

MALTA 2015 LEAN MANAGEMENT PROGRAMME

- advanced executive education -

Revolutionary in Malta

Dr. Carlo Scodanibbio
and
Ing. Joseph Micallef

jointly present:

“a suite of training events on lean management principles addressed to face effectively the crucial times ahead - for organisations within the Maltese Islands and neighbouring countries”

Training Event 02:

“LEAN LABORATORY MANAGEMENT”

7 - 8 July 2015 - Malta

an intensive two-day course on how to increase efficiency, effectiveness and overall performance in any-type Laboratory environment

LEAN LABORATORY MANAGEMENT

A 2-Day Training Course Developed And Presented By:

Dr. Carlo Scodanibbio – Ing. Joseph Micallef
email: carlo@scodanibbio.com jmicallef@theiet.org

<http://www.scodanibbio.com/malta2015/>

Foreword .

"non-value-adding and waste lurk in any working environment, including labs..."

FROM THE DESKTOP OF DR. CARLO SCODANIBBIO AND ING. JOSEPH MICALLEF

Dear Delegate(s),

The Lean Philosophy is changing the way organisations operate. No longer stuck in the paradigm of "mass" thinking, many enterprises have tried to adopt some portions of the Toyota Production System, the Lean road. Many have failed. Many have rushed off, taken a course and pronounced themselves LEAN. Yet very few have tested the depths of overall performance enhancement and added competitiveness possible with a complete change of paradigms in the "lean" direction.

Only few attempts have been made, to date, to deploy Lean principles in Laboratories' processes. Research by Gallup has uncovered that less than 30% of employees are truly engaged in their jobs. Lean Thinkers have long shown that an additional 25-40% of the work done by most Lab personnel is waste or non-value added.

This means that 40% of every payroll dollar is easily lost. In a Laboratory of large size, these figures are probably much higher, due to the old, bureaucratic mentality alive and kicking in any Lab process. With the advent of true global competition, can you afford to waste 40% and more of personnel time – and, at the same time, offer insufficient output value to Lab's clients?

This course will be a shocking course for many of you. Because it demystifies all traditional principles of the first industrial revolution on which the majority of Laboratories, still today, are built or around which they operate. By presenting in rather great detail the philosophy of the second industrial revolution and the main tools and disciplines readily available to all organisations to perform in an "excellent" status, this course is a door-opener to lean practices for whoever is:

- a) ready to listen to the message*
- b) prepared to abandon obsolete principles, formulas and bureaucratic approaches*
- c) willing to get to "lean" status.*

We GUARANTEE that you will leave this training course with the knowledge and tools to improve the value proposition of your Laboratory!

Dr. Carlo Scodanibbio and Ing. Joseph Micallef

Lean isn't an option any more - it's a necessity!!!

Course Trainers:
Dr. Carlo Scodanibbio and Ing. Joseph Micallef - Independent Consultants

Training Dates:
7 - 8 July 2015

Training Venue:
TBA: Malta



Training Course Outline .

This 2-day Training Event is very interactive and supplemented with abundant practical exercises and case studies.

