

Government Funding Now Available for Lean Six-Sigma Office Improvements!

How is the government helping businesses?

Vative can implement Lean business improvements in most cases **at no cost to the company!** Vative have access to a range of government funded grants:

- ✓ **Nationally accredited training** in Certificate III, Certificate IV & Diploma in all industry sectors
- ✓ **Internationally Certified Leadership Training** (Lean Practitioner/Experts/Masters)
- ✓ Specific Federal and State funding for business improvement projects in specific industries



Vative Skills, Tools & Training + **Government Funding** = **Increased Knowledge & Business Profit**

Whether your business is new to Lean or has already begun the journey, Vative can **tailor a solution** that will ensure your business makes positive changes to improve your business profitability, product/service quality and team morale. By educating your teams with **structured and proven techniques**, Vative raises the level of employee skills in alignment with business goals and objectives.

What is Lean/Six-Sigma?

Lean/Six Sigma are business optimisation systems that have been used by successful Japanese, American and German companies such as **Toyota, Motorola and Bosch**. Lean systems educate people about process efficiency and instil a culture in the work place that drives towards an overall growth strategy in flexibility, perfect quality, transparency, standardisation, empowered teams and continuous improvement. This helps your business become efficient by **reducing wasted effort** and **focusing on Value Added** operations.

How is Lean Six-Sigma applied to an office environment?

Although Lean originated in Manufacturing, these proven tools and techniques are also making equal impact in Business Management, Administration, Finance, Services, Healthcare and Communications. By focusing on core Lean activities required for effective business improvement and customising project objectives, Vative are able to offer realistic, simple and effective solutions which improve efficiency, culture and quality.

Core Lean Activities:

Phase 1 - Business Analysis and Opportunity Identification

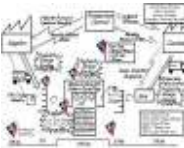
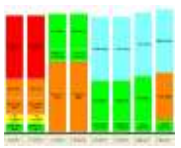


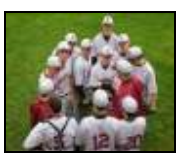




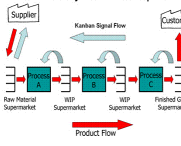
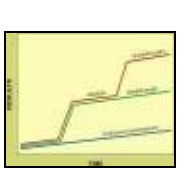



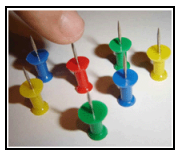
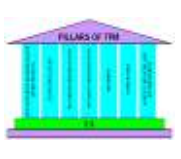

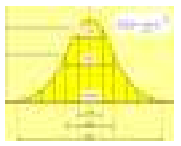
- ✓ **Value Stream Mapping** of business processes from suppliers to customer (Identifies current process/ information flow and identifies waste improvement opportunities)
- ✓ **Lean Business Health Check** establishes current state of processes compared to benchmark Lean standards. (Measures programs impact on Lean business improvement)
- ✓ **Culture & Morale Surveying** assesses company communication, team communication, involvement, empowerment, rewards and recognition, satisfaction and OH&S. (Checks the people readiness for business change and identifies opportunities to improve culture and morale)

Phase 2 - Business Improvement Program

- ✓ **Office 5S** – Improves office organisation, efficiency, process transparency and team communication
- ✓ **Kaizen Improvement Project** – Teaching team leaders how to effectively identify and implement improvement projects in a team lead culture. (Covers project leadership and planning, Return On Investment (ROI) calculations, measuring Key Performance Indicators (KPIs) & contingency planning)



Vative Projects & Training Options

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|  | <p>Value Stream Mapping (VSM) Provides business vision and unified planning (Vative are an authorised distributor of IGrafx Flowcharter & VSM Software)</p> |  | <p>Labour Balancing and Capacity Analyses and optimises processes to ensure maximum output for minimum resource allocation</p> |
|  | <p>Business Analysis & Benchmarking Assesses:</p> <ul style="list-style-type: none"> ✓ Lean Business Health Check ✓ Culture and Morale Surveys ✓ Quality Assessments |  | <p>Quick Response Systems Creating effective systems to enable quick response to customer demands with turn key solutions</p> |
|  | <p>People & Negotiation Skills Assists in developing individuals or teams to allow better focus on business objectives and goals. Provide tools for conflict resolution</p> |  | <p>Pull Marketing Create marketing system which generate organic sales and steer potential customers to your business. Includes Web Design & Search Engine Optimisation</p> |
|  | <p>5S – Workplace Organisation The foundation for organisational change, providing a cleaner, more organised and efficient workplace. Also creates a culture for improvement.</p> |  | <p>Time & Motion Studies Vative Process Time Studies will provide your business with an overview of Value Adding processes and how they are balanced between process steps</p> |
|  | <p>Lean Metrics & Score-boarding Standard set of measures (KPIs) which monitor the performance of processes via visual management</p> |  | <p>Pull Systems & Just In Time (JIT) Improves material flow, reduces inventory and process bottlenecks. Allocates flexible resources to areas requiring increased capacity</p> |
|  | <p>Kaizen/Continuous Improvement Effectively analyse wastes and implement actions via DMAIC to eliminate waste at the source</p> |  | <p>Document & Information Management Creating and maintaining document management systems. Including, naming convention, security, currency, exchange, remote access and software integration systems</p> |
|  | <p>Standard Operating Procedures (SOP) Records valuable information about process settings and standard operation requirements. Data can be stored via a central system online</p> |  | <p>Business Layout Planning Optimisation of material, information and process flow. Office layout review and flexible work cell design to allow most efficient resource utilisation</p> |
|  | <p>Quality Tools & Root Cause Analysis Teaches teams techniques to identify & implement actions to eliminate the source of issues. Covering tools 8D, Early Warning Systems, 5 Whys, Fishbone Diagrams</p> |  | <p>Total Productive Maintenance Total Productive Maintenance (TPM) is a maintenance program which involves a newly defined concept for maintaining equipment and scheduled servicing</p> |
|  | <p>Mistake Proofing Teaches teams the techniques to design products and processes in a way that eliminates the possibility of errors or quality issues</p> |  | <p>Six Sigma (Authorised LSSSA Partner)</p> <ul style="list-style-type: none"> ✓ Lean Six-Sigma ✓ Lean Practitioner/Expert/Master ✓ Green Belt Training ✓ Black Belt Training |

For complete details please visit our website www.vative.com.au or www.six-sigma.com.au