

Business- Improvement Techniques

Overview:

The primary objective of the Business-Improvement Techniques NVQ is to improve business performance as a whole through empowering the people that make up the organisation.

B-IT is intended to maximise your company profits and revenues by the elimination of waste and the creation of flow through the business by reducing cost and variation. It also aims to improve responsiveness by making more effective use of people and physical assets.

Objectives:

- The Business-Improvement Techniques NVQ would be delivered through 'teach – apply' workshops at your facility.
- An Improvement Project would be selected at the beginning of the programme for each team.
- Throughout the delivery of each module, the team would progress further into their project resulting in the successful realisation of the projects Key Performance Indicators.

Course Duration: 9 months @ 1 day/ month

Costs: To discuss costings and funding options please contact Steve Allcock on 07703842292 or Steve@createdifferencetraining.co.uk



Why Choose this Qualification?

For Employers the qualification can:

- Improve business performance and help win contracts
- Maximise company profits and revenues
- Reduce costs, variation and waste
- Streamline key Processes and speed up Delivery
- Assist with recruitment and retention
- Boost employee morale and motivation
- Demonstrate the quality of the workforce to existing and potential customers
- Help reduce workplace accidents

For Employees the qualification can:

- Turn them into Lean Change Agents
- Help improve career development and promotional opportunities
- Impart a sense of achievement
- Be gained on the job
- Lead to involvement in more Kaizen Events/Projects
- Be completed at an appropriate time and pace



Course Content

Applying Continuous Improvement Techniques

- Scope Project & complete Project Charter
- Carry out 7 Waste Audit Walk & plot Radar Chart with Improvement opportunities
- Understanding PDCA/DMAIC
- Value Stream Map the target Process
- Start the Project's Concern & Corrective Action Report & A3 Report

Applying Problem Solving Techniques

- Root Cause Analysis of Project
- Creating Ishikawa Diagrams
- Consensus Decision Making
- 3 x 5 Why Thinking
- Apply Data Analysis Techniques
- Structured Solution Selection

Applying Workplace Organisation (5S)

- Select an Area to apply 5S
- Carry out a Red Tag Exercise
- Photograph Area & identify Improvements
- Conduct a 5S Audit & plot Results
- Plan & Carry out Improvements
- Create new 5S Standards of Condition
- Photograph improved Area condition
- Plan Actions to Standardise & Sustain

Creating Visual Management Systems

- Theory of VM – Cave Painting to Infographics
- Carry out a Visual Management Audit
- Selecting the correct Data Displays
- Design & Create a VM Board
- Apply VM Theory to the B-IT Project

Contributing to Effective Teamwork

- Characteristics of Winning Teams
- Desert Survival Exercise
- Belbin & Adair Questionnaire
- Analysis of Project Team Performance
- Team Development Opportunities

Complying With Health & Safety Regulations

- Basic H&S Regulations
- Carry out a Health & Safety Audit
- Risk Assessment in the Project Area
- Perform safe Manual Handling techniques
- Agree & Plan H&S improvement Actions