

<b>Title: Improving My Ability to Engage 2021</b>	<b>Owner: Leanne T. Hinker</b>	<b>Guide: Steve Senior</b>	<b>Version: 1.1</b>	<b>Date: 15/02/2021</b>
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<p><b><u>Background &amp; Vision</u></b></p> <ul style="list-style-type: none"> <li>• Internal Lean Coach for over 3 years. Successes in production area</li> <li>• Challenges in engaging admin and inbound logistics managers and teams:</li> <li>• Vision: to be effective in engaging &amp; coaching all functions and senior mgt. in Lean</li> </ul>
<p><b><u>Current Situation: Effectiveness &amp; Strengths</u></b></p> <p><b>Practicing:</b></p> <ul style="list-style-type: none"> <li>• Introducing Lean. Coaching teams &amp; managers in production to do daily kaizen</li> <li>• Knowledge and implementation of Lean tools in production situation</li> <li>• Developing visual management and coaching A3 Thinking</li> </ul> <p><b>Learning:</b></p> <ul style="list-style-type: none"> <li>• Reading leading edge articles on Lean Post/Planet Lean/LCS regularly</li> </ul> <p><b>Communicating:</b></p> <ul style="list-style-type: none"> <li>• Engaging and building relationships with production managers and operatives</li> <li>• Making effective presentations to production areas</li> </ul>
<p><b><u>Current Situation: Challenges &amp; Gaps (inc causes)</u></b></p> <p><b>Practicing:</b></p> <ul style="list-style-type: none"> <li>• Coaching managers in Hoshin/strategy deployment – because no experience in this</li> <li>• Engaging &amp; coaching managers in admin &amp; logistics to identifying wastes and developing measures because I don't yet understand the systems &amp; processes</li> <li>• I don't have appropriate examples to use in teaching &amp; coaching Lean in admin &amp; logistics because of my lack of experience in those areas</li> </ul> <p><b>Learning:</b></p> <ul style="list-style-type: none"> <li>• How to implement, and so coach, Hoshin/strategy deployment because I have no experience of doing so. We need to do this as a business this year.</li> <li>• I don't have enough knowledge of how to apply takt time and daily measurement in non-production processes.</li> </ul> <p><b>Communicating:</b></p> <ul style="list-style-type: none"> <li>• 'Translating' Lean so non-production areas can understand and learn (no previous experience of these areas)</li> </ul>
<p><b><u>Goals &amp; Targets</u></b></p> <p>By the end of this CPD year I want to remain effective at what I do and improve by...</p> <ul style="list-style-type: none"> <li>• Succeed in engaging the admin &amp; logistics team to carry out regular kaizen events</li> <li>• Having <b>learned</b> how to do Hoshin and how our admin and logistics departments work...</li> <li>• Having <b>communicated</b> Lean effectively to non-production areas of the business</li> </ul>

<p><b><u>Countermeasures</u></b></p> <p><b>Practice</b></p> <p>P1: Develop V1 of Hoshin/Strategy Deployment course. <b>By end Q1</b></p> <p>P2: Work with admin &amp; logistics managers to grasp &amp; map their systems &amp; processes. <b>By mid Q2;</b></p> <p>P3: Plan regular kaizen events (prior to coaching daily kaizen) <b>By end Q2</b></p> <p><b>Learn</b></p> <p>L1: Read books/articles on: 1) How to do Hoshin/Strategy Deployment –X-Matrix &amp; A3. <b>By end Q1. 2) Applying Lean in admin &amp; in logistics. By end Q2</b></p> <p>L2: Find and do a Hoshin course – or get 1:1 coaching. <b>By end Q2</b></p> <p>L3: Get exposure to, and thus learning &amp; inspiration from, my peers in similar organisations on admin &amp; logistics systems and processes. <b>By end Q3</b></p> <p><b>Communicate</b></p> <p>C1: Develop teaching material that translates Lean into admin and logistics language with supporting examples from elsewhere. <b>By end Q3</b></p>
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