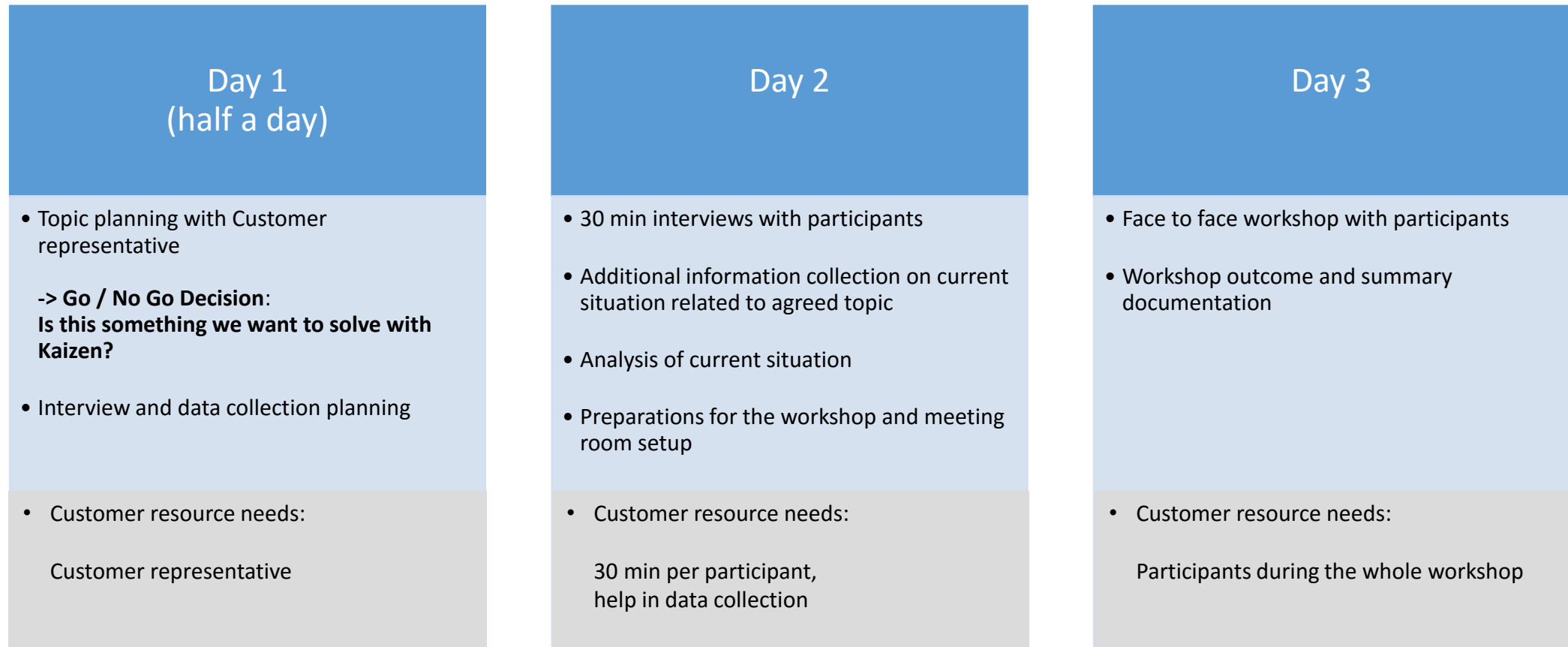


# Workshop Examples

Time2LeanOn

# Personnel Development Workshop - Example with 5 Participants



NOTE: These 3 days are scheduled in the course of 1-2 calendar weeks.

# Personnel Development Workshop - Example with 5 Participants



\* Example price with 5 participants and a scope fitting into 1 workshop day, including facilitator's travel expenses in Tampere area. Customer provides suitable meeting room. Larger scope or additional participants impact the needed time in days, facilitator's work amount and add 0.5-1 additional workshop day.

*No costs if No-Go decision is made on day 1*

# Problem Solving Workshop (Kaizen) - Example with 5 Participants

Day 1	Day 2	Day 3	Day 4	Day 5
<ul style="list-style-type: none"> <li>• Definition of problem, scope, goal and team together with Sponsor*</li> </ul> <p><b>-&gt; Go / No Go Decision: Is this something we want to solve with Kaizen?</b></p> <ul style="list-style-type: none"> <li>• Interview and data collection planning</li> </ul>	<ul style="list-style-type: none"> <li>• 30 min interviews with participants **</li> <li>• Additional data collection from operative process</li> <li>• Analysis of current process performance and pain points</li> <li>• Preparations for the workshop and meeting room setup</li> </ul>	<ul style="list-style-type: none"> <li>• Face to face workshop with Sponsor and participants</li> <li>• In the workshop: verify as-is process, identify problems and root causes, prioritize problems, identify and prioritize solutions, define to-be process and define action plan for the change</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop outcome and executive summary documentation</li> <li>• Control plan creation to sustain improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Setting up action plan follow-up and hand over to Improvement Lead*** within the company or organization</li> <li>• Final Report walkthrough with Sponsor</li> </ul>
<p>Company resource needs:</p> <p>Sponsor</p>	<p>Company resource needs:</p> <p>30 min per Participant, help in data collection</p>	<p>Company resource needs:</p> <p>Participants whole day, Sponsor at least in the beginning and end of workshop</p>	<p>Company resource needs:</p> <p>None (only Kaizen Leader)</p>	<p>Company resource needs:</p> <p>Sponsor 1-2 hours, Improvement Lead 1-2 hours, Participants together 1-2 hours</p>

\* Sponsor: Business Owner of the issue in the company or organization

\*\* Participants: key people working in the operative process

\*\*\* Improvement Lead: person in the company or organization following up the progress of agreed action plan and change sustainability according to control plan

NOTE: These 5 days are scheduled in the course of 2-4 calendar weeks.

# Problem Solving Workshop (Kaizen) - Example with 5 Participants



\* \* Example price with 5 participants and a scope fitting into 1 workshop day, including Kaizen Leader travel expenses in Tampere area. Price includes also meeting room, refreshments and lunch. Larger scope or additional participants impact the needed time in days, Kaizen Leader work amount and add 0.5-1 additional workshop day.

*No costs if No-Go decision is made on day 1*

# Time2LeanOn

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