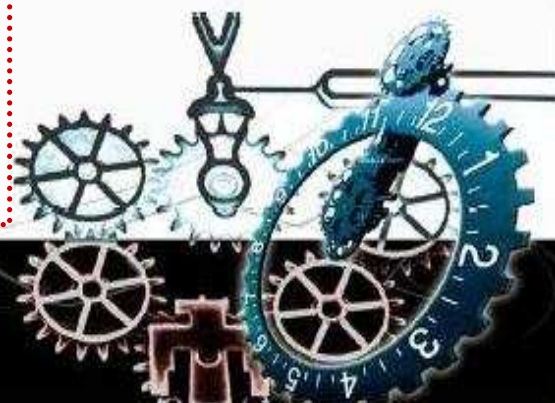
- The key to *World-Class Performance*: **Lean Thinking**. What does *Lean Thinking* mean.
- The scenario: the world has changed - the environmental change must be understood and managed effectively.
- The pre-requisites for *World-Class Performance*: a) be prepared to abandon the "formula" – b) have a clear "direction" and ensure effective communication: "let people know where you are going to...." - c) get there: by deploying "lean" tools.
- Why many private enterprises and public/semi-public organisations don't "perform": the root causes of poor performance date back to over 2 centuries ago. We have gone into the 21st century, with enterprises designed in the 18th and 19th centuries to perform well in the 20th.... Is our Industrial DNA still polluted by those obsolete principles that gave birth to the first Industrial Revolution? Case studies.
- The origins of *Lean Thinking* - 1. **Remember!** No matter what your business is – *you must generate value for your customers!*
- The origins of *Lean Thinking* - 2. **Remember!** Everyone that works in your organization is doing one of three things: a) They are generating value for your customers – or, b) They are creating or reshuffling waste – or, c) They are doing absolutely nothing. *The market leaders will always have the majority of their people dedicated to the first of these.*
- **Value Adding Management** in Industry: the pilot light and driving philosophy for the new millennium. Focusing on processes to maximise *value* and eliminate *waste*. Today's relationship between *value*, *productivity*, and *quality*. How to "re-engineer" an organisation or a department for generating high levels of output *value*.
- Process' **Time and Cost Analysis** : identifying *value-adding* and *non-value-adding* activities - Case studies: "spot the waste!" **Systematic Elimination of Waste** in industry.
- What is *waste* : classification of *waste*. Halting *waste* proliferation - Reducing *waste* - Eliminating *waste*. Case studies. The target: **Flow Process**, or processing with no *waste*.
- Deploying *Value Adding Management* Principles in a Laboratory: identifying *value-adding* and *non-value-adding* activities. Movie time: "spot the waste in laboratory's activities!"
- Classification of **Waste** in any Laboratory: the visible and invisible types of *Waste*. **Visible Waste**: un-necessary idling, walking, talking, moving, searching, handling, clarifying, instructing, supervising..... **Invisible Waste**: making errors and mistakes, fixing errors and mistakes, doing un-necessary paper-work, following un-necessary/redundant procedures, misunderstandings of any sort, wrong/un-necessary/redundant data entries, misfiling, un-necessary filing..... and lost opportunities, lost talents.....
- **Lean Thinking** comes to the rescue: maximise value-adding while reducing processing waste.
- The role of "Lean" disciplines in obtaining higher levels of performance.
- The 5 Core Concepts of *Lean Thinking*: 1) **Value** (as defined/perceivable by the customer) 2) **Value Stream** (the way *Value* is produced and delivered) 3) **Flow** (internal: Organisation-side, and external: Customer-side) 4) **Pull** (the *Value Stream* must flow pulled by Customers) 5) **Excellence** (the continuous improvement of a *Lean Organisation*)
- *Lean Thinking* preliminary targets: reduce the steps by half - reduce the time by half - reduce the errors by half. *Lean Thinking* subsequent targets: cut the steps to *Value-Adding* only - cut the time to *Value-Adding-time* only – **zero defects**.
- The resistance and opposition thinking to the *Lean* transition: the table of excuses – the "batch" mentality – the "push" mindset – the "conveyor" mentality. How to overcome resistance and reluctance. Case studies.

An excellent course. I was extremely impressed with Mr Carlo's ability to not only train but entertain the audience – marvellous efforts – well done!
[Mark Alderson – Deputy General Manager – Nesma Trading – Al Khobar – Saudi Arabia]

This highly interactive training is designed to provide participants with practical and 'hands-on' insights on Lean Management practices as applicable to a Laboratory environment, along with effective tools & techniques to achieve desired outcomes through practical case studies and live simulations. Derived from Dr. Carlo's extensive experience on Lean processes, this training event will be conducted with a highly engaging and result-oriented approach that gives you immediate and substantial practical know-how.

Training Dates:
7 – 8 July 2015

Training Venue:
TBA: Malta



LEAN LABORATORY MANAGEMENT

Training Course Outline .

