

GBMP Developing a Lean Steering Committee

THE ROLE OF LEAN STEERING COMMITTEE IS TO GUIDE THE LEAN PROGRAM BY PROVIDING OVERSIGHT, EDUCATION AND RESOURCES TO FOSTER A CULTURE OF SUSTAINED CONTINUOUS IMPROVEMENT.

Who should attend? Managers, supervisors, support staff and others interested in advanced problem-solving techniques.

Time Commitment? 8 hours

Course Outline:

- Strategic Plan
- Develop a strategic plan for the lean program (x matrix)
- Do an annual evaluation of where we are
- Budget
- Communication (newsletters, et al)
- Newsletter dedicated to Lean
- Training plan, schedule of courses
- Website (with interactive component)
- External communications to public
- Open house/exposure to Lean program and tools/share projects/poster session
- Education
- All staff awareness/overview
- Practitioner tool training
- Leadership in depth understanding (specific to leadership e.g. x matrix, VSM)
- Create short educational modules
- Lean Resource Center, Curriculum, Conferences, Book Study
- Support, Monitor & Record
- Subject Matter Experts
- Continuing education
- Incorporate into job descriptions & annual reviews
- Supplies and forms available
- Review # of projects, breadth of projects, level of participation
- Requesting feedback, training evaluations
- Assess the performance of the Lean program
- Metrics, tracking system, assessment tools
- Behavioral indicators
- Completed projects archive (Kaizen plaque, improvement records/binder)
- Simple summary sheet
- Departmental results board, standard look for everyone
- Celebrate Success



617-710-7033



JMillman@gbmp.org
www.gbmp.org



60 Austin Street
Newton, MA 02460