SHARE IT SMART

TRAINING CATALOGUE

2024

TOGETHER, INTELLIGENTLY IMPROVING YOUR BUSINESS!

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LEAN

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Kanban Pull Concept

Description:

The training provides detailed training in using the kanban system to optimize workflow, focusing on reducing waste and improving efficiency by applying the pull principle.

Recommended for:

- Members of the CIP Department
- Middle Management (Supervisors, Section Heads)
- Directly involved employees (operators)
- Planer (optional)

2 - 3 days

7 - 12 participants

Cardboard Engineering

Description:

The training presents the lean concepts and methodology of using cardboard layouts to simulate and optimize the layout and workflow in a production line, in order to increase efficiency, reduce losses and optimize/reduce investment. Participants learn in teams and in a practical way how to design an optimized process flow and how to integrate it into an efficient assembly system.

Recommended for:

- Project Management Department
- NPI (New Product Introduction) Teams
- Lean Department
- Continuous Improvement Department
- Industrial Engineers
- Internal logistics

2 - 3 days

6 - 9participants/trainer

Prerequirements:

In order for the cardboard engineering training to be carried out, it is necessary that in advance the organization collects relevant data for conducting the training from the departments of logistics, quality, project management, industrial engineering and production, based on a list provided by the trainer.

Value Stream Map

Description:

The training provides the concepts and methodology necessary to implement the processes of restructuring and optimization of the flow of materials and information (value-chain).

Recommended for:

- Middle Management
- Project Teams
- Production Personnel
- Decision Making & Process Owners

3 - 5 days

7 - 12 participants

Visual Management

Description:

The training presents the concepts and methodology for implementing the **OBSERVE-UNDERSTAND-DO management paradigm**, necessary for a fast and efficient way of communicating information that facilitates understanding, decision-making and improving processes in the organization.

Recommended for:

- Middle Management
- Top Management - OBEA Workshop

3 - 5 days

7 - 12 participants

Lean Thinking

Description:

The workshop aims to understand LEAN concepts and methodology through simulation of a production improvement process through a team game.

Recommended for:

- Teams at the Beginning of Lean Management Process Implementation

2 - 3 days

7 - 12 participants

5S – Organisation of Workplaces

Description:

5S is a method of workplace organization and management that originates in Japan and focuses on improving workplace efficiency and reducing waste. The method is mainly used in the production and manufacturing environment, but also applied in other areas.

The five S represent five Japanese words that begin with the letter "S" and describe the steps of the process:

1. Seiri = Sort / 2. Seiton = Order / 3. Seiso = Cleanliness

4. Seiketsu = Standardization / 5. Shitsuke = Support

Recommended for:

- Production Personnel
- Top Management and Middle Management
- Service Personnel
- Maintenance Personnel and Facilities
- Quality Staff
- Administrative staff
- Occupational Health and Safety Personnel
- Entrepreneurs and Consultants
- Employees Interested in Professional Development

one day

5 - 10 participants

Lean Fundamentals

Description:

The Lean Fundamentals course is designed to provide participants with a solid set of skills in improving processes, tools and knowledge necessary to successfully implement Lean principles in their work environment.

Recommended for:

- Quality Specialists
- Process Professionals
- Managers and Directors
- Entrepreneurs and Consultants
- Employees Interested in Professional Development
- Professionals in Specific Fields
  (Manufacturing, Commercial, Financial Services, Health, IT, Logistics, etc.)

2 days

5 - 10 participants

Process Standardization

Description:

Process standardization refers to establishing and applying clear standards and procedures for conducting a specific process in a consistent and efficient manner. The main goal of process standardization is to ensure uniformity and quality of results, reduce variation and optimize the overall performance of the organization.

It is recommended to correlate the Process Standardization course with the 5S course – Workplace Organization.

Recommended for:

- Top Management and Middle Management
- Quality Management Specialists
- Process Engineers
- Continuous Improvement Specialists
- Operations Employees
- Specialists in Quality Management Systems (ISO, Six Sigma, etc.)
- Logistics and Supply Chain Professionals
- Entrepreneurs and Consultants
- Employees Interested in Professional Development

one day

10 - 12 participants

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SIX SIGMA

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Six Sigma Green Belt

Description:

Six Sigma Green Belt training is a detailed training that trains professionals in using the Six Sigma methodology to improve processes in organizations. It provides a deep understanding of Six Sigma concepts, techniques and tools, which enables participants to lead or be part of Six Sigma project teams.

Recommended for:

- Quality Specialists
- Process Professionals
- Managers and Directors
- Entrepreneurs and Consultants
- Employees Interested in Professional Development
- Professionals in Specific Fields
  (Manufacturing, Commercial, Financial Services, Health, IT, Logistics, etc.)

5 days

5 - 10 participants

Six Sigma Green Belt with Practical Improvement Project

Description:

Six Sigma Green Belt training is a detailed training that trains professionals in using the Six Sigma methodology to improve processes in organizations. It provides a deep understanding of Six Sigma concepts, techniques and tools, which enables participants to lead or be part of Six Sigma project teams.

