

## TRAINING PACKAGES TAILORED TO YOUR ORGANISATION

Three types of subscriptions - for small, medium and large companies

### SMALL BUSINESS

School up to 50 employees in your company.

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School up to 250 employees in your company

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School an unlimited number of employees in your company.\*

\*BIG BUSINESS subscription allows you to buy additional administrator accounts according to the number of the registered offices indicated in the registration form.

## ONE-YEAR ACCESS TO ALL MATERIALS

The purchase of our subscription means one-year access to all materials - both those available at the time of purchase and those prepared during the subscription period.

### Our categories

#### Lean Management

Learn about the concept of Lean Management, awaken the "kaizen spirit", learn about the tools that will allow you to manage your organization efficiently.

#### Quality

Apply the concepts of quality management to improve your organisation and yourself! Efficiently solve problems and learn about the requirements of international standards for management systems.

#### Six Sigma

Learn about Six Sigma methodology and project management principles to quickly identify errors and improve processes in your organization.

#### Purchasing and logistics

Learn how to improve your purchasing and logistics processes. Implement optimization tools to the benefit of you and your partners.

#### Project Management

Learn how to improve your purchasing and logistics processes. Implement optimization tools to the benefit of you and your partners.



## Our courses

### Introduction to Lean Management

The module is an introduction to the concept of Lean Management - the Japanese management philosophy. Taking the course will teach you about the Toyota Production System - its pillars, foundations and people.

You will also learn what the concept of Lean Management is and you will learn about the 8 wastes which occur in companies, which the Japanese call MUDA.

### Lean Office

This training module addresses the issues of Lean Management in an office environment. After taking this module you will have knowledge about standardized work and visualization in the office, organizing work according to the value stream and mapping the value stream along the process.

### The 5S Method

This module presents the most popular concept of workplace organisation in the world. Taking the course you will learn about 5 or even 6 steps of the 5S system, practical examples of how to use the method, and how to control the 5S system. Additionally, you will learn about good practices developed by experts in the 5S area.

### Layout Planning

Proper design and modernisation of facilities ensures the physical ability to generate added value and eliminate waste. In the sections of this module you will find out about the principles of layout design and design levels of production halls.

You will learn also what a computer simulation is, what opportunities it creates, what benefits it brings at the design stage, and more.

### Process Mapping and Analysis

This training module presents the main goals and methods of mapping processes. Methods such as flow analysis and VSM are discussed in detail along with specific examples to help you better understand the idea of using tools and to see their effectiveness.

### Work Standardization

The module is devoted to standardization as it is broadly understood. In it you will find out what benefits standardization brings to an organization and the consequences of a lack of commonly applicable standards.

In addition, you will learn how to implement standardized work, what elements it consists of, and how to verify that the current standards are being observed.

### Structure of continuous improvement

In this course you will learn why the KAIZEN philosophy should be applied to a company's strategy. You will learn the concept of continuous improvement, and find out what roles and responsibilities individual employees have in the improvement process. Moreover, you will learn about the tasks of employees responsible for the improvement system in a company, and ways to measure the effectiveness of these tasks.

## Our courses

### Mistake Proofing

This lesson focuses on the method of preventing unintentional mistakes by employees known as Poka Yoke.

### Work Ergonomics

In this training module the scope, application, and objectives of ergonomic diagnosis are discussed.

In addition, methods of diagnosing work are presented and the normalization of working time by means of elementary movements is discussed. You will also learn about the benefits of implementing elementary movement methods.

### Single Minute Exchange of Die

This training course discusses the SMED method – Single-Minute Exchange of Die, regarding the reduction of changeover time. In in this module you will gain knowledge about the four basic stages of SMED and will be surprised at what effects SMED can bring about.

### Key Performance Indicators – KPI

This training module discusses Key Performance Indicators - KPI. You will learn what KPIs are, and how to determine, monitor and manage them. You will also learn about the Wildly Important Goal tool, which is very useful in managing indicators. As management expert Peter Drucker says: "You can't manage what you can't measure."

