# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TAB</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECTIVES</td>
<td>1</td>
</tr>
<tr>
<td>AGENDA</td>
<td>1</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>LESAT OVERVIEW</td>
<td>3</td>
</tr>
<tr>
<td>LESAT FACILITATION</td>
<td>4</td>
</tr>
<tr>
<td>LESAT CALCULATOR</td>
<td>5</td>
</tr>
<tr>
<td>CASE STUDIES</td>
<td>6</td>
</tr>
<tr>
<td>INTERPRETING LESAT RESULTS</td>
<td>7</td>
</tr>
<tr>
<td>LESAT IN USE</td>
<td>8</td>
</tr>
<tr>
<td>WORKSHOP EVALUATION</td>
<td>9</td>
</tr>
</tbody>
</table>
LESAT FACILITATOR WORKSHOP

March 27, 2003

OBJECTIVES/DESIRE OUTCOMES

OBJECTIVES

• To assist in “Growing the Lean Community”
• To assist in attaining a common understanding of the rationale and utilization of LESAT
• To establish the interrelationships of LESAT, TTL Roadmap and LEM
• To facilitate networking among Lean Champions

DESIRE OUTCOMES

For Attendees

• Attendees will return to their companies capable of facilitating LESAT implementation and continued utilization
• Opportunities to learn from others and to network with other Lean Champions
• Attendees will more thoroughly understand how to analyze and interpret LESAT results, and to provide guidance to Enterprise Executives in updating Lean Transformation Plans
• Attendees will more thoroughly understand how to integrate LESAT with other Enterprise scorecards
• Lean transformation initiatives among attendees’ companies will be more successful via LESAT utilization

For MIT

• LAI/MIT will solidify its position as a thought-leader in lean enterprise transformation and assessment
• LESAT will be widely embraced and effectively utilized among LAI members
FOLLOWING THIS WORKSHOP, PARTICIPANTS SHOULD BE ABLE TO:

- Understand relationship between LEM, TTL, and LESAT
- Organize and execute a LESAT implementation
- Coach others in their company in LESAT’s utilization
- Prepare the Enterprise Leadership Team for executing LESAT by presenting an overview of TTL
- Tailor MIT’s LESAT Kickoff Presentation to their own company
- Obtain Enterprise Leader’s commitment to personally sponsor and participate in the assessment
- Prepare materials for the assessment
- Conduct the LESAT Kickoff Meeting and provide instructions for group assessments
- Provide advice and consultation to groups during the assessment
- Collect and summarize assessment results; prepare presentation for LESAT Follow-up Meeting
- Prepare materials for Follow-up Meeting (Flip Charts, etc.)
- Conduct Follow-up Meeting and facilitate discussion among Leadership Team relative to interpretation of results
- Capture primary issues that surface during meeting
- Obtain agreement and understanding of next steps
- Conduct post-meeting analysis, work with Executive Team to update/modify Lean Transformation Plan and other affected initiatives
- Conduct second follow-up meeting of Executive Team, if needed
- Prepare for subsequent LESAT executions

RECOMMENDED READING PRIOR TO LAUNCHING LESAT

- TTL Guides, Volume I, II, and III
- LESAT Facilitator’s Guide, Version 1.0
WORKSHOP AGENDA

7:30am    Continental Breakfast
8:00      Welcome (C. Hallam)
8:15      Introduction to the LESAT Facilitator’s Workshop (T. Shields)
8:45      LESAT Overview (T. Shields)
9:45      **Morning Refreshment Break**
10:00     LESAT Facilitation (C. Hallam)
11:00     The LESAT Calculator (C. Hallam)
11:45     **Lunch**
12:45     Introduce Cases and Objectives (T. Shields)
1:00      Break-out Case Sessions
2:00      **Afternoon Refreshment Break**
2:15      Interpreting and Acting on LESAT Results (C. Hallam)
3:00      Break-out Case Prep Time
3:30      Team presentations of cases (C. Hallam)
4:00      LESAT in Use, Questions (T. Shields)
4:30      Workshop Evaluation and Adjourn (T. Shields)