

LESAT FACILITATOR WORKSHOP

March 28, 2002

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OBJECTIVES/DESIRED 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

DESIRED 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

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|--------|---|
| 7:30am | Continental Breakfast |
| 8:00 | Welcome |
| 8:15 | Introduction |
| 8:45 | TTL Roadmap Overview |
| 9:30 | LESAT Overview |
| 10:15 | <i>Morning Refreshment Break</i> |
| 10:45 | LESAT Facilitation |
| 11:45 | The LESAT Calculator |
| 12:15 | <i>Lunch</i> |
| 1:15 | Cases |
| 1:30 | Break-out Session |
| 2:15 | <i>Afternoon Refreshment Break</i> |
| 2:30 | Group Reports |
| 3:00 | Interpreting Assessment Results |
| 4:00 | Workshop Evaluation |
| 4:15 | Adjourn |