

Lean vs Traditional Work Approach

Module 1: Introduction to Work Approaches

- What is a work approach
- Overview of traditional vs Lean thinking
- Why organizations are shifting to Lean
- Everyday examples

Module 2: Traditional Work Approach

- Characteristics:
 - Focus on output over efficiency
 - Hierarchical decision-making
 - Reactive problem-solving
- Common issues: delays, waste, rework

Module 3: Lean Work Approach

- Characteristics:
 - Focus on value and customer needs
 - Continuous improvement (Kaizen)
 - Waste reduction
 - Employee involvement
- Examples in office and daily work

Module 4: Key Differences

- Comparison areas:
 - Decision-making
 - Process efficiency
 - Handling problems
 - Use of data
- Simple side-by-side examples

Module 5: Activity & Application

- Compare a simple process (e.g., handling emails or completing a task) using both approaches
- Identify inefficiencies in traditional method
- Suggest Lean improvements
- Key takeaways: Lean focuses on value, efficiency, and continuous improvement