Recommended for:

- Quality Specialists
- Process Professionals
- Managers and Directors
- Entrepreneurs and Consultants
- Employees interested in Professional Development
- Professionals in specific fields
  (Manufacturing, Commercial, Financial Services, Health, IT, etc.)

5 - 10 participants

16 days – depending on the practical projects chosen. From these, one day is dedicated to choosing projects together with management, 10 days training and practical applications, 4 days coaching practical projects and one day project presentations. Between modules/coaching trainees will work on projects (3-4 weeks).

Six Sigma Yellow Belt

Description:

Six Sigma Yellow Belt training is a method of training team members in using the Six Sigma methodology to improve processes in organizations. It provides an understanding of Six Sigma concepts, techniques and tools, which allows participants to be part of Six Sigma project teams.

Recommended for:

- Quality Specialists
- Process Professionals
- Entrepreneurs and Consultants
- Employees Interested in Professional Development
- Professionals in Specific Fields
  (Manufacturing, Commercial, Financial Services, Health, IT, Logistics, etc.)

5 days

5 - 10 participants

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LOGISTICS SUPPLY CHAIN MANAGEMENT

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Inventory Management

Description:

The inventory management course provides participants with a comprehensive understanding of the principles and practices essential for optimizing inventory levels, planning demand and reducing associated costs, preparing them to manage inventory efficiently and effectively within their organizations.

Recommended for:

- Material Supply Planners
- Production Planner
- Warehouse Manager
- Procurement Department Staff
- Responsible for Continuous Improvement
- Warehouse Managers

2 days

8 - 12 participants

MPS - Master Production Schedule

Description:

The Master Production Schedule (MPS) training provides the essential concepts and practices for effective production planning and management, including developing a detailed short- and medium-term production plan to meet customer requirements and maximize resource utilization.

Recommended for:

- Production Planners
- Operations Managers
- Purchasing & Procurement Team
- Production Managers
- Logistics and Distribution Staff
- Employees of the Production Planning and Control Department

2 days

8 - 12 participants

Operational Control of the Warehouse

Description:

The warehouse operational control training aims to present the principles and techniques essential for the efficient management of warehouse operations, including space organization, workflow optimization and the use of modern systems and technologies to maximize efficiency and accuracy in inventory management.

Recommended for:

- Warehouse Staff
- Warehouse Managers
- Employees in the Logistics Department
- Purchasing Department staff
- Operations Management Team

2 days

8 - 12 participants

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QUALITY

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Core Tools

Description:

Core Tools is a set of essential tools and methods used in the automotive and other industries to ensure process quality and performance. These tools are fundamental for quality management and continuous process improvement.

Core Tools courses support employees in improving procedures and are fundamental to an effective quality management system in line with the current requirements of the automotive industry.

Recommended for:

- Productive Technical Personnel Involved in Operation, Control or Coordination of the Quality Management System in the Organization
- Personnel Involved in Process Management in Quality Departments, Process Engineering, Production, Management
- Personnel Involved in Internal System, Process or Product Audits
- Entrepreneurs and Consultants
- Employees Interested in Professional Development

4 days

5 - 10 participants

SPC – Statistical Process Control

Description:

Statistical Process Control (SPC) is a method used in quality management to monitor and control production processes.

Recommended for:

- Technical Personnel from Production, Quality, Engineering, Maintenance, Management Departments Involved in Process Development, Control or Management
- Personnel Involved in Internal System, Process or Product Audits
- Entrepreneurs and Consultants
- Employees Interested in Professional Development

2 days

5 - 10 participants

MSA – Measurement System Analysis

Description:

MSA is defined as an experimental and mathematical method for determining the variation induced by a process by the action of measurement. Variation in the measurement process can directly contribute to overall process variability.

MSA is used to certify the measurement system for use by evaluating the accuracy, accuracy and stability of the system.

Recommended for:

- Technical Personnel from Production, Quality, Engineering, Maintenance, Management Departments Involved in Process Development, Control or Management
- Personnel Involved in Internal System, Process or Product Audits
- Technical Staff from Metrology Laboratories
- Entrepreneurs and Consultants
- Employees Interested in Professional Development

2 days

5 - 10 participants

FMEA – Failure Mode & Effect Analysis

Description:

FMEA is the English acronym for Failure Mode & Effect Analysis, translated as Failure Mode and Effects Analysis. FMEA is a method of systematic and proactive analysis of a system, which evaluates WHERE and HOW a failure may occur and what its effects will be. A detailed document identifying ways in which a process or product cannot meet critical customer requirements.

Recommended for:

- Technical Personnel from Production, Quality, Engineering, Maintenance, Management Departments Involved in Process Development, Control or Management
- Personnel Involved in Internal System, Process or Product Audits
- especially Personnel Involved in Risk Analysis in the Automotive Industry
- Entrepreneurs and Consultants
- Employees Interested in Professional Development

one day

5 - 10 participants

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PROBLEM SOLVING

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8D – 8 disciplines

Description:

8D It is a structured and orderly process for finding the best solution to solve problems, but also for eliminating the possibility of fixing it.

