

TOYOTA SF* LEADERSHIP & KAIZEN MINDSET

*Shop Floor / 現場 / Genba / Actual Place

August 2015

Art Smalley, President
Art of Lean, Inc.
Co-Founder Lean
Leadership Academy

Outline

1. Outline
2. Background / Perspective
3. Toyota Leadership & Shaping Principles
4. Problems Solving & Leading
5. My Challenge for You
6. Q & A Session

Personal Background

Work Related

Toyota Motor Corp Japan
Director Donnelly Corporation
McKinsey & Company
Art of Lean, Inc. / Lean Leadership Academy

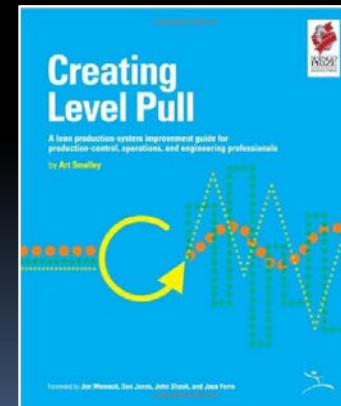
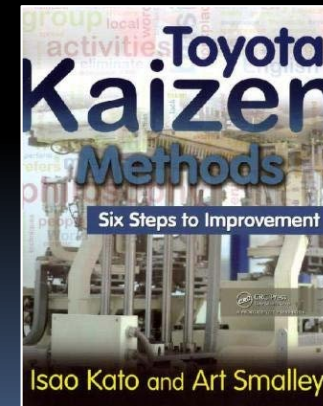
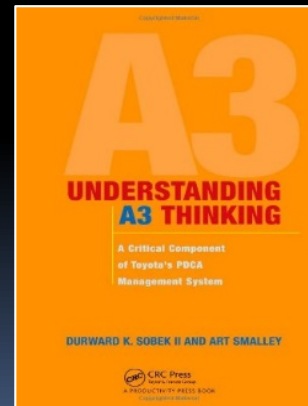


Home / Family Related

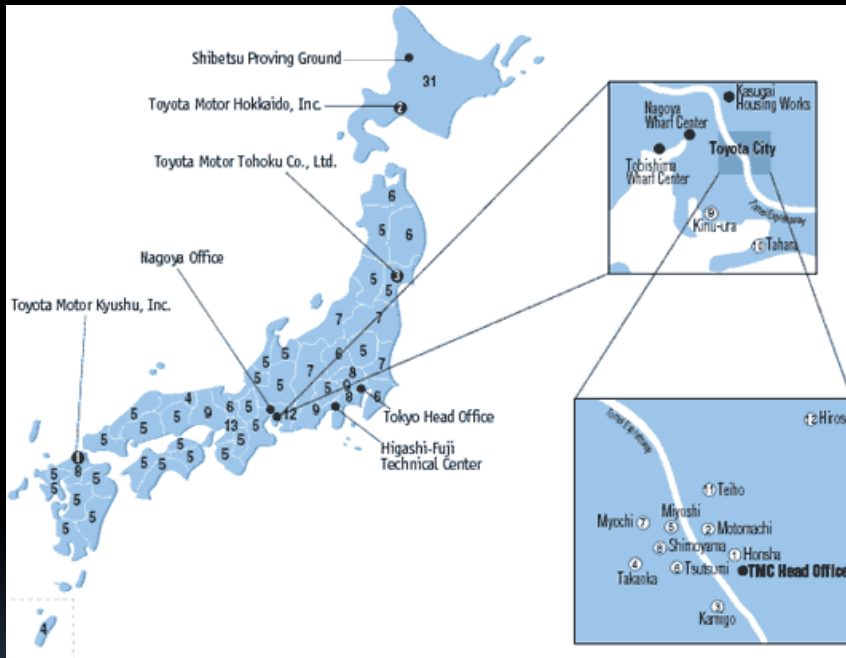
Wife & 3 Daughters
Cypress, California

Hobby Related

Photography
Woodworking
Reading
FMA: Kali / Escrima



Toyota Motor Corporation



	Name	Main Products	Start of operations	Site area (1,000m ²)	Bldg. area (1,000m ²)	Number of employees
①	Honsha Plant	vehicles	1938	551	440	2,800
②	Motomachi Plant	vehicles	1959	1,610	820	5,900
③	Kamigo Plant	Engines	1965	933	550	3,500
④	Takaka Plant	vehicles	1966	1,432	700	5,200
⑤	Miyoshi Plant	Chassis parts	1968	380	170	1,600
⑥	Tsutsumi Plant	vehicles	1970	1,077	600	5,300
⑦	Myochi Plant	Engine, chassis casting parts, chassis mechanical parts	1973	581	270	1,900
⑧	Shimoyama Plant	Engines, exhaust emission control devices	1975	453	230	1,400
⑨	Kinuu-ura Plant	Transmissions, drivetrain casting parts	1978	921	360	2,600
⑩	Tahara Plant	vehicles	1979	4,057	1,140	6,900
⑪	Teiho Plant	Machinery, dies for casting/forging plastic molds	1986	302	110	1,900
⑫	Hirose Plant	Electronic parts, components	1989	247	90	1,300
Total						40,300

Kamigo Engine Facility

Engine Plant
870,000 Sq. Meters
3,150 Employees
1 Million Engines / Yr.



Casting

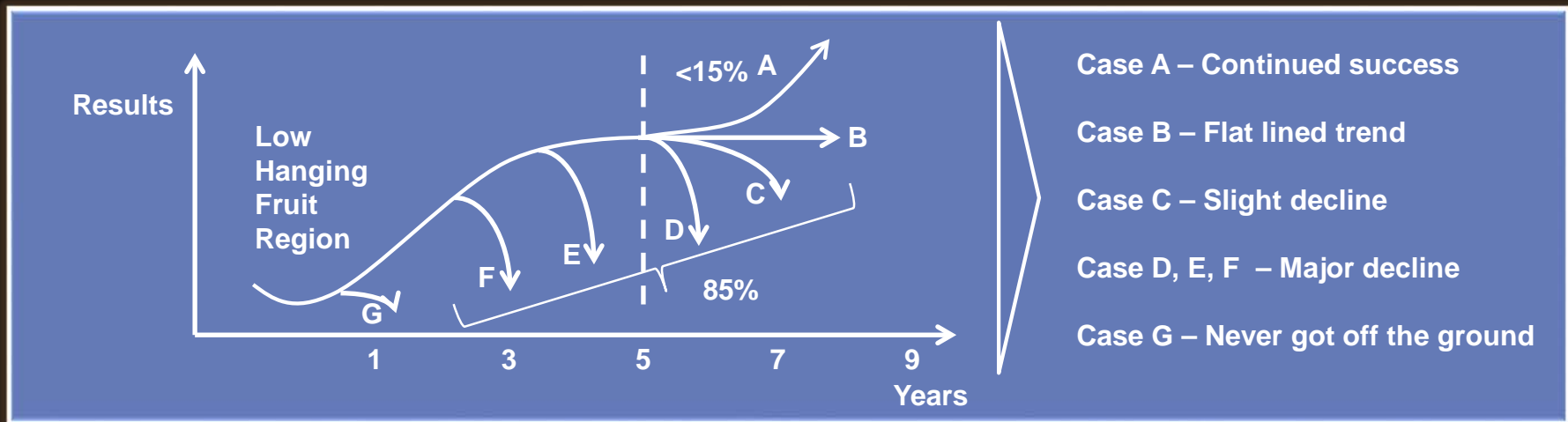


Machining



Assembly

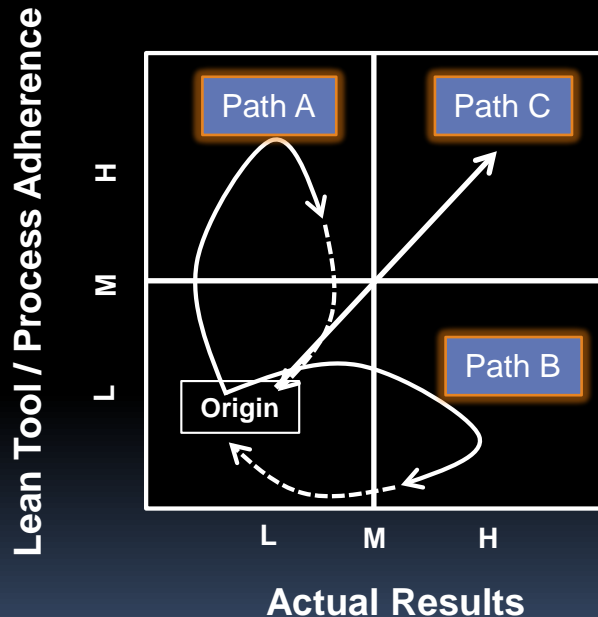
State of Lean 2015



- According to Shingo Prize Institute data only about 15% of organizations attempting Lean continue to improve after a few years and produce measureable results.
- In other words 85% of organizations attempting lean either flat line in terms of performance or slowly regress back towards their original state.

Lean Tools vs. Results

Question: Why do 85% of cases surveyed exhibit this problem and fail to sustain?



1) Path A “Lean Zealot” Route

- Love of tools, methods, ways, etc.
- Excessive buzzwords
- No deep understanding of why, how, etc.
- Limited problem solving ability
- Stuck on trivial details
- Endless training, workshops, or reflection
- However limited results are produced
- Eventual program decay

2) Path B “Charismatic Person” Route

- Top leadership driven by few key people
- Low hanging fruit obtained easily
- Problems solved by experts / outsiders
- Limited team development
- No comprehensive tool, method, system or principle based approach
- Results make everyone look and feel good
- The great leader retires, transfers, leaves
- Eventual results and program decay

Leadership vs. Management

- Management tends to be more about adhering to a process and managing complexity
- Leadership tends to be more about direction, change, people, and delivering results
- Most North American companies are “over managed” & “under lead”
- Albert Einstein – “Repeating the same process over and over and expecting different results is the definition of insanity”
- Stephen Covey – “You manage things but you lead people”

A Kaizen Mind Must Be Developed



Former Toyota Exec. VP Mfg. Taiichi Ohno

“It is important for employees to be able to look at the work they are performing and be able to properly identify waste. Once the waste is spotted It is the responsibility of the team to improve the process. The important thing is to teach people to challenge problems and apply the thinking process of Kaizen. We as leaders need to foster the habit in employees of trying to change things for the better.”

Translation:

Improvement is not an accident and will not happen naturally. We as leaders must make it happen. Continuous change does not equal continuous improvement...

