

LESAT FACILITATOR WORKSHOP

March 27, 2003

TABLE OF CONTENTS

	<u>TAB</u>
OBJECTIVES	1
AGENDA	1
INTRODUCTION	2
LESAT OVERVIEW	3
LESAT FACILITATION	4
LESAT CALCULATOR	5
CASE STUDIES	6
INTERPRETING LESAT RESULTS	7
LESAT IN USE	8
WORKSHOP EVALUATION	9

LESAT FACILITATOR WORKSHOP

March 27, 2003

OBJECTIVES/DESIRED OUTCOMES

OBJECTIVES

- To assist in “Growing the Lean Community”
- To assist in attaining a common understanding of the rationale and utilization of LESAT
- To establish the interrelationships of LESAT, TTL Roadmap and LEM
- To facilitate networking among Lean Champions

DESIRED OUTCOMES

For Attendees

- Attendees will return to their companies capable of facilitating LESAT implementation and continued utilization
- Opportunities to learn from others and to network with other Lean Champions
- Attendees will more thoroughly understand how to analyze and interpret LESAT results, and to provide guidance to Enterprise Executives in updating Lean Transformation Plans
- Attendees will more thoroughly understand how to integrate LESAT with other Enterprise scorecards
- Lean transformation initiatives among attendees’ companies will be more successful via LESAT utilization

For MIT

- LAI/MIT will solidify its position as a thought-leader in lean enterprise transformation and assessment
- LESAT will be widely embraced and effectively utilized among LAI members

FOLLOWING THIS WORKSHOP, PARTICIPANTS SHOULD BE ABLE TO:

- Understand relationship between LEM, TTL, and LESAT
- Organize and execute a LESAT implementation
- Coach others in their company in LESAT's utilization
- Prepare the Enterprise Leadership Team for executing LESAT by presenting an overview of TTL
- Tailor MIT's LESAT Kickoff Presentation to their own company
- Obtain Enterprise Leader's commitment to personally sponsor and participate in the assessment
- Prepare materials for the assessment
- Conduct the LESAT Kickoff Meeting and provide instructions for group assessments
- Provide advice and consultation to groups during the assessment
- Collect and summarize assessment results; prepare presentation for LESAT Follow-up Meeting
- Prepare materials for Follow-up Meeting (Flip Charts, etc.)
- Conduct Follow-up Meeting and facilitate discussion among Leadership Team relative to interpretation of results
- Capture primary issues that surface during meeting
- Obtain agreement and understanding of next steps
- Conduct post-meeting analysis, work with Executive Team to update/modify Lean Transformation Plan and other affected initiatives
- Conduct second follow-up meeting of Executive Team, if needed
- Prepare for subsequent LESAT executions

RECOMMENDED READING PRIOR TO LAUNCHING LESAT

- TTL Guides, Volume I, II, and III
- LESAT Facilitator's Guide, Version 1.0

WORKSHOP AGENDA

- 7:30am Continental Breakfast
- 8:00 Welcome (C. Hallam)
- 8:15 Introduction to the LESAT Facilitator's Workshop (T. Shields)
- 8:45 LESAT Overview (T. Shields)
- 9:45 ***Morning Refreshment Break***
- 10:00 LESAT Facilitation (C. Hallam)
- 11:00 The LESAT Calculator (C. Hallam)
- 11:45 ***Lunch***
- 12:45 Introduce Cases and Objectives (T. Shields)
- 1:00 Break-out Case Sessions
- 2:00 ***Afternoon Refreshment Break***
- 2:15 Interpreting and Acting on LESAT Results (C. Hallam)
- 3:00 Break-out Case Prep Time
- 3:30 Team presentations of cases (C. Hallam)
- 4:00 LESAT in Use, Questions (T. Shields)
- 4:30 Workshop Evaluation and Adjourn (T. Shields)