Lean System Primer, Part 1: Overview
Checklist

PREPARATION STEPS
- Schedule 60 minutes for team training session
- Set up training area with whiteboard or poster-board – have markers available
- Label two columns on the board: Opportunities and Concerns
- Have Lean System Primer Part 1 audio loaded on device and ready to play aloud during the session
- Prepare a copy of the Lean System Primer Part 1 Notes for each person to be trained
- Obtain a three-ring binder for each person to be trained
- If needed, refresh your own knowledge of the Lean Management System – see The Essence of Lean Chapter 2 pp. 11-32 and Chapter 3 pp. 33-43.
- Preview listen to the Lean System Primer Part 1 audio

1) Welcome the team and explain the purpose of the session
- Give out the Notes copies and explain that there are three parts to this audio – this is the first
- Explain that the purpose of the session is to provide management personnel with an introduction to the Lean Management System

The objectives of the session are to learn:
a) What is Lean Management?
b) What is "Waste" and why is it one pillar of a Lean system?
c) What is "Empowerment" and why is it the other pillar of a Lean system?

2) Listen to audio file: "Lean System Primer Part 1" (22 minutes, 41 seconds)

3) Ask them to explain what they just heard (in their own words)

4) Ask them how they think Lean management will work at your organization. What opportunities do they see? What concerns do they have?
Summarize the opportunities and concerns as bullet point statements and write these statements on the board under the appropriate heading.

Note: Be prepared to confirm and/or add to the opportunity bullets with your own opinions (refer to Chapter 2, pp. 25-26 and Chapter 3, pp. 41-43.)

Listen to and recognize the concern bullets. Explain that a Lean transformation often changes the way that things are done and this can be unsettling … however, the ultimate benefits are well worth it.

5) Ask them to keep their notes in their three-ring binder