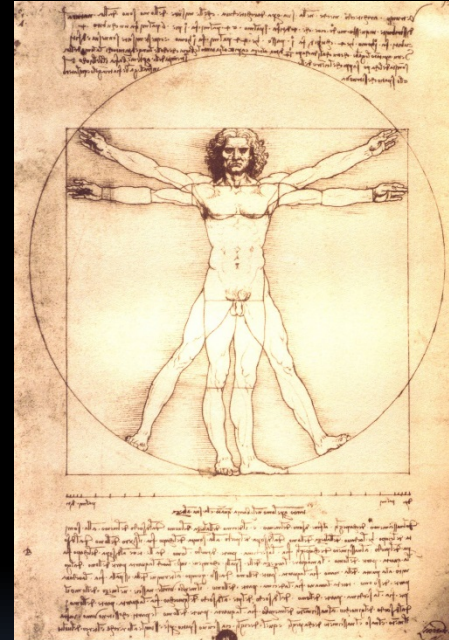
Outline

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Leadership Shaping Principles



- Environment
- Structure
- Systems / Tools
- Thinking Patterns
- Behavior
- Results



*Shop Floor / 現場 / Genba

Shape the Environment



Shape the Environment



Daily Shift Cadence

06:00 Start of Shift

09:00 Quality Review

11:00 Mid Day Review

13:00 Material Review

15:00 End of Shift Status

Top Five Issues Start of Each Day

Prime Directives: 100% Safety, 100% Quality, 100% On-Time

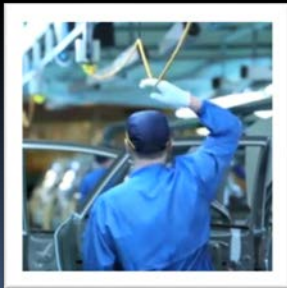
Status / Abnormality Report Instantly (Red or Green)

Immediate Countermeasure Action / Root Cause Analysis Emphasis

Coordinate Technical Support Help

Shape the Environment

	<u>Level</u>	<u>Area "Problem Rate"</u>
組長	Group Leader	25 ~ + Per Day
班長	Team Leader	5 ~ + Per Day
技能員	Team Member	1 ~ + Per Day



LINE PRODUCTION INFORMATION BOARD			
PANEL NO:	EFF(TAR)	940 %	DATE
057611	EFF(ACT)	100 %	2303
GSPH	TAR.	0464	CYCLE TIME (SEC.)
	ACT.	0520	TAR.
TOTAL STROKE	AVE.	4304	A D C
	TAR.	0240	(MIN.)
	ACT.	0178	L.STOP (MIN.)
			CUR. 000
			TOT. 402

Shape the Structure

工場長	Plant Leader	1
部長	Department Leader	5
課長	Area / Production Leader	25
組長	Group Leader	125
班長	Team Leader	625
技能員	Team Member	2,500
Sample Plant Head Count		3,281

In general there is a 1 to 5 leadership ratio

Main emphasis in leadership training and development is at G/L & T/L level

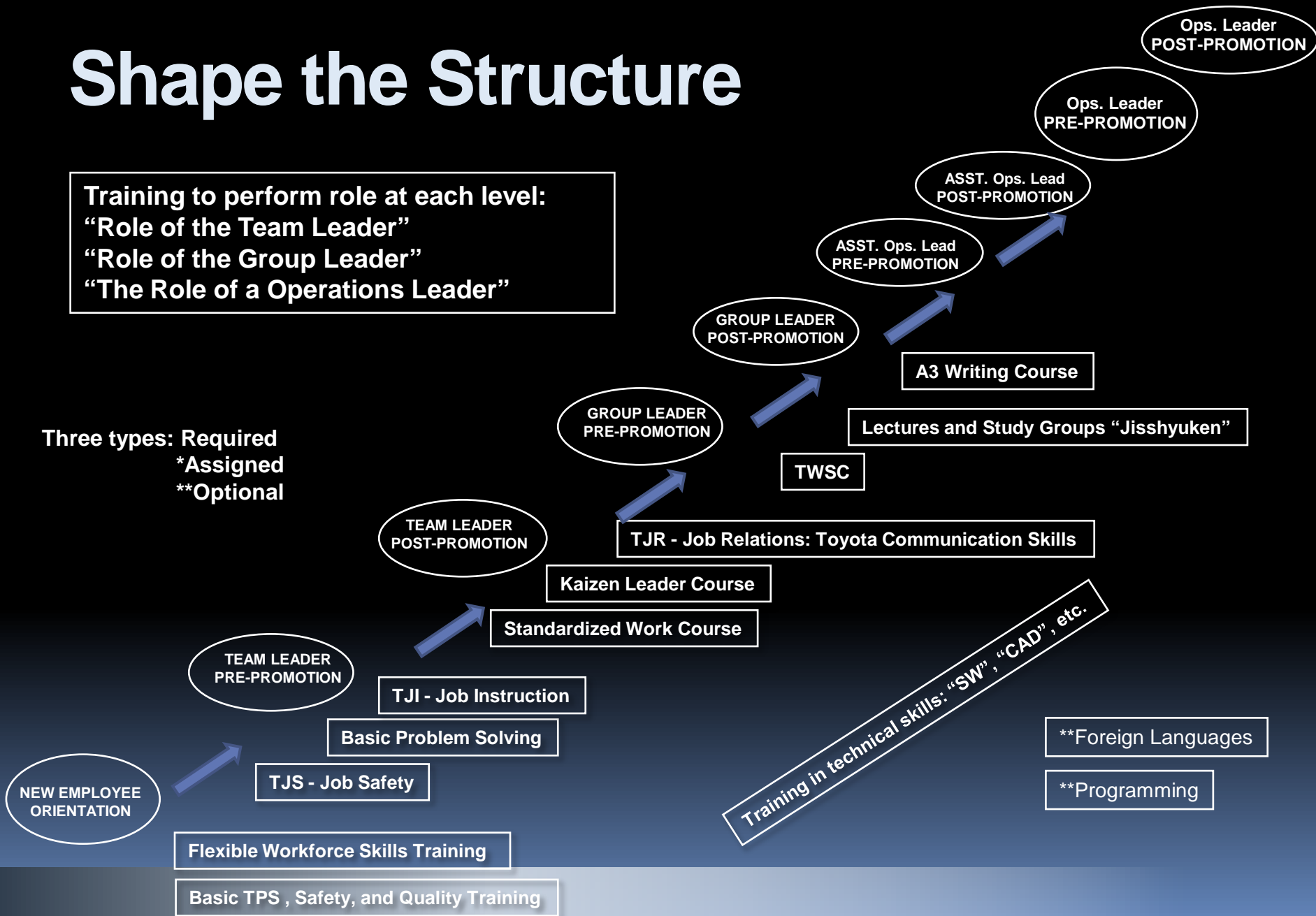
長

Pronounced: Osa or Chō
Meaning: Leader, Head, Chief, Director, Commander

Shape the Structure

Training to perform role at each level:
 "Role of the Team Leader"
 "Role of the Group Leader"
 "The Role of a Operations Leader"

Three types: Required
 *Assigned
 **Optional



Shape the System

Team Leaders

1. Standardized Work Practices

Standards
Training Plan
Testing Plan
Audit Plan
Audit Results
Top 5 Issues

Team Leaders

2. Machine Care Standards

Standards
Training Plan
Testing Plan
Audit Plan
Audit Results
Top 5 Issues

Team Leaders

3. Critical Point Management

Standards
Training Plan
Testing
Audit Plan
Audit Results
Top 5 Issues

Group Leader

4. Area Performance Results

Safety Trend
Quality Trend
Productivity Trend
Downtime Trend
Engagement
Top 5 Issues

Team Members & Status

Training Status
Performance
Etc.

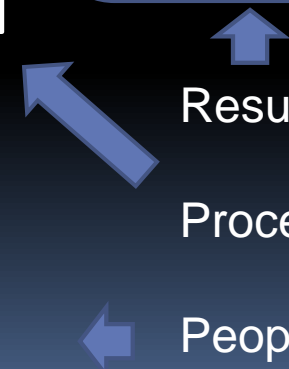
Training Status
Performance
Etc.

Training Status
Performance
Etc.

Results

Process

People



1. Standardized Work



Standardized Work Chart

Acme Corp.		Plant: Acme	Product: 0' Finon Gear
Standardized Work Combination Table		Area: Gear Washline	Op: 1 of 1
		Process: Gear cutting exercise	Pg: 1 of 1
Date:	By:	Approved By:	Shifts: 2
			Volume: 800
			Takt Time: 48 secs. Cycle Time: 48 secs.

No.	Major Steps	T A T W T W T							Working Sequence	Safety	SWP	Class
		M	A	T	W	T	W	T				
1	Pick up raw material	1	--	--	--	--	--	1				
2	Unload, load part and start MAC GC014	5	25	--	--	--	--	2				
3	Unload, load part and start MAC C-4220	6	7	--	--	--	--	3				
4	Unload, load part and start MAC GC1446	8	15	--	--	--	--	4				
5	Unload, load part and start MAC GC1446	8	10	--	--	--	--	5				
6	Unload, load part and start MAC 1S110	7	3	--	--	--	--	6				
7	Place CI in pallet	4						7				

Slide 4-7

Team Member



- Safety & Skills Training
- Job Specific Training
- Test Skills (85%)
- Test Defect ID (85%)
- Performance Test
- Audit Checks (S, T, Q)

Team Leader



- Train the Trainer Training
- Create Training Plan
- Conduct Training
- Conduct Testing
- Follow Up Training
- Audit EPED / Corrections

Group Leader

- Overall Training Plan
- Audit T/L Prep Process
- Audit T/L -> T/M Training
- Audit EPEM / Correct T/L
- Confirm Results / Adjust

2. Machine Care



Daily Maintenance / 5S Work

- Foreign debris clean up
- Hydraulic leak & fluid checks
- Electric item checks
- Mechanical wear checks (datum surface)
- Preventive maintenance

Team Member

- Safety & Skills Training
- Job Specific Training
- Test Skills (85%)
- Test Equip (85%)
- Performance Test
- Audit Checks (S, T, Q)

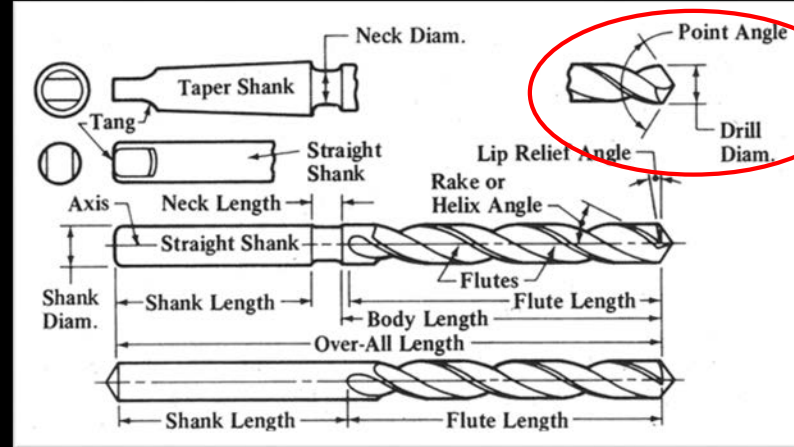
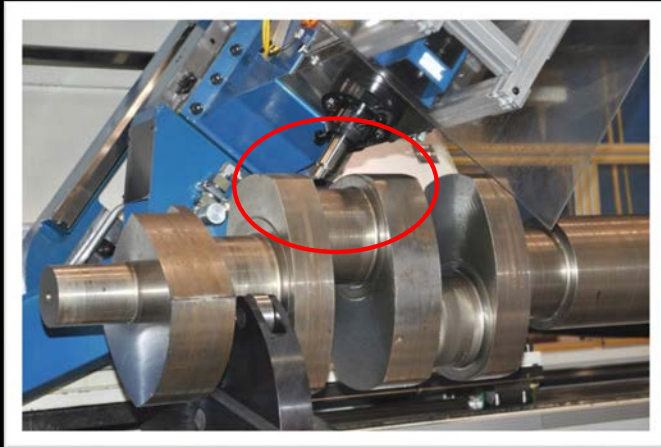
Team Leader

- Train the Trainer Training
- Create Training Plan
- Conduct Training
- Conduct Testing
- Follow Up Training
- Audit EPED / Corrections

Group Leader

- Overall Training Plan
- Audit T/L Prep Process
- Audit T/L -> T/M Training
- Audit EPEM / Correct T/L
- Confirm Results / Adjust
- Direct Problem Solving

3. Critical Point Management



Tool inspection
Holder inspection
Ultrasonic wash standard
Tool set standard
Tool run out check standard



Point Angle Degree Confirmation
Point Wear, Flank Wear, Edge Wear,
Surface Wear, etc.
Abnormal Wear, Chipping,
Etc.

4. Results Section

SQDC Performance Board

Safety →
Quality →
Delivery →
Cost →



If the results are not moving then there is a problem in the previous areas.

Or in the execution of G/L, T/L role, or the ability to train, coach, or problem solve...

Shape the Thinking Patterns

	<u>Level</u>	<u>Time Focus</u>
工場長	Plant Leader	Month - Quarter
部長	Department Leader	Week - Month
課長	Area / Production Leader	Day - Week
組長	Group Leader	Hour - Day
班長	Team Leader	Minute - Hour
技能員	Team Member	Second - Minute



Shape the Thinking Pattern

5 Ways To Increase Production

Current

1 Worker
1 Machine = 100 units
1 Hour

How to
Increase
Production?