### Working Time Standardization

In this training course, we answer the question of what working time standardization is all about, as we learn about the methods of standardization, summary and analytical, and how to measure working time.

### People in Lean System

This course stresses the importance of people for the development and improvement of any organization. You will also learn about the KAIZEN philosophy, its assumptions and principles. You will also learn what the system of employee ideas is, and what a system of rewarding employees should look like. You will then gain practical knowledge concerning competence and skills matrices. The next part of the course will be devoted to the system of employee training. You will learn what kind of training your employees need, and what training you should provide to build a competitive advantage on the market.

### Process Optimization

In this course you will learn how to optimize processes, and about the tools to eliminate waste.

After watching this course you will know how to turn waste into added value.

## Our courses

### Basic Problem Solving Tools

In this course you will find information on how to solve problems effectively using simple methods such as 5W2H, 5WHY, Pareto Diagram, SWOT Analysis, Ishikawa Diagram, Brainstorming and many more. You will learn in what circumstances to use specific methods to achieve the best results, and find practical examples of applications. You will also learn how to present analysis results and visualize data so that the message can be understood by all members of your team.

### Failure Mode and Effect Analysis

This training module is devoted to discussing a method of analysing the types and effects of possible errors: Failure Mode and Effect Analysis (FMEA). The lessons in this course will provide you with knowledge about the assumptions and types of FMEA, and two of them will be discussed in detail. In addition, you will learn many practical examples of how to use the method, and learn more about the team called up for analysis.

### DMAIC Model

This training module is devoted to a detailed discussion of the DMAIC model and its individual phases of define, measure, analyse, improve and control. In this course you will find practical tips on how to run a project, from definition to project closure.

### Theory of Constraints

This module is devoted to the methodology of identifying the most important limiting factor: the Theory of Constraints. In this course you will learn what the Theory of Constraints is and when to use it. You will also learn the Drum-Buffer-Rope method and the 5 steps to identify and eliminate constraints. You will also learn what the Theory of Constraints has in common with Lean Manufacturing and how to combine the two approaches to achieve measurable benefits in an organization.

### Lean Daily Management

In this course you will become familiar with Lean Culture in the production environment. You will learn what a Gemba Walk is, why to conduct one, and how to do it correctly. Moreover, you will learn what production meetings should look like, who participates in them and what you actually need to organize them. You will also learn tools for sharing knowledge such as One Point Lesson, Lesson Learned Card, and Kaizen Card. In the last part of the course you will learn about the importance of communication zones and visual management for proper interpersonal communication.

### Team Management & Communication

This course answers the questions: How do you manage your team effectively? What should effective communication look like? Who is the leader, and what is his or her role in the organization? This course provides knowledge about the functioning of teams in the organization: their life cycle, competences, purpose, and mission. Moreover, you will learn how to build authority among your employees. You will also learn the conditions for effective communication and methods of forming appropriate messages.

### Total Productive Maintenance

In this training module, the TPM concept – Total Productive Maintenance – is thoroughly discussed. The goals and benefits of using TPM and the foundations of TPM are presented. The last part of the training is devoted to indicators describing the efficiency of using machines and the effectiveness of a maintenance department. The course also includes the System of TPM Rounds in industrial companies.

## Our courses

### Advanced Problem Solving Tools

This course is dedicated to advanced problem solving tools. The first part of the course is about Quick Response Quality Control (QRQC) - the system to respond effectively to problems. In this section you will learn 6 rules of the QRQC and structure of the QRQC system. The second part of the course is devoted to the 8D method. This method allows you to solve problems in an orderly and logical way by using eight steps in the appropriate sequence.

