



LEAN MANAGEMENT AWARENESS TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor



+603 8022 8330



+603 8022 8201



info@mtbmgroup.com



mtbmgroup.com

Course Title: Lean Management Awareness Training

Course Validity: 1 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with a clear and practical understanding of Lean Management, focusing on how organisations can eliminate waste, improve workflow efficiency and enhance value for customers through structured Lean principles and tools. The program introduces participants to foundational Lean concepts such as value creation, waste identification, continuous improvement, process flow optimisation and the importance of employee involvement in driving operational excellence. Participants will also learn about key Lean tools including 5S, Kaizen, Value Stream Mapping, Standard Work and Visual Management, as well as how these tools can be applied in daily operations to streamline processes and reduce inefficiencies. Through real examples, simple simulations and practical explanations, this course equips participants with the awareness and mindset required to support Lean transformation initiatives and cultivate a culture of continuous improvement within their organisation.

OBJECTIVE(S):

- Understand Lean principles, mindset and organisational benefits.
- Learn how to identify value-added and non-value-added activities.
- Recognise the 8 types of waste and their operational impact.
- Gain awareness of key Lean tools for process improvement.
- Strengthen employee involvement in Lean culture and initiatives.
- Understand how Lean supports productivity and operational excellence.

MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

TARGET GROUP(S):

- All employees across departments
- Supervisors and team leaders
- Production and operations personnel
- Office, administrative and support staff
- Quality, maintenance and engineering personnel
- Anyone involved in improvement activities

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to Lean Management and Continuous Improvement
2. Value, Waste Identification and the Lean Mindset
3. The 8 Wastes and Practical Examples
4. Introduction to Lean Tools: 5S, Kaizen and Standard Work
5. Value Stream Mapping and Process Flow Awareness
6. Visual Management, Daily Control and Employee Involvement
7. Lean Culture, Leadership Roles and Awareness for Implementation

LIST OF REFERENCE BOOK(S):

- Lean Management and Continuous Improvement Guides
- Toyota Production System (TPS) Concepts
- Operational Excellence and Productivity references

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- Lean tool templates and examples

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Practical examples and simulations

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:00 am	Topic 1: Introduction to Lean Management and Continuous Improvement
10:00 am – 10:45 am	Topic 2: Value, Waste Identification and Lean Mindset
10:45 am – 11:00 am	Morning Tea Break
11:00 am – 12:15 pm	Topic 3: The 8 Wastes and Real Examples
12:15 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 4: Key Lean Tools – 5S, Kaizen and Standard Work
2:30 pm – 3:30 pm	Topic 5: Value Stream Mapping and Process Flow Awareness
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 4:30 pm	Topic 6: Visual Management and Employee Involvement
4:30 pm – 5:00 pm	Topic 7: Lean Culture, Leadership Roles and Implementation Awareness
5:00 pm – 5:15 pm	Q&A and Closing