"Quantity"
based
approach

1. More Workers
2. More Machines
3. Work Longer

"Quality"
based
approach

4. Work Harder

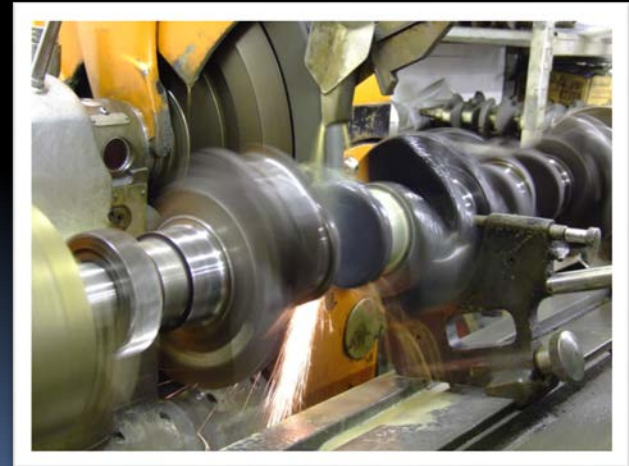
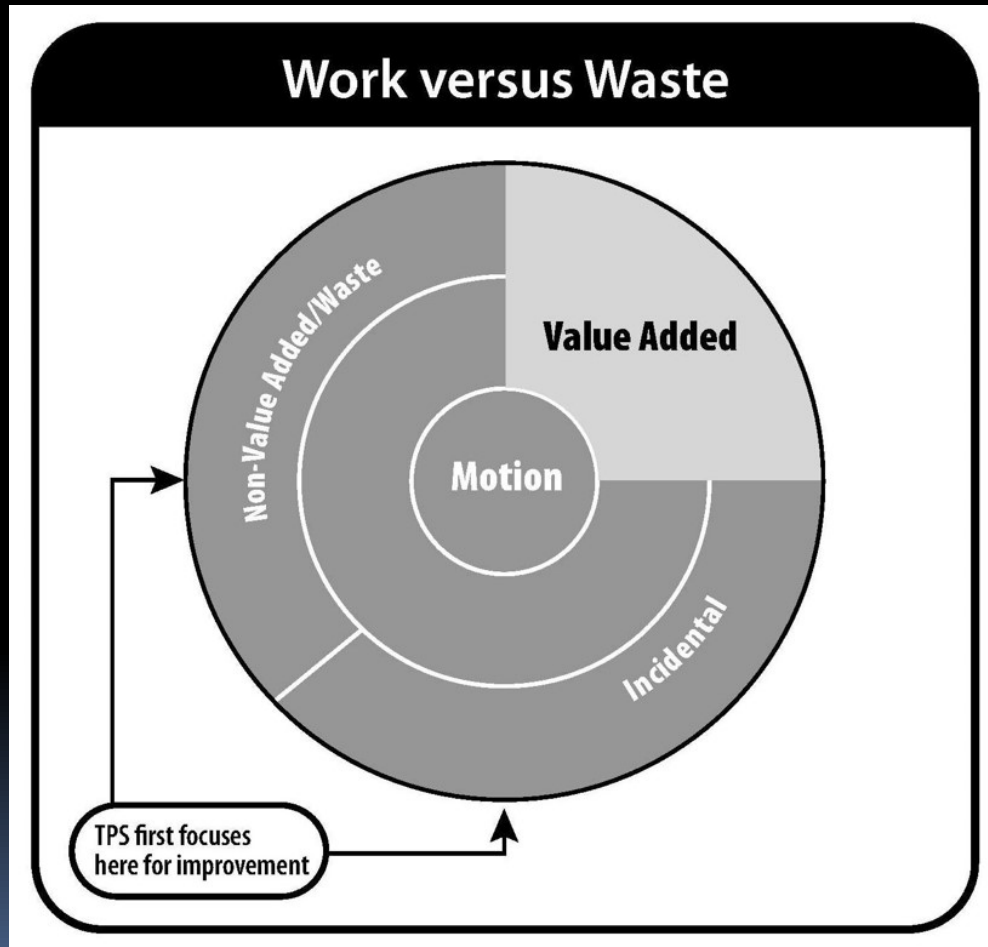
5. Eliminate Waste &
Improve !

TPS
Goal

Future

1 Worker
1 Machine = 120 units
1 Hour

Shape the Thinking Pattern



Shape the Thinking Pattern



Standardized Work Chart

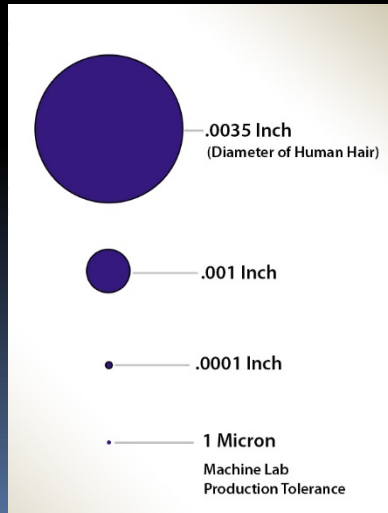
Acme Corp.		Plant: Acme	Product: 9" Pinion Gear
Standardized Work Combination Table		Area: Gear Machining	Op. 1 of 1
Date: _____		Process: Gear cutting exercise	Fig. 1 of 1
By: _____		Shifts: 2	Takt Time: 46 secs
Approved By: _____		Volume: 600	Cycle Time: 46 secs

No.	Major Steps	T		A		W		M		Working Sequence	Sentry	SMV	Quality
		H	A	T	A	T	A	T	A				
1	Pick up new material	-	-	-	-	-	-	-	-	+			
2	Unload, load part and start M/C SC314	6	30	-	-	-	-	-	-	+			
3	Unload, load part and start M/C O-228	6	7	-	-	-	-	-	-	+			
4	Unload, load part and start M/C GC1444	6	30	-	-	-	-	-	-	+			
5	Unload, load part and start M/C GC1445	6	30	-	-	-	-	-	-	+			
6	Unload, load part and start M/C TS110	7	3	-	-	-	-	-	-	+			
7	Pack FG in pallet	-	-	-	-	-	-	-	-				

Slide 4-7

Level of Detail

Seconds
Steps
Motions
Work Elements



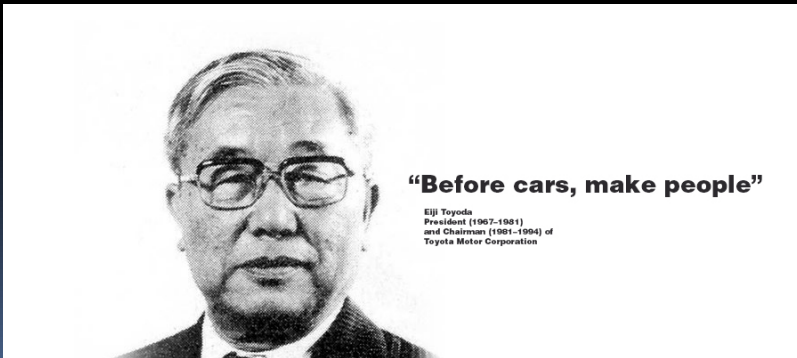
Level of Detail

Micron (.001 mm)
Cpk > 1.5 Capability
<10 Defects Per Million

Shape the Behavior



“It is important for employees to be able to look at the work they are performing and be able to properly identify waste. Once the waste is spotted It is the responsibility of the team to improve the process. The important thing is to teach people to challenge problems and apply the process of Kaizen. We need to foster the habit in employees of trying to change things for the better.”



- Courage
- Creativity
- Challenge

Shape the Behavior



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11:00 Mid Day Review

13:00 Material Review

15:00 End of Shift Status

Top Five Issues Start of Each Day

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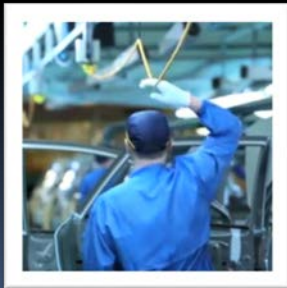
Status Report Instantly (Red or Green)

Immediate Countermeasure Action / Root Cause Analysis

Coordinate Technical Support Help

Shape the Behavior

	<u>Level</u>	<u>Area "Problem Rate"</u>
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			CUR. 000
			TOT. 402

Leadership Behavior

Exhibit

Four kinds of behavior account for 89 percent of leadership effectiveness.

Top kinds of leadership behavior¹

- 1 Be supportive
- 2 Champion desired change
- 3 Clarify objectives, rewards, and consequences
- 4 Communicate prolifically and enthusiastically
- 5 Develop others
- 6 Develop and share a collective mission
- 7 Differentiate among followers
- 8 Facilitate group collaboration
- 9 Foster mutual respect
- 10 Give praise
- 11 Keep group organized and on task
- 12 Make quality decisions
- 13 Motivate and bring out best in others
- 14 Offer a critical perspective
- 15 Operate with strong results orientation
- 16 Recover positively from failures
- 17 Remain composed and confident in uncertainty
- 18 Role model organizational values
- 19 Seek different perspectives
- 20 Solve problems effectively

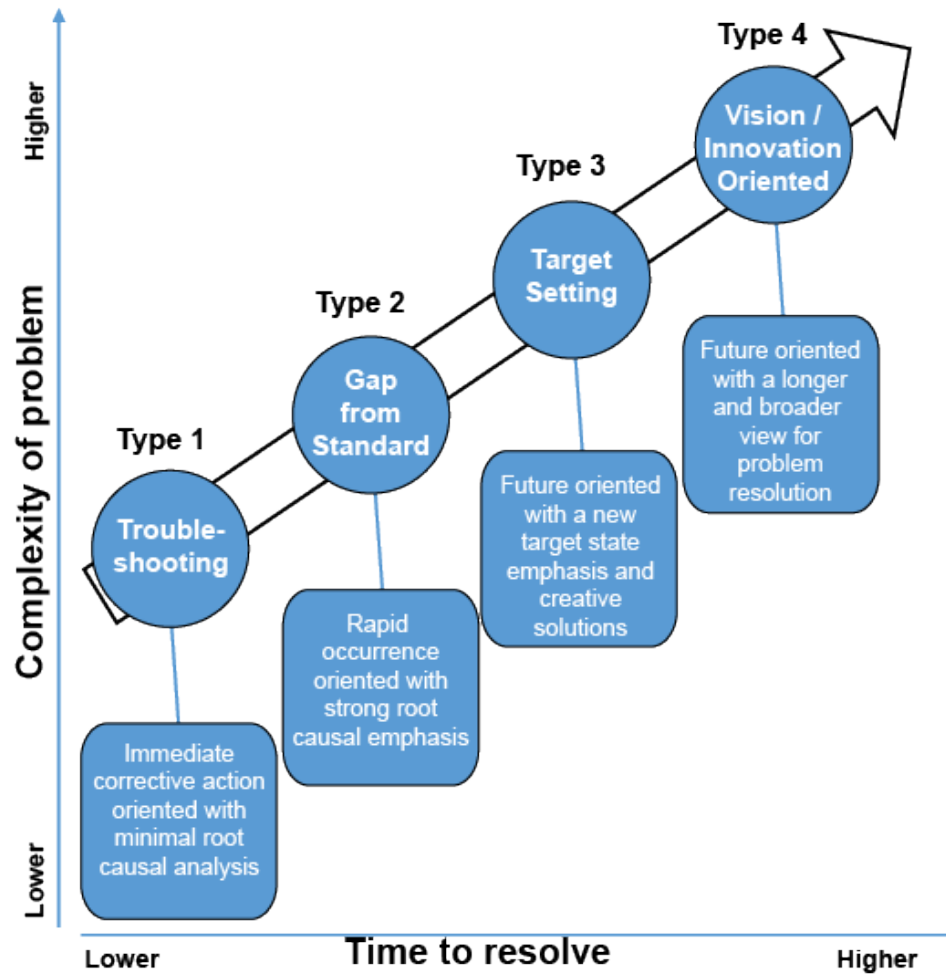
¹Based on a survey of 81 organizations that are diverse in geography (eg, Asia, Europe, Latin America, and North America), industry (eg, agriculture, consulting, energy, government, insurance, mining, and real estate), and size (from ~7,500 to 300,000 employees).

