



## **LEAN MANAGEMENT – CONTINUOUS IMPROVEMENT FOR BUSINESS SUSTAINABILITY TRAINING**



MTBM Group Sdn. Bhd. (1600656-M)

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

**Course Title:** Lean Management – Continuous Improvement for Business Sustainability Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This training provides participants with a comprehensive understanding of Lean Management as a strategic approach to eliminate waste, improve operational efficiency, and sustain long-term business performance. The programme introduces Lean principles, tools, continuous improvement methods, problem-solving techniques, value stream analysis and Lean culture building. Participants will learn how Lean contributes to organisational sustainability through optimised processes, reduced cost, improved quality and increased customer value.

## **OBJECTIVE(S):**

- Understand Lean Management concepts, principles and benefits.
- Identify and eliminate various forms of waste in business processes.
- Apply Lean tools such as 5S, Kaizen, Value Stream Mapping and Standard Work.
- Strengthen problem-solving using Lean PDCA and root cause analysis.
- Improve process flow, productivity and quality through Lean initiatives.
- Build a culture of continuous improvement across teams and departments.
- Develop Lean-based action plans to drive business sustainability.

**TARGET GROUP(S):**

- Managers, Supervisors & Team Leaders
- Process Owners & Department Heads
- Production, Operations, QA/QC, Engineering
- Office / Admin / Service-based personnel
- Anyone involved in process improvement & business optimisation

**ENTRY REQUIREMENT(S):**

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

**TOPIC(S):**

1. Introduction to Lean Thinking & Business Sustainability
2. The 5 Lean Principles
3. Understanding Value & Waste (Muda, Mura, Muri)
4. Lean Culture & Kaizen Mindset
5. 5S Workplace Organisation
6. Value Stream Mapping (VSM)
7. Standard Work & Visual Management
8. Lean Tools for Process Efficiency
9. Root Cause Analysis (5 Why, Fishbone)
10. PDCA & Continuous Improvement Cycles
11. Lean Metrics & Performance Indicators
12. Lean Implementation Roadmap & Action Plan

**LIST OF REFERENCE BOOK(S):**

- “Lean Thinking” – James Womack & Daniel Jones
- “The Toyota Way” – Jeffrey Liker
- Kaizen & Lean Toolkits
- PDCA & Problem-Solving Guides

**LIST OF TEACHING AID(S):**

- LCD projector
- Computer
- Whiteboard with accessories

**METHODOLOGY(S):**

- Lecture
- Group discussions
- Case studies
- Lean simulation exercises
- Practical workshops (5S, VSM, Kaizen)

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration & Introduction
9:00 am – 9:45 am	Topic 1: Lean Thinking & Business Sustainability
9:45 am – 10:30 am	Topic 2: The 5 Lean Principles
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 3: Value & Waste (Muda, Mura, Muri)
11:30 am – 12:30 pm	Topic 4: Lean Culture & Kaizen Mindset
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 5: 5S Workplace Organisation
2:30 pm – 3:30 pm	Topic 6: Value Stream Mapping – Concepts & Steps
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Workshop 1: 5S & VSM Practical Simulation

## TRAINING SCHEDULE

### Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 9:45 am	Topic 7: Standard Work & Visual Management
9:45 am – 10:30 am	Topic 8: Lean Tools for Process Efficiency
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 9: Root Cause Analysis (5 Why, Fishbone)
11:30 am – 12:30 pm	Topic 10: PDCA & Continuous Improvement
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 11: Lean Metrics & Performance Indicators
2:30 pm – 3:30 pm	Topic 12: Lean Implementation Roadmap
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Final Workshop: Lean Improvement Action Plan