An excellent workshop, I really have learnt a lot. I think this message should be preached all over the world!
[Eric Simpeh – QC Manager - Global Construction - Namibia]

- The **5S** approach as a starting point - Halting waste proliferation - Reducing waste - Eliminating waste. Case studies. 5S and non-5S Labs: "spot the difference!"
- Lessons learnt from **Lean Manufacturing: One-Piece Flow vs. Batch Production**. Converting the *One-Piece-Flow* principle for use in a Lab environment. The result: multi-skill/multi-function activities performed in a *Cell* style.
- Lessons learnt from **Lean Quality Management: Poka-Yoke**, or mistake-proofing of processes and activities. Poka-Yoke for effective Health and Safety in Laboratories.
- **Lean Thinking** - the old and new **tools** for seeing and eliminating waste: Time Observation – loading Bar Charts - the 5W2H approach – the 5Why method – the TAKT-time principle – Communication Circles – Process and Value Stream Mapping – Spaghetti Diagram – Flow Charting. Practical exercising and case studies on Spaghetti Diagrams in Laboratories. The core tool: *Creative Thinking*.
- Lessons learnt from **Lean Project Management: the Last-Planner** approach and the **5-Why Analysis**. Why all Laboratory Personnel should become Last Planners and assure max. efficiency/effectiveness in own work.
- **Lean Thinking** and **Excellence**. The approach to continuous performance improvement *Lean*-style throughout a Lab: **Lean Kaizen**. Pre-requisites, limitations, constraints. Why it may fail.
- How to make a **Lean Kaizen** project successful. successful. Modern continuous improvement strategies under the *Lean Thinking* umbrella: direction, strategy, brain-power, poor-man approach, tools, techniques, team-work. Why everybody in a Lab should be involved in Lean Kaizen practices.
- The **Lean Project** in a Laboratory. Identifying the most appropriate person to act as **Lean Project Manager**. Preparing a **Lean Master Plan** for short-, medium- and long-term lean initiatives. Setting Milestones. Preventing failures.
- **Lean Thinking** and **People**. How to insert people in value-generating processes. Making people understand the difference between single-skill/single-function activities (tasks) and **multi-skill/multi-function** process management. How to switch over from simple tasks to simple processes. Case study. How to evolve from "*job description*" to "*process description*".
- The new roles of Quality Assurance/Control and Laboratory Managers: Coaching, Sustaining, Re-skilling people, Technical Training for multi-skilling, Elimination of redundant procedures, Simplification of procedures, Poka-Yoke practicing as a Lab-wide rule.
- **Thinking**. The ultimate resource. The main differences between old-world traditional, automated thinking and new-world proactive and creative thinking. The **Second Industrial Revolution**.

An excellent course. It's a cultural change that will have to take place.
[Wessel Oosthuizen – Factory Manager – Ceres Fruit Juices – Ceres – South Africa]

WALK AWAY HAVING A POWERFUL GRASP OF WORKING SKILLS TO:

- **Understand** the vital importance of a global attention to "value" and "value added" in a Laboratory environment.
- **Be aware** of the Value Adding Management and Systematic Elimination of Waste principles, and furnish hints and practical guidelines for their practical implementation in Laboratories.
- **Become acquainted** with Lean principles, tools and techniques applicable to Laboratories, by studying practical cases of successful implementation.
- **Get** practical criteria to identify, in their own Labs, those areas and processes in which Lean techniques could be implemented smoothly.
- **See** ways of introducing Lean in a Lab, gaining acceptance by all those concerned, overcoming resistance and reluctance to the Lean transition.
- **Visualise** a practical path for launching a Lean Project in a Lab, with high guarantees of success.
- **Understand** that a solid cultural change is necessary among all Lab personnel in order to assure effective outcomes in the short-, medium- and long-term.
- **Identify** ways of managing HR in a Lab in a lean style, while assuring people job satisfaction.

" if it doesn't add value, it is waste"

About your Facilitators .

Ing Joseph Micallef graduated in electrical engineering from the University of Malta in May 1992. He has been involved in the manufacturing industry since 1990. Initially starting his career within the medical devices and plastics processing manufacturing sector, he later moved on within the electronics manufacturing sector.