Source: McKinsey's Organizational Health Index

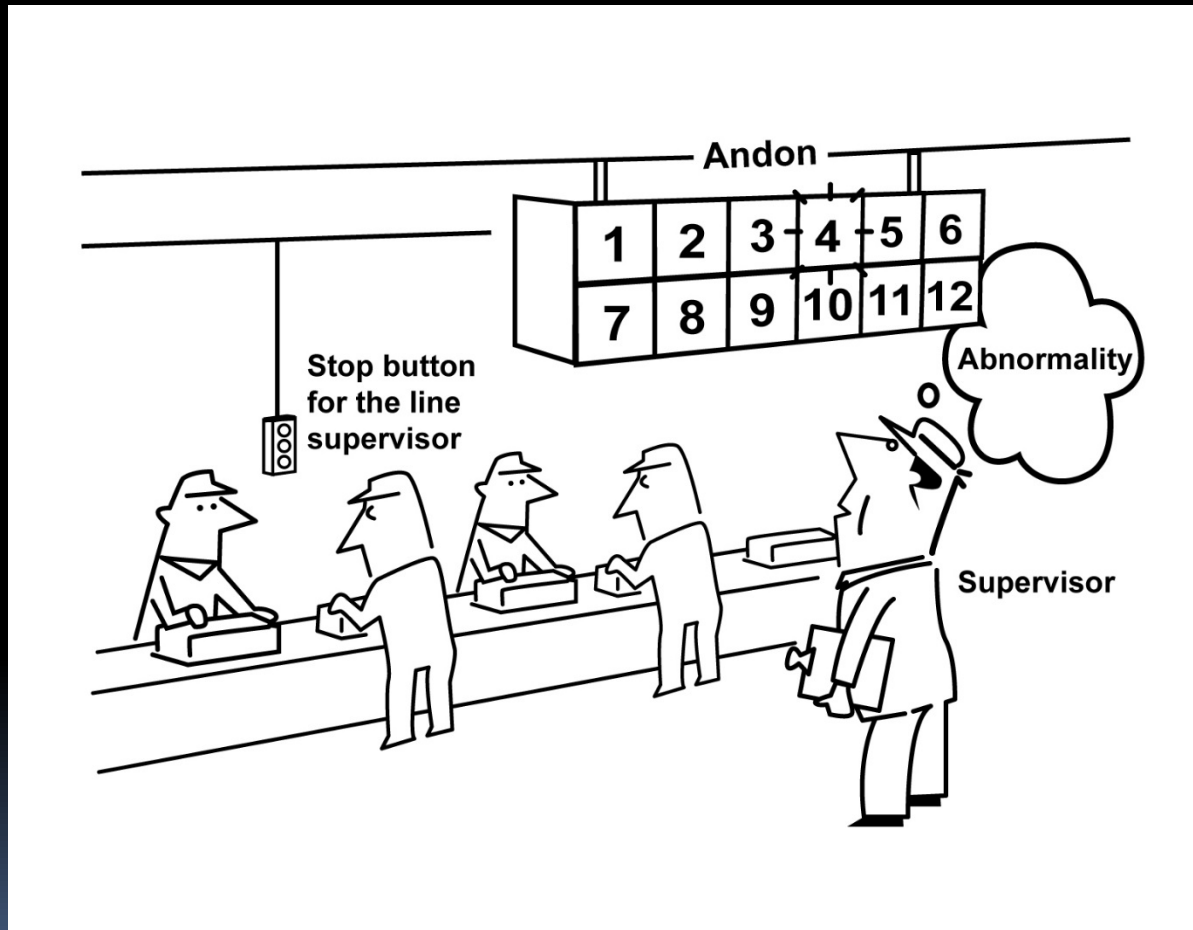
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4 Types of Problem Situations



Type 1 – Troubleshooting



Type 1 – Troubleshooting

Production Analysis Board

Line/Cell Name:		Team Leader:		Date:		
Quantity Required:		Takt Time:		Shift:		
				Num of Operator:		
Time	Hourly		Cumulative		Problem/Causes	Sign-off
	Plan / Actual	Plan / Actual	Plan / Actual	Plan / Actual		
: ~ :	/	/	/	/		
: ~ :	/	/	/	/		
: ~ :	/	/	/	/		
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Kaizen Express

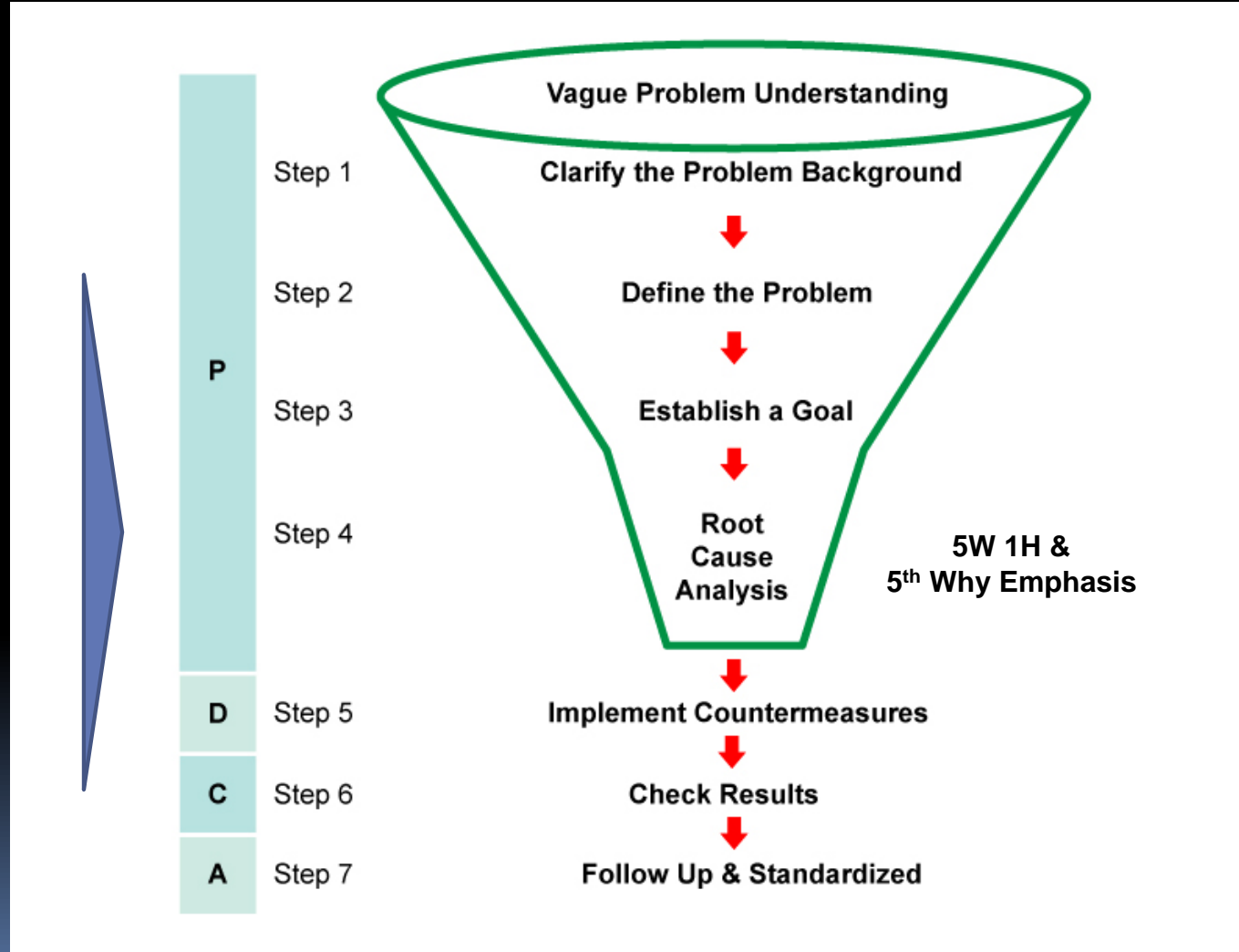
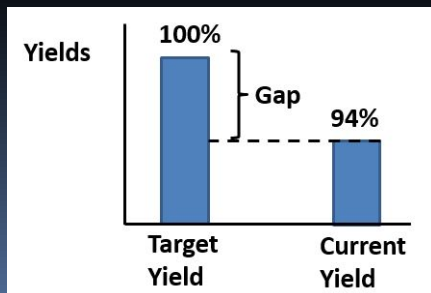
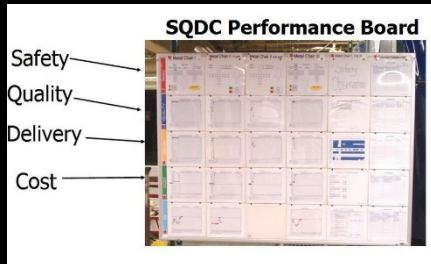
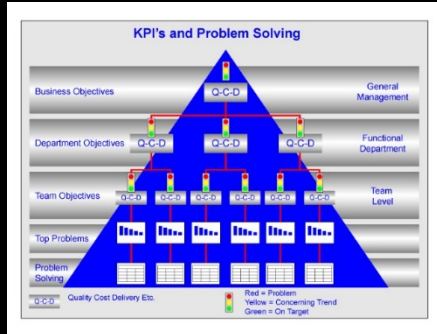
Lean Enterprise Institute
lean.org

4C Problem Solving

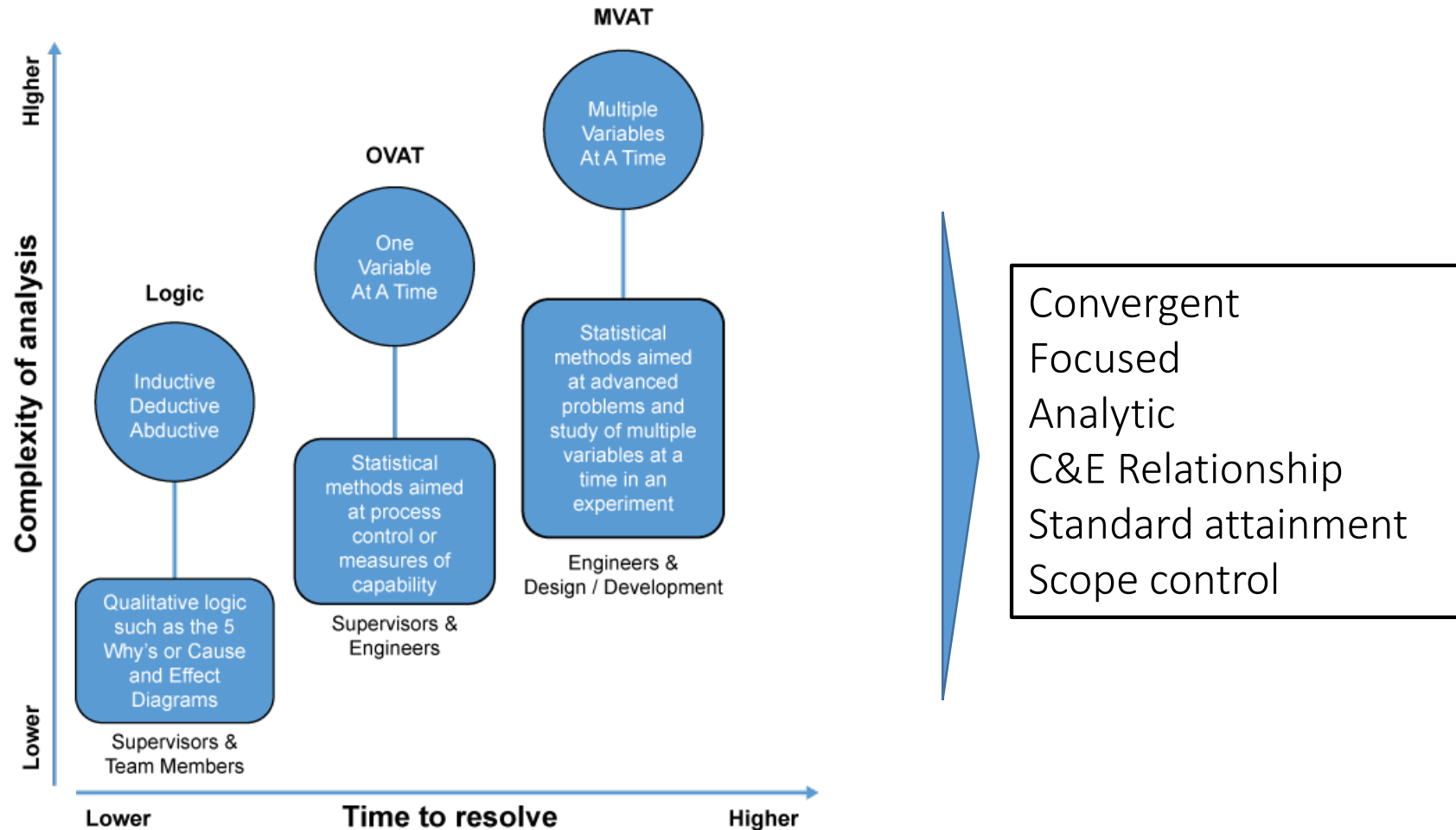
- Concern
- Cause
- Countermeasure
- Check Results



