



Ci8 Series

CONTINUOUS IMPROVEMENT
SERIES ●●●●●●●●

Workplace Skills for business and process improvement

**Eight modules designed to
optimise people and process
productivity for maximum results**

This ESF funded programme allows you to choose from the selection of **Ci8** modules which will deliver a tailored approach to address your specific business and process improvement challenges. From one module like workplace organisation to the full suite of **Ci8**, we will work with you to get the best fit for your business.

<p>STANDARD WORK</p> <p>Control inputs to manage outputs</p> 	<p>5S</p> <p>SORT SET SHINE STANDARD SUSTAIN</p> 
<p>EFFECTIVE TEAM WORKING</p> <p>Working together to improve performance</p> 	<p>KAIZEN</p> <p>Lean philosophy & principle of many small incremental improvements</p> 
<p>AUTONOMOUS MAINTENANCE</p> <p>Improving OEE (Overall Equipment Effectiveness) 1 of 8 pillars of TPM</p> 	<p>PROCESS MAPPING</p> <p>Diagnostic tool to visually illustrate a process flow</p> 
<p>VISUAL MANAGEMENT</p> <p>Visually communicate simply & quickly</p> 	<p>PROBLEM SOLVING</p> <p>Tools and techniques to find root cause</p> 

The benefits of workplace skills

3P's **Ci8** modules are designed around some of the fundamental building blocks of lean working. Companies which embrace lean working practices typically enjoy a **safer** work environment, improved **quality**, increased **efficiency**, better **customer service**, and improved **employee morale**.

The **Ci8** modules are classroom based learning programmes, include workplace simulation activities, and are applicable to all employees from management to workforce. Again, we can tailor the programme according to your business needs if you would prefer to include some workplace-based practical activity.



STANDARD WORK

Control INPUTS to manage OUTPUTS

Benefits of applying standard work

- product made to required standard
- use minimum of effort and materials
- keep workplace clean and tidy
- improved safety
- simple and repeatable with training
- the BEST METHOD currently available



5S - WORKPLACE ORGANISATION

A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE

Benefits of applying 5S

- create a safe working environment
- basis of control to spot abnormal conditions
- organised, efficient working environment
- first step to preventative maintenance
- establish ownership of work area
- foundation for continuous improvement



EFFECTIVE TEAMWORKING

WORKING TOGETHER TO IMPROVE PERFORMANCE

Benefits of effective teamwork

- improves team productivity
- builds trust
- helps to resolve problems
- improves communication
- establishes information sharing
- improved ownership & responsibility



KAIZEN

LEAN PHILOSOPHY & PRINCIPLE OF MANY SMALL INCREMENTAL IMPROVEMENTS

Benefits of applying kaizen

- elimination of waste in the workplace
- continuous improvement mind set
- maintain a safe working environment
- improved QCD results
- improved customer satisfaction
- improved ownership & responsibility



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AUTONOMOUS MAINTENANCE

IMPROVING OEE (OVERALL EQUIPMENT EFFECTIVENESS)

Benefits of autonomous maintenance

- focus on equipment improvements
- improve productivity
- reduce equipment stoppages
- impact on changeovers
- improve overall quality
- improve OEE
- improved ownership & responsibility



PROCESS MAPPING

DIAGNOSTIC TOOL TO VISUALLY ILLUSTRATE A PROCESS FLOW

Benefits of process mapping

- benchmark of current process
- visual communication tools
- standard method for recording a process
- identification areas for improvement
- highlights +QDC risks
- improved ownership & responsibility



VISUAL MANAGEMENT²

GOOD VISUAL MANAGEMENT NEEDS NO INTERPRETATION AND PROVOKES A REACTION

Benefits of visual management

- monitor QCD requirements
- enable team leaders to manage their area
- 2 way communication with shop floor and management
- clear understanding of current situation
- identify abnormal conditions
- helps to identify targets for improvements
- track impact of improvements



PROBLEM SOLVING

TOOLS & TECHNIQUES TO UNDERSTAND ROOT CAUSE

Benefits of problem solving

- how to define the "real" problem
- provides a structured approach
- identify root cause(s)
- reduce time to solution
- improved team working
- improved ownership & responsibility
- improve productivity



Certification - Each of the **Ci8** modules are certified qualifications, which means that whilst your business is benefitting from newly learned continuous improvement techniques, you are investing in your workforce and your employees are benefitting from personal development, leading to improved engagement and productivity.

Using the language of Lean, continuous improvement activity is focused on **+QDCI**; so whether your challenges are around **(+)**Safety, **(Q)**Quality, **(D)**Delivery, **(C)**Costs or **(I)**Involvement, undertaking a tailored combination of these **Ci8** modules will positively impact your organisations challenges.

To discuss a funded, tailored package for your business please call us on **0191 487 2797** or email info@3p.co.uk