

# LEAN TOOLS : 7 WASTES

## Course Summary:

In this course, you will learn what is waste and how to eliminate it. Waste is not only things that end up in the trash. Waste is any work that is unnecessary to the process and adds no value. Reducing waste is not a one-time effort, but a plan that should be put into place and maintained. Lean Tools: 7 Wastes will help you identify the waste in your organization and find ways to reduce the amount of wasted time and resources. During the course there will be several question pages. You will be prompted to evaluate your current job and translate what you are learning into actions for your company.



## Highlights:

- Identifying the 7 wastes
- Why is over production a bad thing?
- Waiting = waste
- Area layout and wasted motion
- Eliminating defects in production
- Standardizing work flow



## Glossary Terms in this course:

Buffer stock	Process	Standard Work
Defects	Production Kanban	Takt Time
Extra Processing	Pull	Value Stream
In-Process Supermarket	Push	Value Stream Mapping
Kanban	Queue Times	Waste
Poka-Yoke	Safety Stock	Withdrawal Kanban
Pitch	Signal Kanban	Work Unit