Problem Solving)
- Apply RCPS to solve problems
- Describe the key principles of proper documentation when tracking changes
- Create documents critical to monitoring Key Performance Indicators and Standard Work
- Write Standard Work SOPs
- Explain the role of change management in continuous improvement

Standard Topics:
- What is lean
- The 8 deadly wastes
- 5S Workplace Organization
- Value stream Mapping
- Constraints and Kanban pull systems
- Kaizen methodology
- SMED (Single Minute Exchange of Dies)
- Reliability of equipment
- RCPS (Root Cause Problem Solving)
- Standard work SOPs
- Change Management