Throughout his career, Joseph has had experiences in a variety of industrial and automation processes, research and development projects, various manufacturing processes and occupied senior technical and management roles in research and development, process control, quality management, occupational health safety and business process management. Joseph has occupied senior management positions in the plastics, medical devices and electronics industries over a career spanning more than 21 years.

Apart from his broad industrial involvement, Joseph has also paralleled his experience through consultancy projects since the year 2000.

Assignments undertaken through freelance activities include an even broader range of industrial and manufacturing enterprises, service sectors (insurance, financial institutions, real estate, project oriented organisations, construction business, logistics services (air/land/sea), food industry, NGO's, utilities, public sector, etc.), project management assignments, operations strategic reviews, etc.

Joseph regularly organises and facilitates a number of training workshops and presentations including seminars and conferences to top executives.

Joseph's career spreads primarily in Malta, but he has been assigned several projects and delivered training in various countries within Europe (UK, Scotland, Belgium, France, Finland, Italy), the US (Jacksonville, Houston) and the Middle East (Egypt, UAE, Oman). Ing. Joseph Micallef is a corporate member of a number of institutions. In particular he is registered Chartered Engineer with the Engineering Council (UK) - C.Eng., corporate member in the Institution of Engineering and Technology (UK) - MIET, European engineer through FEANI - Eur.Ing., and warranted member within the Chamber of Engineers (Malta) and sits on the Malta Engineering Board.



Dr Carlo Scodanibbio is an internationally renowned Trainer, Speaker and Industrial Consultant with over 44 years of experience in Plant Engineering, Project Engineering, Project Management, Industrial Engineering and Operations Management. A free-lance Consultant since 1979, he has worked in a wide spectrum of companies and industries in many Countries including Cyprus, Italy, India, Saudi Arabia, Malta, Namibia, Kenya, Botswana, Malaysia, Mauritius, Romania, Turkey, Lebanon, Seychelles and South Africa.

Carlo has co-operated, inter-alia, with several organisations such as Italian Chambers of Commerce and Industry, Cyprus Chamber of Commerce and Industry, Cyprus Productivity Centre, Malta Federation of Industry, Malta Chamber of Commerce and Industry, Mauritius Employers' Federation, Romanian Paper Industry Association, United Nations Industrial Development Organisation, Federation of Kenya Employers, Seychelles Chamber of Commerce and Industry and University of Cape Town.



An excellent course. I believe that any seminar whichever must be conducted by someone who is capable, has true art of teaching, brilliant, ready to help, smart to the point, assuring, good observer, and with comprehensive knowledge, as Dr. Carlo Scodanibbio. I have enjoyed the course and learnt to my entire satisfaction. [S Eraddun, Desbro Int., Mauritius]

Enthusiastic, optimistic and a dynamic facilitator, Carlo has been a frequent instructor and speaker at seminars and courses attended by well over 18,000 participants. Carlo, holds a doctor degree in Electrical Engineering from Politecnico di Milano, and has written numerous articles and research papers which have been actively published in many manufacturing newsletters, bulletins and international magazines.

Who Should Attend This Prestigious Training Event:

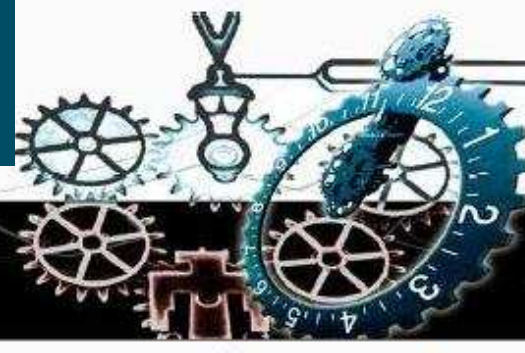
Senior and Middle Level Managers from Laboratories of any type and size (QC Labs, Medical/Hospital Labs, Pharmaceutical and Food industries Labs, supplies acceptance Labs, in-process Labs, Construction Sites Labs, Educational Labs, Standardisation/Normalisation Labs, etc.) - Quality Control, Quality Assurance Managers and Senior Personnel - Health and Safety Managers.

