



KVALIKON

VEZETÉSI TANÁCSADÓ ÉS
RENDSZERFEJLESZTŐ KFT.



1125 BUDAPEST, ISTENHEGYI ÚT 63/B.

» FOREMAN TRAINING

4 DAYS TRAINING

Goal of the training:

Professional training for the effective and efficient provision of managerial duties. To develop participants' manager-, problem solving- and productivity development skills through specific tasks, situational games and case studies.

Recommended for:

Foremen, Team leaders, Shift leaders, team coordinators

Date of the training:

Application date:

Place of the training:

1. day

Foreman's role

- Requirements regarding the leaders work
- Daily challenges against the leaders
- Who is a good leader?
- Leaders' tasks

Management elements

- Management cycle (PDCA)
 - o Maintenance
 - o Improvement
- Management functions

Planning

- Choice of goals
- Defining goals (SMART goals)
- Defining priorities
- Breakdown and representation of organizational goals, Target agreements
- Feasibility and breakdown of goals (5W1H)
- Definition and review of plans

Organization

- Conditions of efficient work
- Organization's tasks
- Organizational forms, principles of designing organization
- Task – Responsibility – Limit of power – Accountability

- Clear definition and breakdown of tasks (5W 1H)
- Delegation, task release
- Work organizational principles
- Define and ensure the essential conditions of work
- Process approach, process organization
- Time management

2. day

Control

- Control function
- Measurement
- Feedback's role
- Examination and evaluation
- Visual control
- Performance evaluation, control

Personal leadership

- Leaders style
- Management decisions (Decision matrix)
- What is a good leader?
- Motivation, encouraging employees
- Coaching
- Cooperation with partner departments
- Communication
- Conflict management
- Team work, team leading
- On the job training
- Change management



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3. day

Productivity development

- Value-added approach
- Productivity-increasing factors
- Dimensions of productivity development (PQCDSM)

Productivity development methods

- KAIZEN, Kaizen principles
- Suggestion system
- QCC – quality circles, team work
- TQC, TQM
- JIT
- TPM
- 5S

5S – Develop and maintain a quality working environment

- S elements
- Successful 5S implementation

Exploring development opportunities in working environment:

- 3 MU (Unnaturalness – Unevenness – Losses)
- PQCDSM method
- 4M + 4M method

4. day

Continuous improvement (quality development methods)

- Continuous improvement
- PDCA cycle
- Standards, standard work
- Data collection, statistics, measurement
- Registration - Correction - Prevention

Problem solving and quality improvement

- 7 steps of problem solving
- Data collection, statistics (frequency detection, data collection sheets, scatter diagram, histograms)
- FMEA, defect prevention
- 7 QC tools (7 quality tool)
- Choice of solution and implementation
- Quality development, „good at first” quality

Loss reduction

- Loss reduction methods (line balancing, spaghetti diagram, cycle time analysis)
- 7 MUDA

Exam