



PREFERRED TRAINING
NETWORKS



LEAN THINKING STYLES, PRODUCTIVITY & REDUCING WASTE IN GOV

"The most dangerous kind of waste is the waste we do not recognise." – Shigeo Shingo

The government sector is challenged to deliver high-quality services efficiently and effectively. This workshop introduces participants to lean thinking principles and how they can be applied to reduce waste, optimise processes, and improve productivity. Through engaging discussions and practical activities, participants will explore techniques to identify inefficiencies, implement continuous improvement, and foster a culture of innovation within their teams. By the end of the day, attendees will leave with actionable strategies to streamline operations and achieve measurable results.

Key Course Content:

- Understand lean principles and differentiate value vs. waste.
- Learn process mapping techniques to identify inefficiencies.
- Identify and reduce bottlenecks with affinity diagrams.
- Foster a lean mindset to drive innovation and efficiency.
- Develop actionable plans with clear goals and metrics.
- Sustain productivity improvements with team involvement.
- Share insights and finalise personal action plans for success.
- Build strategies to remove role ambiguity and enhance clarity.
- Encourage collaborative brainstorming for continuous improvement.



Target Audience:

Managers and Staff



Duration:

This course is available as a 1-day course or a truncated half-day course.



Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



Group Size:

We recommend a group size of 4-10 people.



Get a Quick Quote:

Let us know if you would like an obligation free quote for your organisation.

GET IN TOUCH: 📞 1300 323 752 | ✉ Deborah: ddear@preftrain.com | 💻 preftrain.com

Session Plan

9:00 AM - 9:15 AM:

Lean Thinking Fundamentals

- Understanding lean thinking principles.
- Ground rules and expectations.
- The core principles of lean thinking.
- Identifying value versus waste in government processes.
- Exploring common types of waste (e.g., time, resources, inefficiencies).

10:15 AM - 10:30 AM:

Morning Tea Break

10:30 AM - 12:00 PM:

Mapping Processes and Identifying Waste

- Process mapping techniques.
- Identifying bottlenecks and inefficiencies.
- Using affinity diagrams to identify and remove waste.
- Brainstorming.

12:00 PM - 12:45 PM:

Lunch Break

12:45 PM - 1:45 PM:

Tools and Techniques for Continuous Improvement

- Introduction to tools like 5S, Kaizen, and root cause analysis.
- Practical application of lean tools to government scenarios.
- Encouraging team involvement in improvement initiatives.

1:45 PM - 2:30 PM:

Fostering a Lean Culture

- Building a mindset of innovation and efficiency.
- Overcoming resistance to change.
- Leading change.
- Removing role ambiguity.

2:30 PM - 2:45 PM:

Afternoon Tea Break

2:45 PM - 4:15 PM:

Action Planning and Implementation

- Developing a lean implementation plan.
- Setting achievable goals and metrics.
- Low hanging productivity improvements.
- Ensuring sustainability of improvements.

4:15 PM - 4:45 PM:

Review, Refocus, and Refine

- Sharing insights and takeaways.
- Group discussion: Overcoming specific challenges in government.
- Finalising personal action plans.

4:45 PM - 5:00 PM:

Closing and Feedback

- Summary of key learnings.
- Participant feedback and evaluations.

