

Manufacturing Best Practice **Workshops** 2009/2010



Helping
Manufacturers
Make it Better

west midlands
mas
BERR manufacturing advisory service

FREE Manufacturing Best Practice Workshops 2009/2010

In these testing times for business, what really matters to you and your customers? Your processes? Your productivity? Your product?

At the Manufacturing Advisory Service your business is our business and we can work with you to identify and solve your problems. Our renowned best practice workshops are delivered by experienced manufacturing practitioners who introduce you to the latest methods and techniques. They are interactive and boost learning skills through practical examples.

The workshops are free of charge and ideally suited to managers, supervisors and owners who are committed to improving their manufacturing performance.

Applying the learning has led to substantial business improvements for delegates in previous years and priority is given to manufacturers who are small to medium in size, although larger companies are not excluded.

For your convenience there is a choice of venues and you can now attend workshops across the region in Cannock, Coventry or Stourbridge.

So apply today, we can help you to make it better.

For better business health
Register online www.manufacturingmatters.co.uk
or call 01248 671 101



IMPROVING PRODUCTIVITY

Do you need to improve your productivity but not sure where to start? This workshop outlines key approaches to productivity improvement. It is designed to help you identify approaches that are relevant to you and will introduce a generic 'route map' that you can use to improve your manufacturing performance.

Workshop topics include:

- 4 key factors that can influence your manufacturing performance
- Key approaches that can drive productivity improvements
- Step-by-step approaches to performance improvement
- Self-diagnostic that allows identification of specific improvement opportunities in your business

VENUE DATES

STOURBRIDGE 21st APR '09
COVENTRY 22nd APR '09
CANNOCK 23rd APR '09



VALUE STREAM MAPPING FOR PROFICIENT PROCESSES

Processes exist to get things done. They often vary and leave room for improvement. It is not unusual for 10%, 20% or, in some cases 50% performance improvements to be made in key processes. This workshop demonstrates how improvements can be identified and how to target the most important improvements for your business. This workshop explains this concept of waste and demonstrates the practical solutions required to eliminate waste from your business' processes.

Workshop topics include:

- Value Stream Mapping, understanding process performance and work flow
- Understanding process wastes with a 'Waste Spotter's Guide'
- Eliminating 'waste' through value added assessment

VENUE DATES

STOURBRIDGE 19th MAY '09
COVENTRY 20th MAY '09
CANNOCK 21th MAY '09



IMPROVE YOUR OPERATION USING VISUAL MANAGEMENT TOOLS

Imagine playing in a football match where no-one knows the score, you score, the opposition scores but nobody is keeping track. The manager can't monitor the skill level or quality of the game if the ball and pitch are oddly shaped, the goal posts are hidden or if they are in a meeting during the game. How long will the team chase improvements or maintain real interest in the game? This workshop explains how employee involvement can become 'commitment' through making performance-critical information available. An organised workplace will improve productivity and health & safety, it will also create a good impression for your customers.

Workshop topics include:

- The role of effective 'Visual Management'
- Visual production control and performance indicators
- Workplace organisation using the 5S approach.

VENUE DATES

STOURBRIDGE 16th JUN '09
COVENTRY 17th JUN '09
CANNOCK 18th JUN '09

THE KEY TO EFFECTIVE COMMUNICATION

All businesses know effective communication, whether to inform or to motivate others, is essential. So why is it that 'poor communications' is often cited when things go wrong? This workshop examines the symptoms and underlying causes of poor communications in businesses and offers practical advice on how it can be more effective.

Workshop topics include:

- The reasons for poor communication
- The symptoms and impact of poor communication
- Personality differences and communication
- Basic principles of effective communication

VENUE DATES

STOURBRIDGE 6th OCT '09
COVENTRY 7th OCT '09
CANNOCK 8th OCT '09

PROBLEM SOLVING MADE EASY

Problems are an every day occurrence. The ability to solve problems quickly and effectively is a *must have* competitive advantage in today's business environment. This workshop introduces tried and tested approaches to resolving problems. It illustrates practical tools and techniques required to solve a real-life manufacturing problem.

Workshop topics include:

- Why problem-solving often goes wrong and problem prioritisation
- Key steps in the problem-solving process
- Analysing and interpreting facts then establishing root causes
- Selecting a solution – and making it 'stick.'

