

Self-Delivery Workshops

Learning resources to help you deliver excellence



Process Management International

The PMI Self-Delivery Workshops offer an easy and effective way for you to teach the basics of the tools, techniques and principles of lean six sigma and business improvement within your own organisation.

What do the workshops cover?

- How to Map a Process
- How to Measure a Process
- How to Use Control Charts
- How to Identify Waste
- How to Use Visual Management
- How to Mistake-Proof a Process
- How to Standardise a Process

Who Should deliver the workshops?

Anyone who wants to teach the basics of tools and techniques of business improvement within their own organisation can use the self-delivery workshop packs.

Each workshop can be applied across all levels of an organisation in any industry sector and takes approximately 3.5 hours to run.

Can they be customised?

The resources are fully customisable to your organisation, branding and style

How can I get them?

You can purchase each workshop individually or as an entire collection. Call us on +44 (0)1676 522 766 to discuss your requirements.

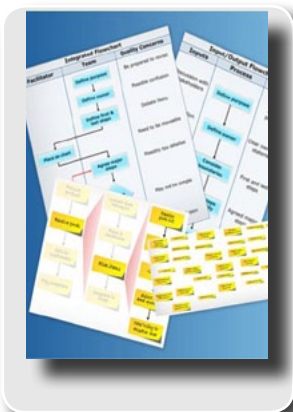
For each workshop the tutor receives:

- ✓ A set of presentation slides
- ✓ Comprehensive tutor notes
- ✓ A suggested timetable
- ✓ 15 PMI Process Manager Handbooks
- ✓ 15 single-user licences for the Essential Tools for Improvement

For subsequent workshops you can print off the latest handouts from our Learning Management System and purchase further e-Learning licences and Process Manager Handbooks at a preferential rate.

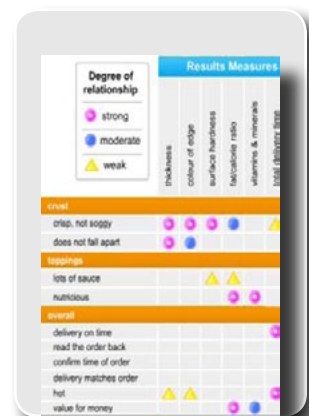
How to...Map a Process

You begin this workshop by discussing the principles and benefits of process mapping and how to create linear flowcharts. Using a case study your delegates create a linear flowchart, an integrated flowchart and finally an input/output flowchart.



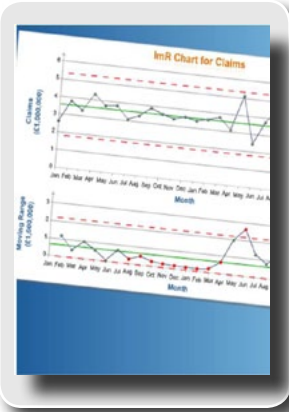
How to...Measure a Process

This workshop covers the benefits of measuring a process, the types of measures (including results measures, process measures and lean measures), types of data and how to collect data. There are two activities in which teams demonstrate their understanding of measures



Find out more at www.pmi.co.uk

How to...Use Control Charts



In this workshop you will teach your delegates how control charts are used to manage processes. You will explain the importance of 'variation' in a process, the two types of variation and their significance, and how to display data and calculate control limits.

How to...Identify Waste

At the start of this workshop you discuss what "waste" is and then go on to describe eight types of waste, using the memorable mnemonic 'downtime'. You then ask delegates to use a process map and categorise the wastes identified as quality concerns.



How to...Use Visual Management



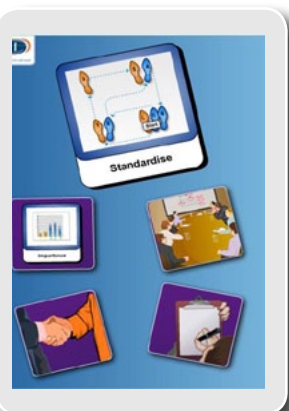
The workshop explains how visual management helps people operate and manage processes. Topics covered include the types of visual management, how to operate a visual management system and the regular meetings that will ensure success.

How to...Mistake-Proof a Process

Use this workshop to show delegates how to 'lock-in' improvements in everyday process management. You will discuss the purpose of mistake-proofing, processes and quality defects, and the mistake-proofing hierarchy. There are also activities in which delegates assess risks and classify risks.



How to...Standardise a Process



In this workshop you explain the purpose and principles of 'standardisation', the four-step standardisation process, and how standardisation should be implemented. Using a case study, delegates review, improve and standardise a process.

Find out more and book online at

www.pmi.co.uk or call us on

+44 (0)1676 522 766