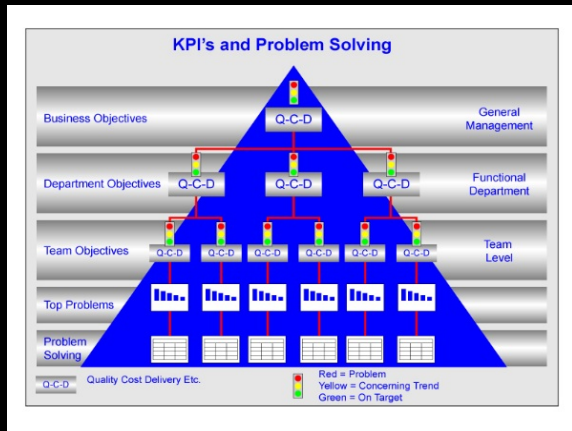
Type 2 – Gap from Standard



Type 2 – Analysis Types



Type 3 – Target State



Acceptable (Current State) Situation

(Future) Ideal Situation

Kaizen Methods
改善方法

Type 3 -
“Target State”

Normal Status

Type 2 - “Gap from Standard”

問題解決

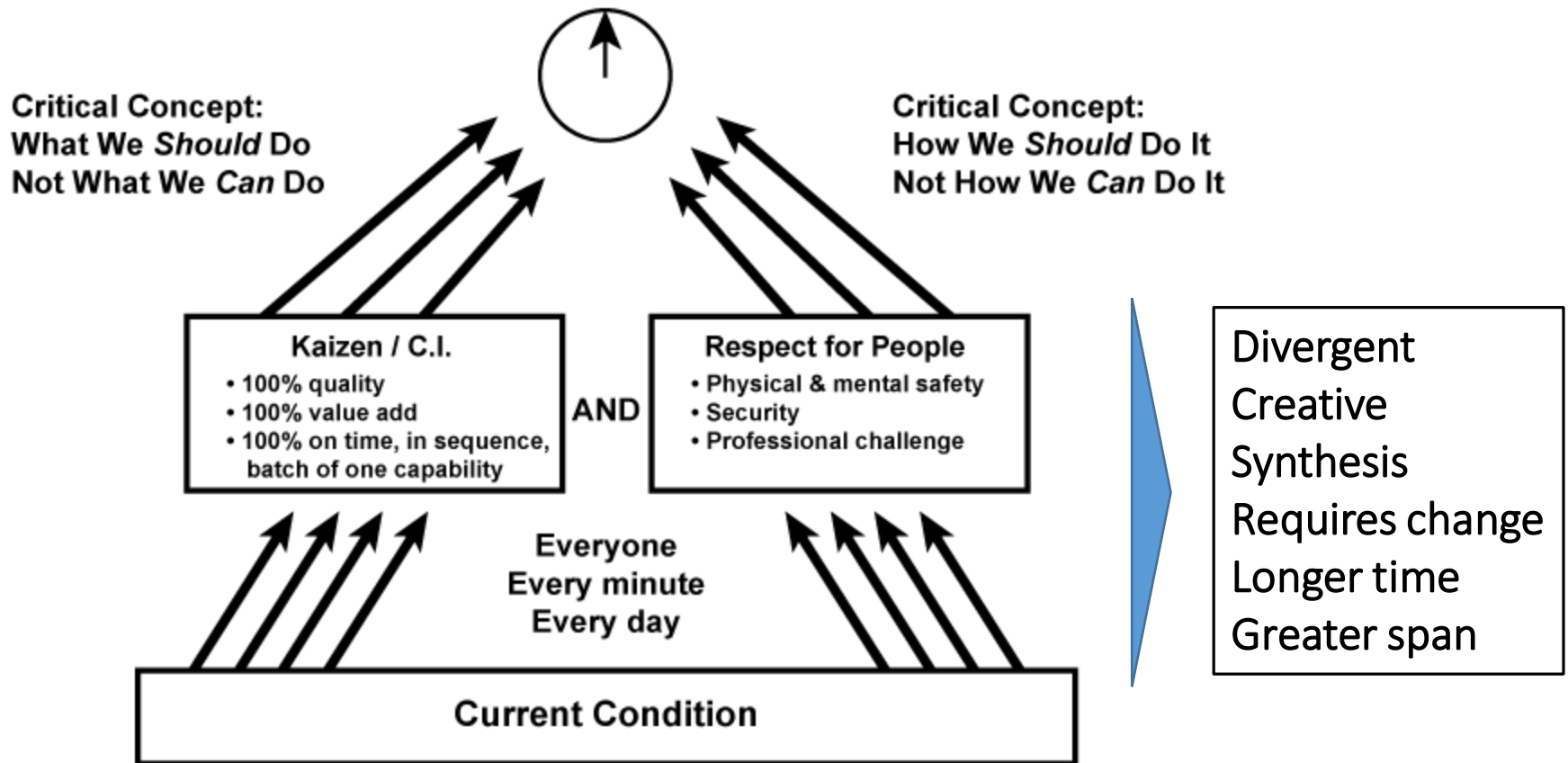
Problem Solving

Current Situation

GAP

Type 3 – Target State

Arubeki Sugata / Ideal State



Type 4 – Vision / Innovation

		How you?	
CONFIGURATION	Profit Model	Make money	Gillette, Hilti
	Network	Connect with others to create value	UPS, GSK, Toshiba
	Structure	Align your talent and assets	Mc Do, Fabindia
	Process	Use Superior methods to do your work	Zara Ikea
OFFERING	Product Performance	Employ distinguish features and functionality	Dyson, Mars, Inuit
	Product System	Create complementary products and services	Microsoft, Scion
EXPERIENCE	Service	Support and enhance the value of your offering	Zappos, Car Glass, Sysco
	Channel	Deliver your offering to your customers and users	Nespresso Amazon
	Brand	Represent your offering and business	Intel, Virgin
	Customer Engagement	Foster interaction	Apple Foursquare

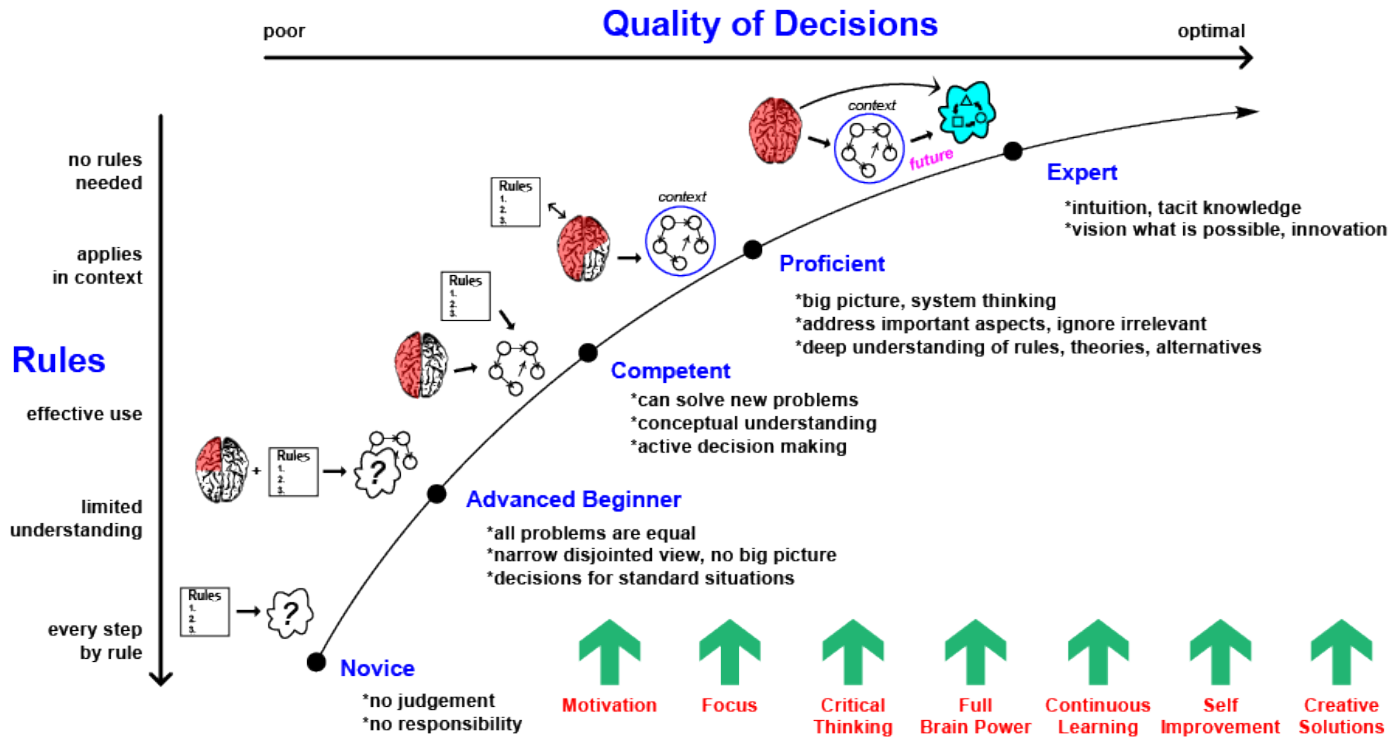
Doblin: 10 Types of Innovation: The Discipline of Building Breakthroughs