From **Malta & neighbouring Countries.**

A 2-day Training Event dedicated to all types and sizes of private and public Laboratories

Timings:

Registration will be at 08:00 on each day with training beginning at 08:30. There will be a 15min break for refreshments in the morning and the afternoon (at approx. 10:15 and 15:15 respectively) and lunch will be served at 12:30. Each training session will conclude at 17:00. All timings are approximate due to the interactive and intensive nature of the course.



LEAN LABORATORY MANAGEMENT

7 – 8 July 2015 – Malta

Registration .

(Online Registration: <http://www.scodanibbio.com/malta2015/onlinereg/02.html>)

Fees, Discounts, Terms and Conditions

Fees and Discounts Structure

(prices are per Delegate excluding VAT)

- | | |
|--|---------|
| <input type="checkbox"/> Price per 1 Delegate | €490-00 |
| <input type="checkbox"/> 2 Delegates: less 5% | €465-00 |
| <input type="checkbox"/> 3-5 Delegates: less 10% | €440-00 |
| <input type="checkbox"/> 6-9 Delegates: less 15% | €415-00 |
| <input type="checkbox"/> 10+ Delegates: less 20% | €390-00 |

Deadline for Training Course Registration

01 July 2015

Early Bird Registration

Register and settle Training Fees by **15 June, 2015** and get **an additional 10% discount** on the applicable price (as per Fees Structure)

Please complete and sign this Form, scan it and email it to jmicallef@theiet.org or carlo@scodanibbio.com

DELEGATE/S DETAILS (in BLOCK CAPITALS)

- 1 Delegate Name _____
Position _____
Email _____
- 2 Delegate Name _____
Position _____
Email _____
- 3 Delegate Name _____
Position _____
Email _____
- 4 Delegate Name _____
Position _____
Email _____
- 5 Delegate Name _____
Position _____
Email _____

More than 5 Delegates: please add separate schedule

ORGANISATION DETAILS

(please write in BLOCK CAPITALS)

Organisation _____
Nature of Business _____
Address _____
City _____ P/Code _____
Country _____
Phone _____ Fax _____

We are registering ___ Delegates @ € _____/each

Total amount € _____
Less 10% Early Bird Discount € _____

Net amount to be invoiced € _____

Authorising Manager

Name _____ Position _____

Date _____ Signature _____

(This Registration is invalid without a signature)

TERMS OF PAYMENT

Fees include: participation to the 2-day Training "Lean Laboratory Management" to be held in Malta on 7 - 8 July 2015 – Welcome Coffee, Refreshments and Lunches – Notes and Documentation – **Certificate of Achievement** (*Certificate of Successful Completion*, against satisfactory results in the course's tests and exercises) signed by Dr. Carlo Scodanibbio and Ing. Joseph Micallef – One free e-consulting Advice by Dr. Carlo Scodanibbio and/or Ing. Joseph Micallef.
Upon receipt of a duly completed and signed Registration Form, a **Confirmation Letter** and **Invoice** will be sent to you by the organisers.
Payment of Training Fees is strictly on **presentation** and is required **within 5 working days** from date of Invoice.

METHOD OF PAYMENT

Payments may be done by cheque or Bank Transfer in favour of Ing. Joseph Micallef, who acts as the official Event Organiser. To arrange for payment after receiving **Confirmation Letter** and **Invoice** kindly contact Ing. Micallef directly on (+ 356) **9982 2244** or email jmicallef@theiet.org OR Dr. Carlo Scodanibbio on (+356) **7996 6056** or email carlo@scodanibbio.com

CANCELLATION POLICY

All Cancellations of Registrations must be made in writing. Due to contractual obligations, a cancellation charge of 30% of the invoiced amount applies if the cancellation is received 10 days or less before Training starting date. However, a complete set of documentation will be sent to you. **Substitutions are welcome at any time.** Should this event be cancelled by force-majeure or for any other reason, you will receive a **full refund** of the paid Fees.

<http://www.scodanibbio.com/malta2015/>

MORE EVENT INFORMATION: Carlo Scodanibbio – Tel: (+356) 7996 6056 - Email: carlo@scodanibbio.com
Joseph Micallef – Tel: (+356) 9982 2244 – Email: jmicallef@theiet.org