The name of the method is given by the 8 stages (called disciplines) that are completed in order to solve problems. 8D it was first applied by the U.S. Department of Defense in World War II and later spread by the Ford Company, which added the discipline "0" – "Planning".

Subsequently, it was taken over by companies working in production, especially in the automotive and aerospace fields. Over time, the method proved to be useful in other industries and applied in any field of activity.

Recommended for:

- Technical Personnel from Production, Quality, Engineering, Maintenance, Management Departments Involved in Process Development, Control or Management
- Professionals in specific fields (Manufacturing, Commercial, Financial Services, Health, IT, etc.)
- Logistics or Customer Support Staff
- Entrepreneurs and Consultants
- Employees Interested in Professional Development
- especially Automotive Problem Solving Personnel

2 days - there is the possibility of a one-day Follow-Up session for practical projects assigned to learners

5 - 10 participants

FTA - Fault Tree Analysis

Description:

The FTA is an analysis method primarily used in safety and reliability engineering to understand how systems can fail, then identify the best ways to reduce risk and find events affecting the top event being investigated.

FTA is used in the automotive industry (sometimes together with FMEA), aerospace, nuclear, (petro)chemical, energy to identify risk factors

FTA uses Boolean logic to combine a series of lower-level events and is basically a top-down approach to identify component-level failures (called base event) that cause system-wide failure to occur (called a top event).

Recommended for:

- Technical Personnel from Production, Quality, Engineering, Maintenance, Management Departments Involved in Process Development, Control or Management
- Middle Management from Quality and Production
- Logistics or Customer Support Staff
- especially Personnel Involved in Risk Analysis in the Automotive Industry
- Entrepreneurs and Consultants
- Employees Interested in Professional Development

2 days - there is the possibility of a one-day Follow-Up session for practical projects assigned to learners

5 - 10 participants

PDCA - Plan – Do – Check – Act

Description:

PDCA is a four-step model used to solve a problem. It is an essential part of the Lean Manufacturing philosophy and an essential condition for continuous process improvement. It is particularly useful for implementing Total Quality Management or Six Sigma initiatives and, in general, for improving business processes.

Recommended for:

- Technical Personnel from Production, Quality, Engineering, Maintenance, Management Departments Involved in Process Development, Control or Management
- Professionals in specific fields (Manufacturing, Commercial, Financial Services, Health, IT, etc.)
- Logistics or Customer Support
- Entrepreneurs and Consultants
- Employees Interested in Professional Development

one day

5 - 10 participants

QRQC - Quick Response to...

Description:

QRQC is an acronym of "Quick Response to Quality Concerns" or "Quick Response to Customer Complaints". It is a method of managing problems and taking quick action to solve these problems in a production environment or organization.

Recommended for:

- Technical Personnel from Production, Quality, Engineering, Maintenance, Management Departments Involved in Process Development, Control or Management
- Professionals in specific fields (Manufacturing, Commercial, Financial Services, Health, IT, etc.)
- Logistics or Customer Support Staff
- Entrepreneurs and Consultants
- Employees Interested in Professional Development

one day

5 - 10 participants

SWOT

Description:

SWOT is a used way of assessing the general condition of an organization so that an action plan can be developed that takes into account its strengths (S), eliminates weaknesses (W), effectively exploits emerging opportunities (O) and avoids threats (T).

Recommended for:

- Personnel from the departments of Production, Quality, Engineering, Maintenance, Management, Commercial, Financial Services, Health, IT, etc.
- Logistics or Customer Support Staff
- Entrepreneurs and Consultants
- Employees Interested in Professional Development

1 day - there is the possibility of a one-day Follow-Up session for practical projects assigned to learners

5 - 10 participants

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PERFORMANCE MANAGEMENT

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Performance Management

Description:

Performance management refers to the process by which organizations guide their employees to achieve organizational goals. It is a system that involves setting goals, monitoring progress, evaluating individual and team performance, providing feedback and continuous employee development.

The main goal of performance management is to ensure that employee work contributes to the achievement of organizational goals in an efficient and effective manner.

Recommended for:

- Middle Management Personnel from all departments of Production, Quality, Engineering, Maintenance, Management Involved in the Development, Control or Management of Processes
- Human Resources Department Management Personnel
- Top Management
- Management Consultants
- Employees Interested in Professional Development
- Entrepreneurs and Business Owners

2 days

5 - 10 participants

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CONTACT US TO TAKE ANOTHER STEP TOWARDS SMART BUSINESS IMPROVEMENT!

OFFICE@SHARE-IT-SMART.COM

FELIX GARAI
(+4)0736 909 455
RAUL PANTIȘ
(+4)0725 055 063

share-it-smart.com