2015 Lean Coaching Summit

JULY 20-23 - SEATTLE, WA

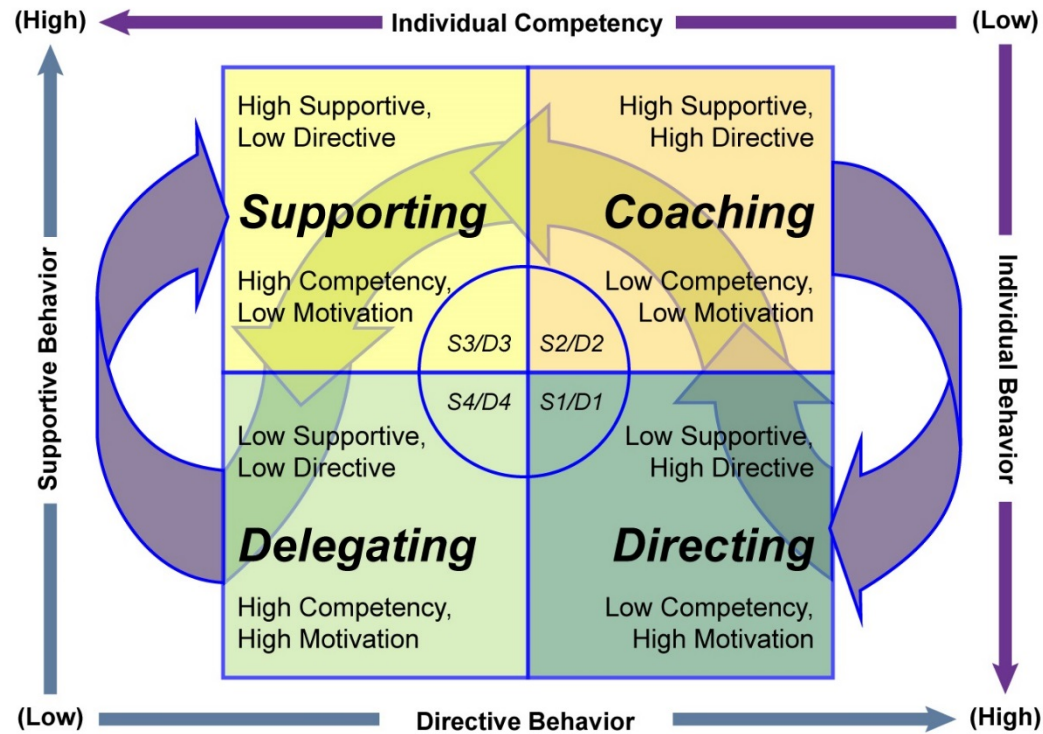
Leading / Coaching Problem Solving

Development of Problem Solving Skills

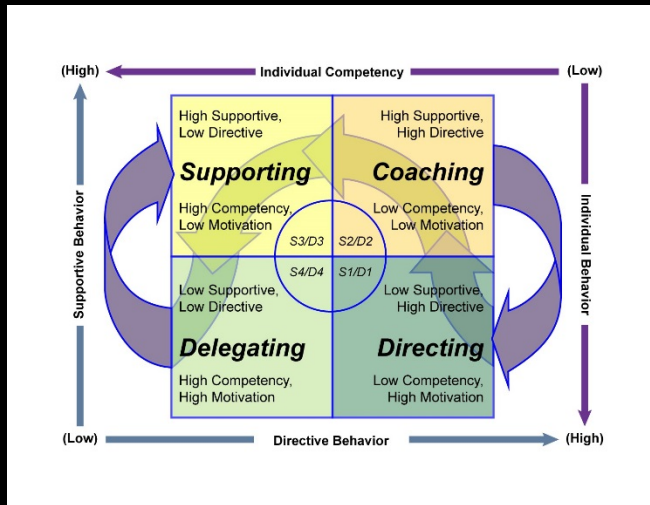


Adapted from Dreyfuss Model of Skills Acquisition

Leading / Coaching the Person



Directing



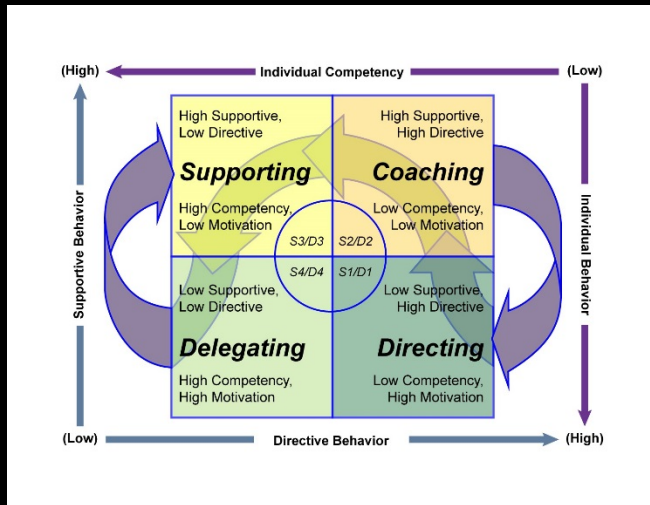
Quadrant:

Nickname:

SL Approach:

Low Skill / High Will
Enthusiastic Beginner
Freshman
Requires Direction
Appreciates Direction

Coaching



Quadrant:

Nickname:

SL Approach:

Low / Med. Skill / Low Will

Disillusioned Learner

Sophomore

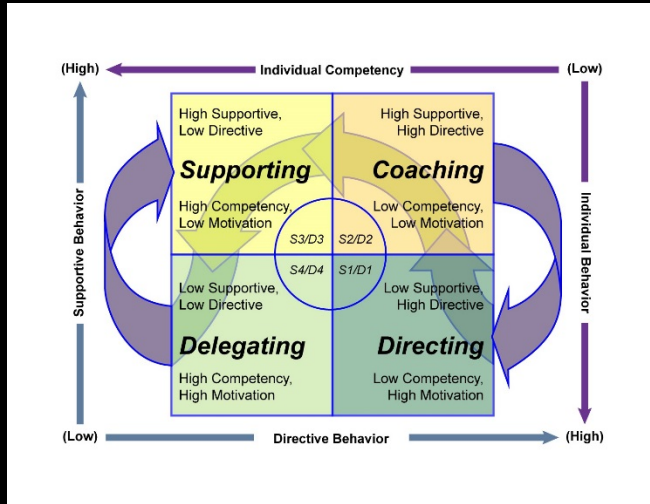
Requires High Support

& Key Direction

Crucial Conversation

Motivation

Supporting



Quadrant:

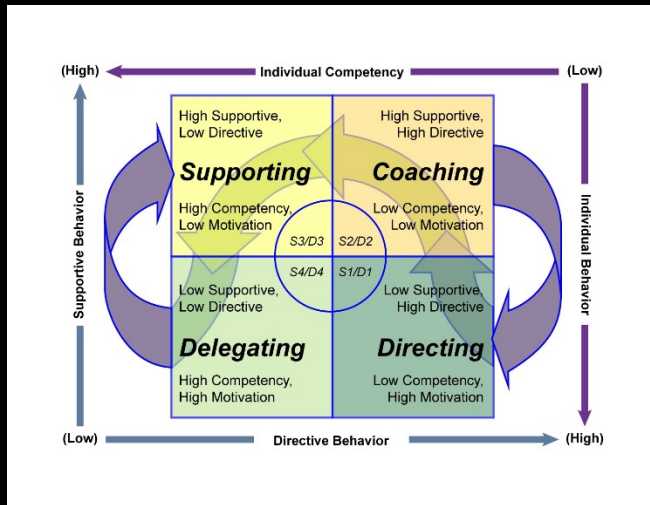
Nickname:

SL Approach:

High Skill / Low Will
Cautious Contributor
Junior

Requires High Support
but Low Direction
Challenge Thoughtfully

Delegating



Quadrant:

Nickname:

SL Approach:

High Skill / High Will

High Achiever

Senior

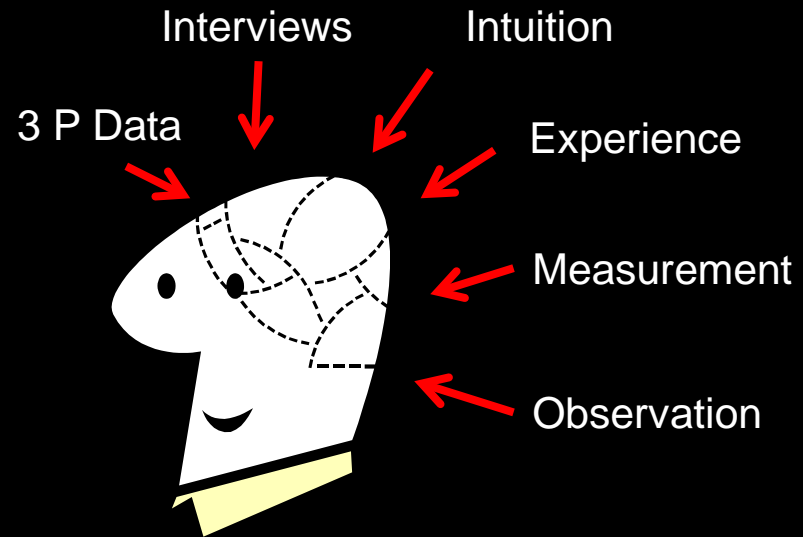
Requires Low Support
and Low Direction
Delegate / Challenge

CP2: Process Mentor

T1? T2? T3? T4?



1. Problem Background
2. Problem Definition
3. Establish Goal
4. Cause Analysis
5. Countermeasure
6. Check Results
7. Follow Through



Process Assistance:
Navigating the process
Probing questions
Technical insight
Align experts
Remove barriers
Alternative methods
Similar experiences
Other ideas

CP3: Problem Solving Ability

TPS

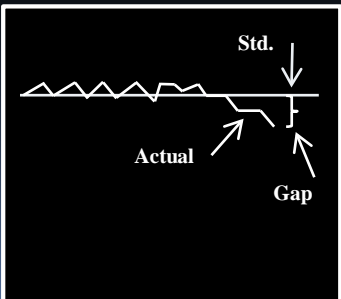
TPS



A. Immediate abnormality signal



B. Go to actual machine and see status

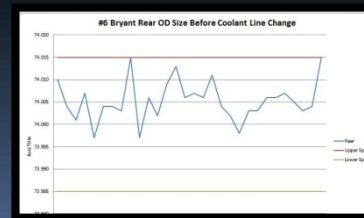


C. Ascertain actual problem situation

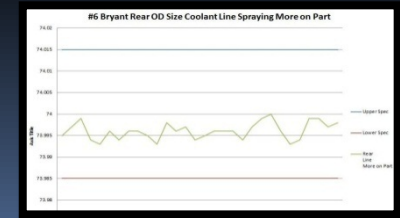
TPS

D. Coaching Investigation Sequence

1. Measure actual dimensional extent of problem
2. Look for obvious contamination or abnormalities
3. True and re-dress grinding wheel and observe status
4. Check actual grinding wheel (check “pores”)
5. Confirm actual (not theoretical) stock removal
6. Send part to QC Mat'l lab for hardness and HT depth check
7. Check actual cutting conditions
 - Wheel RPM
 - Feed Rate, Depth of Cut, etc.
 - SFPM
8. Confirm status of datum features and clamp mechanisms
9. Measure spindle run out
10. Coolant check
 - Flow rate / pressure
 - Nozzle condition and direction
 - Temperature
 - Concentration

