



LEAN MANAGEMENT IMPLEMENTING TRAINING



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Course Title: Lean Management Implementing Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with the practical knowledge, structured methods and hands-on techniques required to implement Lean Management effectively within their organisation. The program covers end-to-end Lean deployment steps, from identifying process inefficiencies and mapping value streams to designing improved workflows, standardising tasks and establishing visual control systems. Participants will learn how to apply Lean tools such as 5S, Kaizen, Standard Work, Value Stream Mapping, Root Cause Analysis and waste elimination techniques in real operational settings. Through workshops, simulations and guided improvement activities, participants will gain the competency to execute Lean projects, drive continuous improvement initiatives and embed Lean culture into daily work processes.

OBJECTIVE(S):

- Apply Lean principles to improve process flow and reduce waste.
- Conduct value stream mapping and identify improvement opportunities.
- Implement 5S, Kaizen, Standard Work and other Lean tools.
- Develop improved workflows, layouts and visual management systems.
- Use root cause analysis to solve operational problems effectively.
- Engage teams in continuous improvement activities.
- Establish Lean documentation, monitoring and sustainability mechanisms.
- Support organisational Lean transformation and performance improvement.

TARGET GROUP(S):

- Supervisors and team leaders
- Process owners and improvement teams
- Production, operations and maintenance personnel
- Quality and engineering staff
- Lean champions and continuous improvement facilitators
- Anyone involved in Lean project implementation

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Lean Principles and Implementation Roadmap
2. Process Mapping, Value Stream Mapping and Waste Identification
3. 5S Implementation Techniques and Workplace Standardisation
4. Kaizen, Problem Solving and Root Cause Analysis
5. Standard Work, Takt Time, Cycle Time and Flow Management
6. Visual Management Systems and Performance Monitoring
7. Team Engagement, Leadership Roles and Change Management
8. Implementing Lean Projects and Sustaining Continuous Improvement

LIST OF REFERENCE BOOK(S):

- Lean Management and Continuous Improvement Guides
- Toyota Production System (TPS) References
- Productivity and operational excellence standards

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- Lean implementation templates and worksheets

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Hands-on Lean workshops
- Simulation and practical exercises

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Lean Principles and the Implementation Roadmap
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2: Process Mapping, VSM and Waste Identification
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 3: 5S Implementation and Workplace Standardisation
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 4: Kaizen, Problem Solving and Root Cause Analysis

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Standard Work, Takt Time, Cycle Time and Flow
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 6: Visual Management Systems and Performance Monitoring
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 7: Team Engagement, Leadership and Change Management
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 8: Lean Project Implementation and Sustainability