



# TUESDAYS with TODD

Sharpen Your Skills  
Select Monthly Topics



**Tuesday 07/14/2015**

1:00 to 5:00 pm

*LEGO LEAN - THIS SESSION July 14 CANCELLED*

Lean Overview with live simulation - 4 hours

Provides an introduction to Lean Manufacturing Concepts including broadened definition of "waste" and tools you can use. Simulation time greatly reduced from Lean 101 - the Buzz Electronics 8-hour version.

*\*This Lean course and the August session require a minimum of 6 participants in order to run simulation. MMEC reserves the right to cancel this workshop if that minimum is not met.*

## Tuesday 08/11/2015

1:00 to 5:00 pm

*LEAN for Office & Administration*

### **LEAN CONCEPTS and HOW THEY APPLY to non-production environments.**

Includes how to develop a Value Stream Map and analyze the current process for improvement opportunities.

Gain an understanding of the value of aligning admin, sales and shipping processes with production to maximize your LEAN culture and initiatives!

*\*This Lean course requires a minimum of 6 participants. MMEC reserves the right to cancel this workshop if that minimum is not met.*

## Tuesday 09/08/15

1:00 to 5:00 pm

*Root Cause Analysis & Problem Solving*

### **ROOT CAUSE ANALYSIS & PROBLEM SOLVING TECHNIQUES**

This session covers problem identification and driving down to root causes using proven tools and techniques. This workshop is a great analysis tool. It is a must-have tool for improving quality management systems. Higher value if you have an issue you or your team is tripping over to explore cause using tool examples.

## Tuesday 11/10/2015 (NEW DATE AND TIME!)

8:00 am to 12:00 pm

*Coming Changes in ISO 9001:2015*

### **OVERVIEW: 2015 Standard changes from ISO 9001:2008**

This workshop walks you step by step into the critical changes and important format changes in the new ISO 9001: 2015 standard\*. Risk Management will be an audit focus in the new standard. If you are interested learning more about risk management planning, sign up for the December workshop offering, too.

*\*If you would like a copy of the newly released Standard (optional) at a special savings, be sure to check that option during the registration process, and the cost of the Standard (\$140) will be added to your invoice. (list price is \$173)*

## Tuesday 11/10/2015

1:00 to 5:00 pm

*Planning for Growth with an Action Plan*

## **PLANNING FOR GROWTH**

Learn an expedited process with proven tools to develop a VISION, MISSION, and VALUES for achieving your organization, department, or personal goals. This workshop will also teach you how to set objectives for and prioritize an effective action plan on a single sheet of paper! Tools are clear and simple to use. MMEC uses this tool in its operations on a quarterly basis!

*Special Limited Time Offer:* Enrollees will receive a free copy of Joe Calhoon's book "The 1 Hour to Plan for Growth." (a \$15 value).

**Tuesday 12/08/2015**

1:00 pm - 5:00 pm

*Risk Management Identification & Planning*

## **RISK MANAGEMENT: Identification & Planning**

Managing risk well is important to your business success, your employees and your customers. It is also a coming focus of the 2015 ISO 9001 Quality Standard. In this workshop you will build your understanding of risk management principles and tools. Learn how to identify, assess, and monitor risk and how to apply proven management principles to a real world situation.