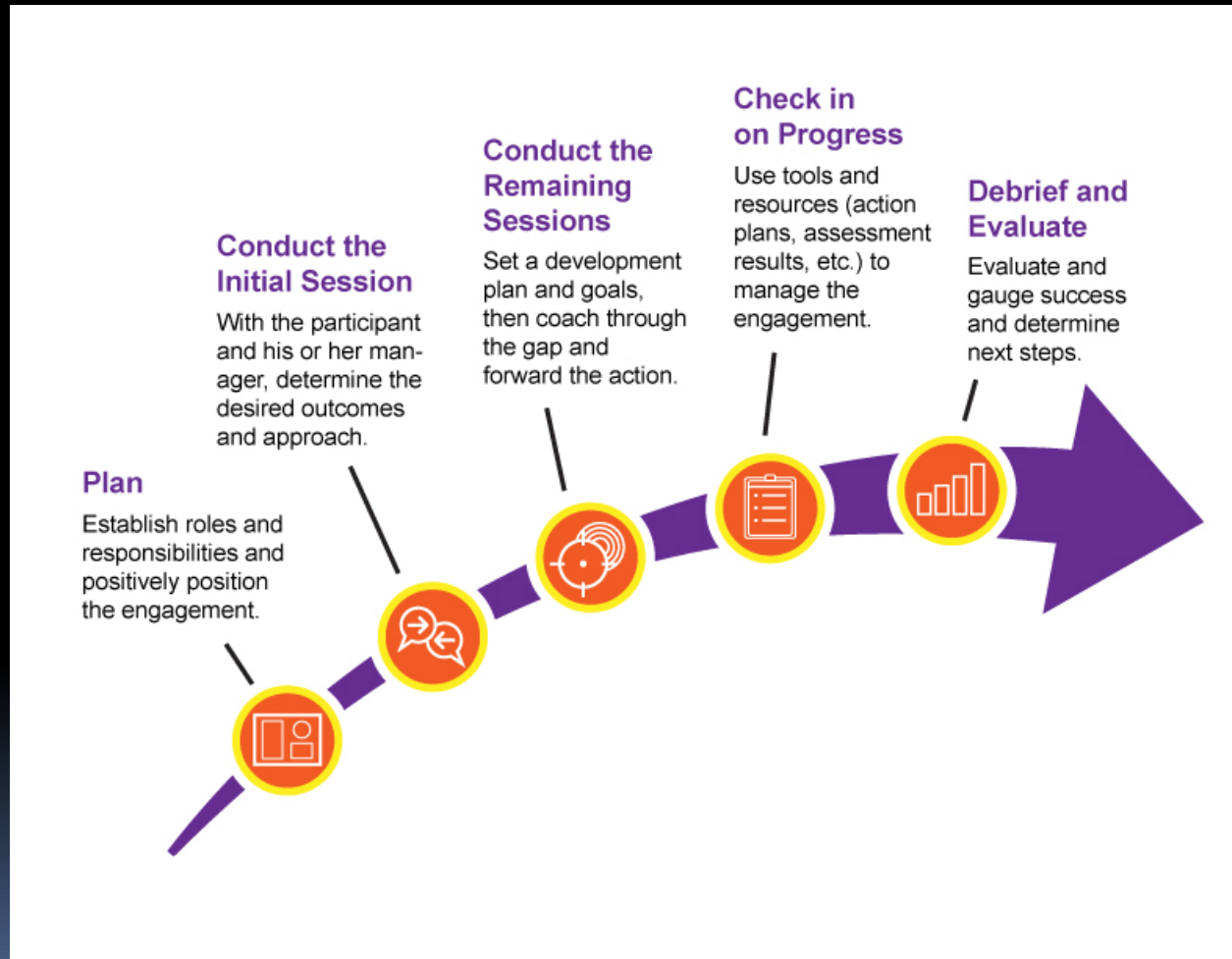


Cpk 1.15



Cpk 2.0

CP4: Coaching Plan



CP4: Detailed Coaching Plan

120 Minutes
 = 12 x 10 Minutes
 = 6 x 20 Minutes

6 Coaches / 72+ Players
 =Offense Drills
 =Defense Drills
 =Special Teams Drills

Position Groups
 =QB's
 =RB's
 =WR's & TE's
 =Offensive Line

Practice Drills
 = 1x1
 = 2x2
 = 7x7
 =11x11

Intermediate Practice Plan #2

Date Used: _____ Coach: _____ Team: _____

TIME	DRILL	COACHING TIPS
00:00 - 00:10	Warmup: Passing, catching, sprints	Loosen up and work on skills
00:10 - 00:15	Team Stretch	Captain leads
00:15 - 00:25	Jog around the field	Limbering up and prep for drills
00:25 - 00:35	1.2 Foot fire and drop (all players)	Or introduce new plays
00:35 - 00:45	2.7 10-yard drive (OL) 3.7 Progression drill (QB, WR) 4.4 Cut and switch (RB) 5.6 Hold and tackle (DL, LB, DB)	Drive the attacker 10 yards back Release ball within 3 seconds of drop Transfer ball to the outside arm Stay engaged until runner reaches pylon
00:45 - 00:55	2.8 Pancake drill (OL) 3.8 Cones and cuts (QB, WR, RB) 5.3 D-Line Fight drill (DL) 5.5 Attack the QB (LB) 6.5 Jump tuning (DB)	Solid base, arms extended, feet moving Quick fake before making the cut Start flat on stomach w/ head up Use tackling dummy for the QB Watch trajectory to time your jump
00:55 - 01:00	Water break	Players sprint back to coaches location as soon as whistle is blown
01:00 - 01:10	7.1 Fire drill (special teams)	Or review special teams plays and substitutions
01:10 - 01:25	8.6 Fire out from the 30 (OL & DL) 9.7 Sideline Running (QB, RB, WR vs LB, DB)	Explode off the line Pop the ball carrier (don't tackle)
01:25 - 01:30	Water break	Players sprint back to coaches location as soon as whistle is blown
01:30 - 01:50	11.7 Open the hole (offense vs defense) 11.11 First to the QB (defense)	Or practice plays from playbook
01:50 - 02:00	Cool down	Light stretching, warm down

Coaches Notes:

WWW.FOOTBALLTUTORIALS.COM



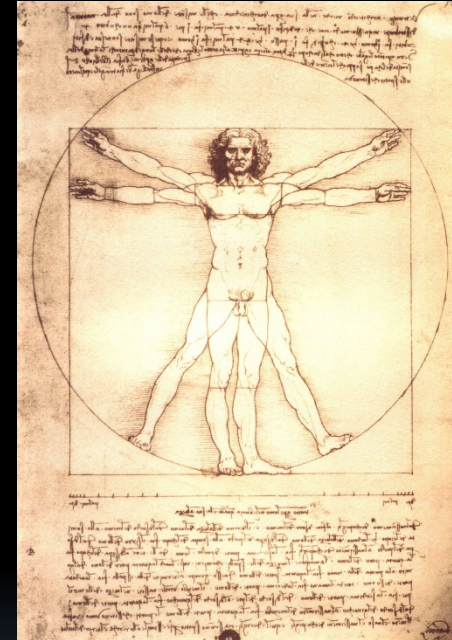
Outline

1. Outline
2. Background / Perspective
3. Toyota Leadership & Shaping Principles
4. Problems Solving & Leading
5. My Challenge for You
6. Q & A Session

Challenges To You



- Environment
- Structure
- Systems / Tools
- Thinking Patterns
- Behavior
- Results



*Shop Floor / 現場 / Genba

Final Q & A

Appendix





Toyota Historical Sales Growth

Ranking by Sales (Million units sold)

Rank	1950	1970	2003/4	
1	GM	GM	GM	(8.60)
2	Ford	Ford	Toyota	(7.20)
3	Chrysler	Chrysler	Ford	(6.72)
4	Studebaker	VW	VW	(5.11)
5	Nash	Fiat	Renault*	(4.98)
6	Kaiser	Toyota	Daimler**	(4.50)
7	Morris	Nissan	Honda	(2.88)
8	Hudson	Renault	Hyundai	(2.65)
9	Austin	BL	Fiat	(2.37)
10	Renault	Peugeot	Mitsubishi	(1.44)

Aspiration:
By 2010
Global #1 in
Market Share

Toyota Recent Performance

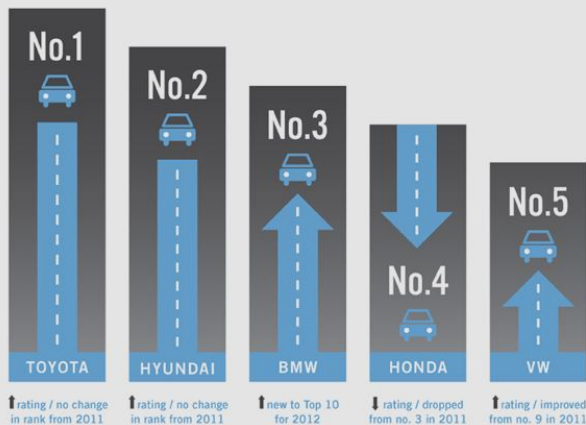
Performance Metric	 Ford	 TOYOTA	 CHRYSLER	 General Motors
Market Cap	\$63 bn	\$179 bn	\$14 bn	\$54bn
Revenues in FY13	\$147 bn	\$220 bn	\$87 bn	\$155 bn
3yr Revenue CAGR	3.8%	7.8%	20.7%	1.7%
Vehicle Sales in 2013	6.3m	8.9m	4.4m	9.7m
EPS growth in 2013	15%	237%	-131%	-2%
Estimated EPS growth in 2014	-18%	49%	-	0%
1yr Forward P/E	10.8x	8.7x	32.4x	9.2x
12 Month Dividend Yield	2.79%	1.18%	0%	0.87%
EV/EBITDA	5.38x	38.7x	5.50x	3.81x

BIDNESS^{ETC}

CarMD® VEHICLE HEALTH INDEX™ :

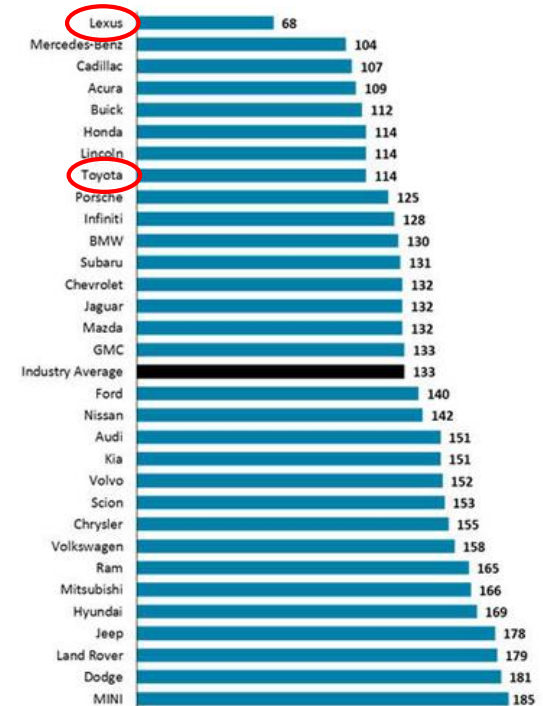
SUMMARY: Top Manufacturers

For the second consecutive year, Toyota is the no. 1 manufacturer in the U.S., based on a ranking derived from the fewest percentage of "check engine"-related problems and lowest average repair cost. Toyota earns the top spot with the lowest Index rating of 0.58, which is an improvement from its 0.67 rating in 2011 (the lower the rating, the better the overall ranking). Rounding out the top five vehicle manufacturers of 2012 are No. 2 Hyundai, No. 3 BMW, No. 4 Honda and No. 5 Volkswagen. Domestic manufacturers dropped out of the top five, with Ford moving from no. 4 to no. 9 and GM dropping from no. 5 to no. 8.



J.D. Power 2014 U.S. Vehicle Dependability Study™ (VDS)

2014 Nameplate VDS Ranking Problems per 100 Vehicles (PP100)



Source: J.D. Power 2014 U.S. Vehicle Dependability Study™

Charts and graphs extracted from this press release must be accompanied by a statement identifying J.D. Power as the publisher and the J.D. Power 2014 U.S. Vehicle Dependability Study™ (VDS) as the source. Rankings are based on numerical scores, and not necessarily on statistical significance. No advertising or other promotional use can be made of the information in this release or J.D. Power survey results without the express prior written consent of J.D. Power.

Job Instruction

How to teach an employee to do a particular job

-Safely

-Correctly

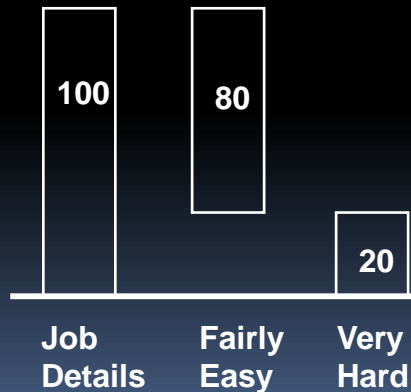
-Conscientiously



Original Sample TWI-JI Problem



- Shortage of 350 lens grinders
- 5 Years to learn and master
- 100's of small details
- Need more production now!



Job Breakdown Sheet 1
Job Breakdown Sheet 2
Job Breakdown Sheet 3
Job Breakdown Sheet 4
Etc.

