



## Maintaining Improvements

### Lesson 0: Course Outline

#### Introduction

Hello and welcome to this course on Maintaining Improvements.

Using the tools of Lean and Six Sigma, we can significantly reduce waste and improve the quality of our product or service delivery.

But how do we ensure that the improvements made are maintained?

How do we ensure that the whole organisation is focused on a path of continuous improvement?

How do we ensure that we are measuring and displaying our performance with a view to becoming world class?

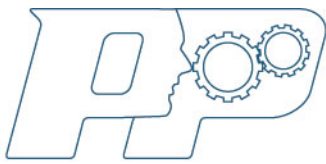
In this course we will look at how we can put in place a best practise system of metrics and visual management.

#### On completion of this training course, you will be able to:

- Understand how key performance indicators can be established.
- Understand Overall Equipment Effectiveness and how it is used to improve performance.
- Appreciate how Total Productive Maintenance is applied in the workplace.
- Understand the benefits of 5S in improving efficiency in the workplace.

#### Who is this course for?

This course is for those who want to learn about applying and maintaining Continuous Improvement in their work and who may have little or no previous experience in this area .



# People & Process Academy

This course is especially beneficial to those interested in implementing improvement projects in Lean & Six Sigma and Kaizen, aiming at continuously improving the quality of processes output within their organisations.

The course is divided into 4 lessons:

- **Lesson 1: Metrics**
- **Lesson 2: Total Productive Maintenance**
- **Lesson 3: Overall Equipment Effectiveness (OEE)**
- **Lesson 4: 5S**

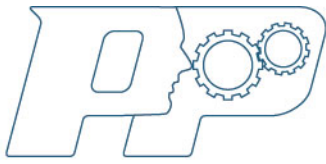
## How to navigate the course

If this is your first course with People & Process Academy, be sure to look at “Studying with People & Process” before you begin. This short video shows you how to find your way around the lessons and modules.

Lessons are all presented in video format, and there's a transcript you can follow as you watch. If you like, you can download the video transcript to revise later on. In this course, each new lesson builds on previous information, so it's best to follow the lessons in order. Similarly, you should follow each module in sequence as you first go through the course. All registered users have unlimited access to video lessons and transcripts, and you can repeat each video as often as you like.

There's a discussion forum attached to this course. You'll find the discussion forum on the course homepage. In this forum you can chat to other students and leave questions and comments on the course.

If you have any difficulties navigating the course, see the support section for help.



## The Assessment Method

There's a quiz at the end of each lesson to test your understanding of the material. To successfully complete this course, you must pass the quiz for each lesson. Once all the lessons have been completed, you can then download and print the People & Process completion certificate.

So let's get started! In the next lesson entitled "Metrics ", we will look at how key performance measurements are implemented in the workplace.