

MEC – For Productivity and Continuous Improvement

March 9, 2021 to April 27, 2021

Note: All virtual instruction sessions are scheduled for every Tuesday at 12:30pm EST (unless otherwise indicated)

MEC – For Productivity and Continuous Improvement – Participant Commitment and Expectations: As a participant, you are making an 8-week commitment to learn, share and connect with other participants. To achieve your certification, you will:

- Attend all sessions
- Commit to fulfilling the 40 hour* program
- Complete Workplace Performance Project Activities
 - o Follow the WPP Guidelines
 - o Contribute to the team Workplace Performance Project
 - o Solve a workplace problem or opportunity using the A3 problem solving model
 - o Post project updates to the Knowledge Network
 - o Prepare & Present your project solution and business impacts for your company
- *40 hours refers to the total of virtual sessions and homework hours. Project work may require additional time based on the scope of the project chosen.

Learning Portal Access details:

As part of the Manufacturing Essentials Certification Program, you will receive access to an online Learning Portal where you will post WPP updates and access additional resource documents for the program.

Link to Portal: <https://mec-fmc.ca>

Username/Email: The email address you were registered with OR if you do not have a work email address, your username will follow the format
Firstname.Lastname.MEC

Password: MECTraining

(Note: The email address used for registration is usually your work email address, however if you are unsure, please email Lisa Steudle at lsteudle@emccanada.org)

Program Timeline

Module 0 Upon registration

- Verify and validate required technology for the program
 - Technology required to attend weekly training sessions:
 - A computer with up to date software.
 - A connection to the internet to participate in Zoom® meetings.
 - Up to date Zoom software
 - At least one member of your team will need a working camera and microphone to participate with the instructor.
 - Individual meeting participants can connect to the meetings with their own computer, even from home.
 - Alternatively, some teams set up one connection in a meeting room, with a screen (and speakers) large enough for everyone to see/hear. It may be necessary for team members to “step up to the mic” when they wish to be heard during the meeting, if the room microphone is at the front of the room, for example.
 - Your computer will need to access and edit Microsoft Excel, PowerPoint, and a PDF browser during training.
 - Other programs may be used for project work if the participant chooses (Google Docs, Slides, Visio, Minitab, etc.)
 - Homework will require updating your Excel and PowerPoint files.
 - Project work will include networking with other employees, and documenting their feedback via flipcharts and whiteboards, etc. A digital camera will be needed to capture this feedback, and the resulting digital pictures can be imbedded in your project materials.
- Set up online portal accounts and test audio visual set up for online learning
 - Verify your registration in the program
 - You may test your audio/ visual system capabilities with the test site
link here: <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting>

Module 1 March 9 - 12

- Webinar Instruction - Orientation - (3.5 hours) – March 9
 - Participant introductions and program overview.
 - Review of how to use the materials during the program.
 - Discussion of why change is necessary and how continuous improvement applies.
 - Introduction of A3 problem solving model and various process examples.
 - Assessing potential project ideas for WPP.
- Homework - (approx. 1 hour)
 - Review Module 1 and complete the corresponding worksheets on evaluating potential projects for your WPP

Program Timeline

Module 2 March 15 - 19

- Webinar Instruction – Project Selection (3 hours) – March 16
 - Homework review (group).
 - 8 Deadly Wastes review.
 - Lean thinking simulation.
 - Selecting your WPP with evaluation tools.
 - Getting stakeholder input for your project.
- Homework – (approx. 1 hour)
 - Review Module 2 and complete the corresponding worksheets on securing stakeholder input.
 - Select your Workplace Performance Project (WPP) and begin filling out the A3.
 - Save your project to the Learning Portal.

Module 3 March 22 - 26

- Webinar Instruction – Mapping out your process (3 hours) – March 23
 - Homework review.
 - How to map out your existing process (process map, value stream map).
 - Deciding what to measure, before project, during project and after project.
 - Updating the A3 for project progress.
- Homework (approx. 2 hours)
 - Map out the process flow that includes your project (SIPOC).
 - Use an appropriate mapping tool (process map, VSM)
 - Update your A3 and save changes to the Learning Portal.

Module 4 March 29 – April 2

- Webinar Instruction – Data review and root cause analysis (3.5 hours) – March 30
 - Homework & A3 review.
 - Using the fishbone diagram (cause & effect).
 - 5 Why.
 - Data analysis
 - Challenges with the current process.
- Homework (approx. 2 hours)
 - Complete a root cause analysis using a fishbone, 5 Why or data analysis.
 - Update your project A3 and save changes to the Learning Portal

Program Timeline

Module 5 April 5 - 9

- **Webinar Instruction – Finding solutions to the problem (3.5 hours) – April 6**
 - Homework & A3 review.
 - Brainstorming potential solutions.
 - Selecting the best solutions for your project.
 - Implementation of improvements.
- **Homework (approx. 2 hours)**
 - Begin communications of change and begin implementation of project solution.
 - Update your project A3 and save changes to the Learning Portal

Module 6 April 12 - 16

- **Webinar Instruction – Validation of solution (3.5 hours) – April 13**
 - How will we measure success?
 - Implementation of improvements (continued).
 - Begin validation of solution(s).
- **Homework (approx. 2 hours)**
 - Continue with implementation of project solution(s).
 - Update your project A3 and save changes to the Learning Portal

Module 7 April 19 - 23

- **Webinar Instruction – Adjust solution and finalize (3.5 hours) – April 20**
 - Obtaining feedback and adjusting project solutions.
 - Develop process standards with procedures.
 - Outline training plan for employees and stakeholders.
 - When to switch to an alternate solution?
- **Homework (approx. 2 hours)**
 - Finalize your A3 report and begin preparing the final presentation.
 - Update your project A3 and save changes to the Learning Portal.
 - Save your presentation file to the Learning Portal.

Program Timeline

Module 8 April 27

Webinar Instruction - Final Workplace Performance Project Presentations – April 27

- Review of the MEC-PCI program.
 - Present final project A3 and summarize story (10-15 minutes max. each project) with follow up actions yet to complete.
 - Facilitation of sustaining productivity and continuous improvement activity.
 - Set schedule for future VSS follow up (90 days out).
- Homework (30 day action list)
 - Wrap up all action items on your 90 day action list to complete and sustain your project.
 - Plan for future follow up with VSS instructor.