Learning Curve:

From: 60 Months

To: 4 Months

>90% Reduction

Job Breakdown Sheet

Operation: _____

Parts: _____

Tools & Materials: _____

Safety Equipment: _____

Major Steps

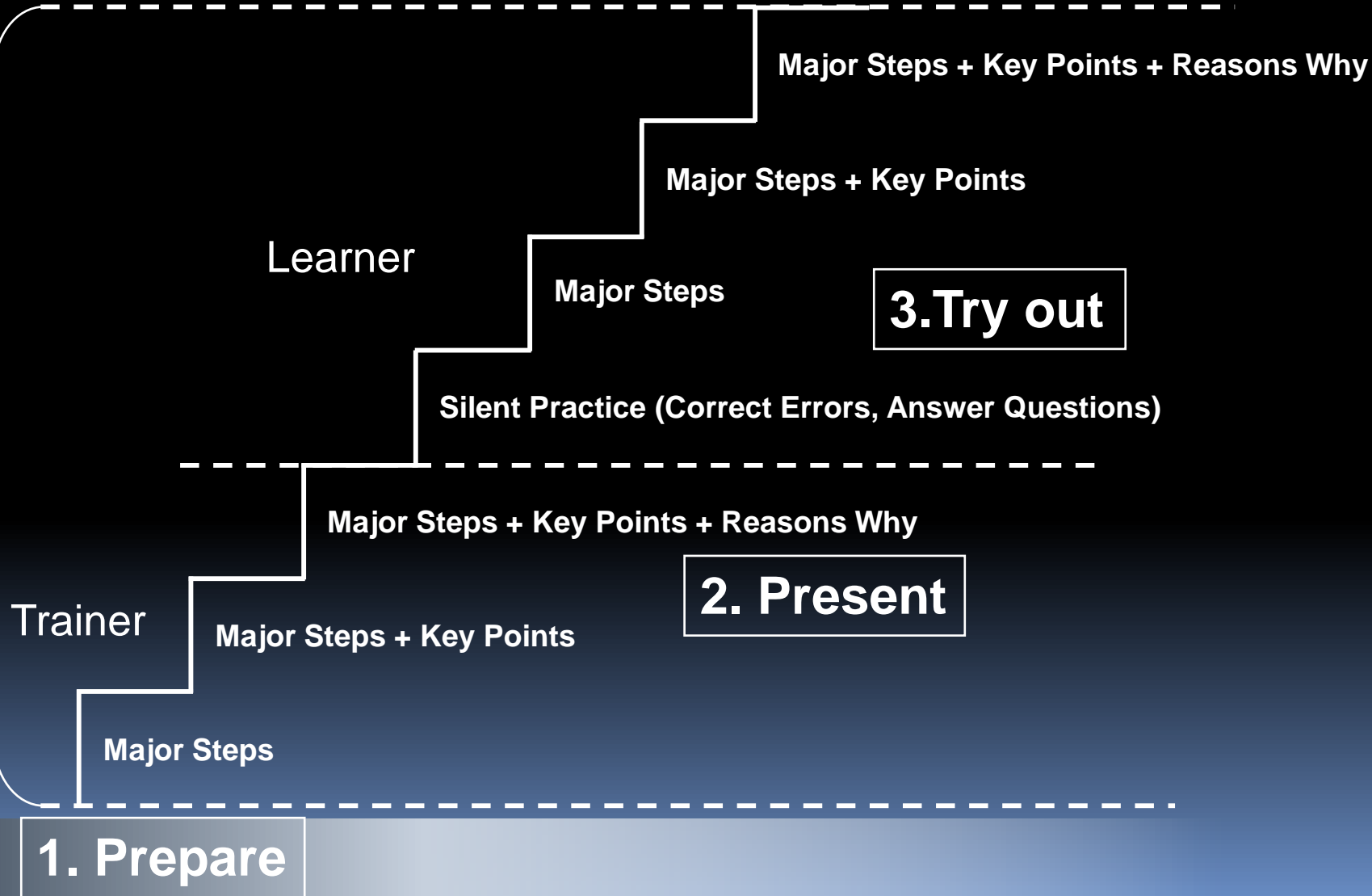
Key Points

Reasons Why

JI Basic Teaching Pattern

4. Follow up

Basic Teaching Pattern

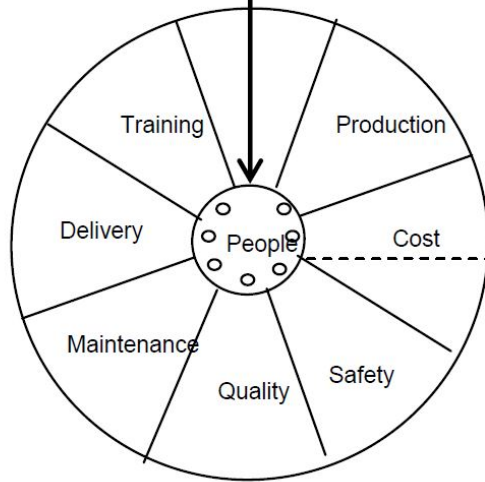


Job Relations

A supervisor gets results through people

SUPERVISOR

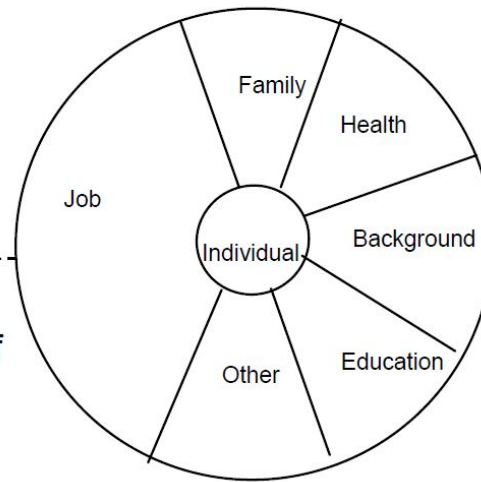
Job Relations



Foundations for good relations

- Let each worker know how he is getting along.
- Give credit when due.
- Tell people in advance about changes that affect them.
- Make best use of each person's ability.

People must be treated as individuals



Job Relations

- 1. A leader gets results through people. People must be treated as individuals. Good leadership prevents many problems, but the leader must know how to handle those that do arise.**
- 2. Complete facts must be known or obtained. Opinions and feelings must be found out and considered along with the facts. It is necessary to look at an individual because people are not alike.**
- 3. Decisions are made on the basis of facts properly evaluated and related. And decisions do not always make a solution.**
- 4. The leader must know his responsibility to check the results of the decision and follow up. It is necessary to watch the timing of action and follow-up, and watch for effect on the objective, on the individual, on the group, and on production.**

Job Relations Worksheet

Objectives – What results do I need in this situation to maintain or improve morale and productivity of the individual, group, and company?

- 1.
- 2.
- 3.

Step 1. Get the Facts

List all the pertinent facts of the situation. Keep wording brief and accurate.

Step 2. Brainstorm Possible Actions

Consider all the possible actions resulting from weighing the facts and considering their bearing upon each other.

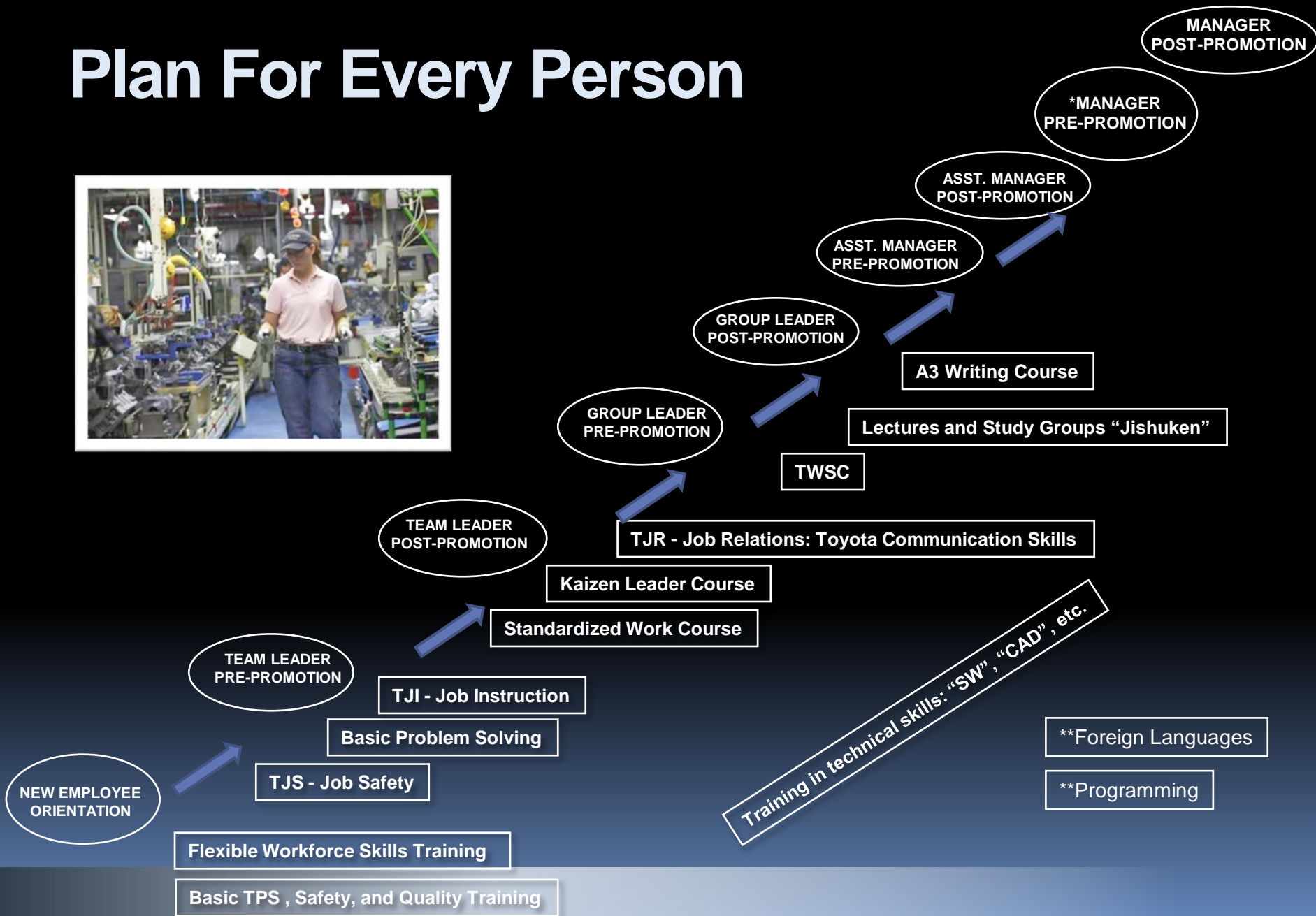
Step 3. Decide Temporary and Final Actions

Consider all the possible actions resulting from weighing the facts and considering their bearing upon each other. Issue decision.

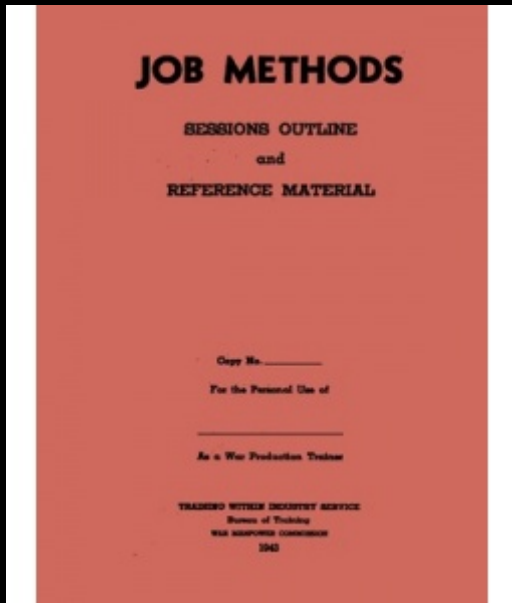
Step 4. Check Results

What is the effect on the individual, group, and company?

Plan For Every Person



Job Methods



“TWI Job Methods is about executing a plan to produce greater quantities of quality products in less time by making the best use of the manpower, machines and materials that are now available.”

The Japanese decided to adopt this tactic and simply call it “**Kaizen**”

Job Methods Approach

Step I. Break down the job.
List all details

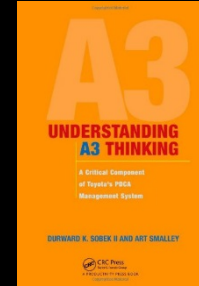
Step II
Question

Step III
Develop

Why?	}	→	Eliminate!
What?			
Where?	}	→	Combine!
When?			
Who?	}	→	Rearrange!
How			

Step IV. Apply the new method.
Sell-Approvals-Use-Credit

A3 Report Writing



- A. Status Reports
- B. Proposals
- C. Problem Solving / Kaizen
 - 1) Problem Background
 - 2) Problem Definition
 - 3) Goal
 - 4) Root Cause Analysis
 - 5) Countermeasures
 - 6) Check Results
 - 7) Follow up & Standardize

11"x17" Paper Size / International A3
Shows your thinking / planning ability
Avoids paperwork and rework
Bottom line up front / Elevator speech

A Kaizen Mind Must Be Developed



“It is important for employees to be able to look at the work they are performing and be able to properly identify waste. Once the waste is spotted It is the responsibility of the team to improve the process. The important thing is to teach people to challenge problems and apply the process of Kaizen. We need to foster the habit in employees of trying to change things for the better.”