### SPC and MSA

This training module addresses the topic of Statistical Process Control (SPC) and Measurement System Analysis (MSA). After taking this module you will have knowledge about SPC and benefits resulting from the use of this tool in industry. You will learn what MSA is and what the main concepts used in MSA are. You will also get familiar with benefits resulting from the use of MSA in the manufacturing process.

### Purchases

In this module you will learn about the Cost Breakdown and you will find out the advantages of this tool. You will get familiar with the structure of costs in this method and the tool construction. You will also learn what the purchasing process is.

### Introduction to Six Sigma

This module presents the basics of Six Sigma. Taking the course you will learn about Six Sigma terminology: Project Charter, CTQ, Types of Data, Gage R&R, Histograms, Criteria-Based Matrix, DOE, Pilot Project, Control Plan. You will also learn about people that are needed in the project team and competences and knowledge of the project team members.

### Food Safety Management System

In this module you will find out what quality is and you will learn about the tools to ensure food health quality and food safety. After watching this course you will know the difference between HACCP, TACCP and VACCP. You will learn about requirements, similarities and differences of ISO 22000 and ISO 9001.

### System Management

While watching this module you will get knowledge of management principles. You will become familiar with the risk management concept and two approaches to risk - traditional and modern. You will also learn about the subsequent steps of risk analysis, i.e. risk evaluation, risk treatment and monitoring and review.

### Logistics

This training module discusses key aspects of the logistics system. In in this module you will gain knowledge about main fields and areas of logistic activities in the company, classification of types of inventory, inventory control methods and logistical decisions in transportation. You will also learn about PEFP, Bullwhip, Sequencer, Heijunka, Just in Time system and many more!

## Our courses

### Project Life Cycle

In the training course you will learn what a project is and the methodology of managing projects.

Moreover, you will learn how to effectively choose the best method of managing a project.

In the following parts of the course you will learn about all phases of the project - from the initiation of the project to monitoring its results. You will also learn what to pay attention to in each of them.

### Just in Time and Kanban

This module discusses the production process control method known as KANBAN. You will learn what this method is and where it is used, the requirements and conditions for effective use of KANBAN, and what supermarkets, signals and KANBAN cards are.

### ISO 14001

After watching this course your knowledge of international standards for environmental management systems will increase. You will learn about the requirements of ISO 14001, the basic definitions specific to an environmental management system and learn how to identify and evaluate environmental aspects. We recommend watching the ISO 9001 course before viewing this course.

### IATF 16949

After watching this course you will learn about the requirements of the automotive standard described in IATF 16949. You will learn what you should do in terms of organizational context, leadership, planning, monitoring, analysis and evaluation, internal audit, management review and continuous improvement to fulfill global automotive industry standards. In addition, you will learn about process capability indicators and their impact on your customer satisfaction. We recommend watching the ISO 9001 course before viewing this course.

### ISO 9001

In this course you will gain knowledge about the management system requirements contained in ISO 9001. You will also learn about the tools and good practices used in creating a system. Lessons are enriched with situational cases which help you understand the requirements and assimilate knowledge.

### APQP, PPAP

This course addresses the APQP methodology, which is Advanced Product Quality Planning, and the PPAP methodology, which is the Production Part Approval Process. After watching lessons in this course, you will have knowledge of how APQP and PPAP can be used in your organization. You will also learn what results you can expect from implementing APQP when starting new production and making major technological changes to processes.

### Analysis and Optimization of TCP

After watching this course you will find out what Technical Production Cost is, what it is used for. Additionally, you will be able to interpret various examples of cost structure in organizations. You will also learn what you can do to reduce total costs in your organization.

## Our courses

### Six Sigma Tools

In this course you will learn about the Six Sigma tools, specifically what is the Design of Experiments, the Robust Design and the Loss Function. In addition, you will learn about the Kappa and the ICC, tools to help you evaluate your measurement system, and what criteria to use when selecting a Six Sigma project. That's not all! We will also discuss the issue of creativity in Six Sigma projects and answer the question: Lean and Six Sigma - together or separately?

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