VENUE DATES

STOURBRIDGE 14th JUL '09
COVENTRY 15th JUL '09
CANNOCK 16th JUL '09

GET MORE FROM YOUR EQUIPMENT (IMPROVING OEE)

How effective is your manufacturing equipment in producing good quality products? Are you as high as 70%, 80% or 90%? Your equipment (even 'bottleneck' machines) have the potential to be more effectively utilised – sometimes as much as 100%, without additional working hours or more people! This workshop explains what 'Overall Equipment Effectiveness' is and introduces a quick changeover process called SMED to enable you to release the full potential of your manufacturing equipment.

Workshop topics include:

- The concept of 'Overall Equipment Effectiveness'
- The 'six big losses'
- Key steps to increase OEE
- Changeover and set-up time reduction

VENUE DATES

STOURBRIDGE 3rd NOV '09
COVENTRY 4th NOV '09
CANNOCK 5th NOV '09



TRANSFORM YOUR TEAM INTO A PROBLEM SOLVING MACHINE

Many of the world's best companies have demonstrated, that with a team based approach to continuous improvement, large and sustainable improvements can be regularly achieved. This workshop introduces the underlying principles of this Kaizen approach and explains the basic tools and techniques that teams use to deliver measurable business gains.

Workshop topics include:

- Traditional and Kaizen approaches
- Benefits of a team-based approach
- Key issues in introducing Improvement Teams
- The 'Improvement Cycle'
- Measures and Target setting

VENUE DATES

STOURBRIDGE 1st DEC '09
COVENTRY 2nd DEC '09
CANNOCK 3rd DEC '09



PROJECT MANAGEMENT AND INTRODUCING NEW PRODUCTS EFFECTIVELY

Making minor changes to a process or introducing a new product into a manufacturing business is rarely simple and straightforward. The complexity inherent in most changes to a product or processes increases the chances of something going wrong – and it often does. This workshop explains why most 'change points' go wrong and introduces a 'best practice' approach to introduce changes effectively into your business.

Workshop topics include:

- Planning for success – key steps
- Cross-functional teams
- Phase-gate reviews
- Selecting and using the right metrics

VENUE DATES

STOURBRIDGE 2nd FEB '10
COVENTRY 3rd FEB '10
CANNOCK 4th FEB '10

SIX SIGMA – A PRACTICAL APPROACH

Predictable processes result in good products and easy management. Unpredictable methods produce inconsistent results. This workshop examines the causes of such unpredictability and explains how process variation can be monitored and reduced.

Workshop topics include:

- The Six Sigma Philosophy
- Types of process variation and how to measure and monitor process variation
- Measuring process capability and sources of process variation
- How to mix Lean and Six Sigma

VENUE DATES

STOURBRIDGE 5th JAN '10
COVENTRY 6th JAN '10
CANNOCK 7th JAN '10

SUPERIOR STRATEGY & LEAN LEADERSHIP

Some manufacturing companies are able to keep one step ahead and are seen as leaders in their areas of technology and the adoption of 'best practice'. They often manufacture successfully while others struggle. It is almost certainly because they are determined to take control of their own futures by developing a robust manufacturing strategy. This workshop explores in detail what constitutes a good strategy. It is an aid to both developing and implementing an effective strategy.

Workshop topics include:

- Why strategy matters
- The core ingredients of a manufacturing strategy
- Modern manufacturing choices
- The key steps in developing and implementing a manufacturing strategy

VENUE DATES

STOURBRIDGE 2nd MAR '10
COVENTRY 3rd MAR '10
CANNOCK 4th MAR '10

↘ **STOURBRIDGE**

Stourbridge Rugby Club

Stourton Park
Bridgnorth Road, Stourbridge DY 7 6QZ
Tel. 01384 395000
www.stourbridge-rugby.com

↘ **COVENTRY**

Coventry Rugby Club

Butts Park Arena
Butts Road, Coventry CV1 3GE
Tel. 0871 750 9100
www.coventryrugby.co.uk

↘ **CANNOCK**

Cannock Cricket and Hockey Club

Church Lane, Four Crosses, Hatherton
Cannock WS11 1RR
Tel. 01543 502424
www.cannockcricketandhockeyclub.co.uk

All workshops start at 9am. Registration and coffee is from 8:30am. Generally, workshops end at 1pm
(note, Problem Solving Made Easy is 9am to 3pm).
Buffet lunch and networking is available from 1pm.

Register online

www.manufacturingmatters.co.uk

or call 01248 671 101

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