

Lean Management Webinar Series

Executive Summary

This is a proposal for the “Lean Management Webinar Series” for Malaysia Productivity Corporation (MPC). It provides an overview of the webinar objectives, expected outcome, methodology and proposed course content to be carried out during the webinar. Upon formal acceptance by MPC, this proposal will be used as a guideline for the detailed planning of the webinar.

Introduction

Lean is about relentless pursue of waste elimination, doing more with less through systematic and logical process improvement and optimization. It is a business philosophy that provides a near-perfect strategy for operational improvement and has been proven to serve various needs of the industries. However, many organizations have yet to instil the Lean concept in their organization. In the services industry, many non-value-added activities resulted in inefficiency in processes and customer dissatisfaction. These eventually led to high loss since organizations need to bear high operations costs besides losing their competitiveness in the industry. Thus, the implementation of Lean Management in optimizing and eliminating waste is the key to business excellence and sustainability. To ensure successful implementation, employees should be provided with adequate training, education, and guidance on how to effectively develop and implement the Lean System and put the Lean principles into daily work.

Webinar Objectives

These webinar series aim to provide knowledge on the basic concept of Lean, its principles, techniques and the alignment of Lean with modern technology. The main objective is to prepare the participants with the fundamental knowledge and skills to embark on a Lean journey.

By the end of this webinar series, participants should be able to:

1. Describe the Lean concept and align them to the respective organisations’ goals and objectives.
2. Understand the common techniques used for project recognition and identification.
3. Explain the linkages between Lean, Business Excellence and digitalisation strategy.
4. Comprehend the appropriate procedure for a successful Lean implementation.

Methodology

This webinar series will be conducted for 2 days with a total of 4 modules. 2 modules will be presented on the 1st day of the webinar and another 2 on the 2nd day. The presentation will be done online and 2 hours will be allotted for each module to allow for a fruitful discussion. The modules suggested are as follow:

Day 1	Day 2
Module 1: BE & Lean Concept Module 2: Lean Management System	Module 3: Lean in Services (case study) Module 4: Lean in a Digitalised World