

HPEC LEARNING TOUR

What is a Learning Tour?

It is a one day event held by a host company looking to improve several areas of their facility.



Who should attend a Learning Tour?

Anyone can attend who has basic English language skills. Often times we have Presidents, Managers, Truck Drivers, Administration, Sales, Engineers, Shop Floor Employees. The better the mix the better the event.

How many people can I send from my company?

The host company will typically have space for about 20 participants available on a first come – first served basis.

Do I need to be in the same industry as the host company?

Definitely not!!! The tours actually work best when participants know little about the host's business. A new set up eyes is a powerful tool and the really the heart of the learning tour.

Do I need to be a manufacturing company or any experience in manufacturing to attend? Do I need experience in Lean manufacturing or the Toyota production system to attend?

No. All you need is the desire to look at processes and brainstorm to ways to make them better.

Does it cost anything?

No. Just your time. This is a great way to “play” in someone else's sandbox! The networking and problem solving can be invaluable.

Can my company host a tour?

That's the whole idea! This is simply a volunteer organization created by companies that are willing to work together to improve their processes. The experience is quite rewarding for all participants.



For more information contact:

Kyle R. Stavig
President
Myers Container/CMS
krstavig@myerscontainer.com

Typical Agenda

- * Welcome and Company Overview by Sr. Co. Executive 10 min
 - o Company history, product overview, target markets, etc.
- * Present Company Lean Journey, progress, and plans. 10 min
- * Training subject – Lean Tools (5S, VSM, Poke Yoka, etc) 15 min
- * Plant Tour. Shot Gun start in Breakout Groups. 60 min
- * Present Breakout Team Projects (up to 3/company) 15 min
 - o Identify a couple of areas you'd like the group to focus on to provide Lean solutions, etc. (set up with original agenda)
- * Break 15 min
- * Group Breakouts – Groups return to assigned areas of plant for Observations and sharing. 60 – 75 min
- * Lunch (Provided by Host Company) 30 min
- * Continue Breakout group discussions to develop recommendations for the host company. 90 – 120 min
- * Report Out – Each group reports on the Learning Tour Story Board 60 min

Note:

Tour size is indicated by the overall size of host company and ability to accommodate (conference room size, shop floor size) attendees.

A significant portion of the learning for BOTH the host company and attendees occurs during the breakout discussions.

The Group Breakouts are mini Kaizen's with six to eight people in each group. The mini Kaizen's should provide real world situations which prompt discussion among the participants comparing potential solutions and Best-Practices. Groups will identify areas for opportunity and develop potential solutions for the host company.

In the Report Outs, each team will summarize their observations and suggestions using the report out Story Board (to be provided). Each team will identify the current state, the proposed future state, three short term items (to be done in 30 days or less) and three long term items.

Learning Tour Check Sheet

Host Company Responsibilities	HPEC Responsibilities
Supplies:	Supplies:
- Name Tags	- Attendance Sheet
- Extra Pens/Pencils	- Name Tags (if required)
- Clip Boards	- Report Out Story Board for each team
- Extra Pads of Paper (note pads)	
- Flip Charts w/Paper for Brainstorming	

- Flip Chart Pens	
- Masking Tape	
Pre-Planning for Event:	
- Continental Breakfast w/Coffee, Juices, Water	
- Lunch	
- Current State Maps for each mini Kaizen	
Day of Event:	
- Facilitate Group Introductions (Name, Company, Job Title, etc)	
- Provide Logistical Information	
- Restrooms	
- Safety Issues (safety glasses, do not enter areas, etc)	
- Evacuation Plan	
- Smoking Areas	

Sample Reporting Tool (available at <http://www.myerscontainer.com/hpec/hpec.htm>)

Learning Tour Story Board

<p>Date: _____</p> <p>Breakout Team Topic:</p>	<p>Current State: <small>(The current state, the current state, current state)</small></p>	<p>Future State: <small>(The future state, the future state, etc.)</small></p>
<p>Team Information:</p> <p>Name: _____ Company: _____</p>		
<p>Top three improvements for the short term <small>(1-3 months)</small></p>	<p>Top three improvements for the long term <small>(6-12 months)</small></p>	<p>Other Opportunities:</p>