



Epicenter Lunch & Learn Programs - 2013

As part of our value-added services to our clients, Epicenter's associates provide practical and relevant training on a variety of manufacturing and management tools and philosophies. The listing below represents a standard list of the Lunch & Learn (L&L) topics that are currently available. Additional topics can be developed and delivered on an as-needed basis.

General Program Information

- Epicenter provides the handouts, presentation content and a speaker for L&L programs free of charge to existing clients with exceptions as approved.
- Interested clients are required to provide the accommodations, the lunches for participants, and reimbursement for speaker travel expenses (mileage) for presentations more than thirty miles from the Cleveland or Toledo company offices.
- L&L presentations can be customized to your requirements. Prior to any event, we will plan to review the materials with you for final modifications (as necessary) and approval. Significant program customization can be done at an additional project cost.
- All L&L materials are the property of Epicenter Development Group.

Lean Thinking Topics

- **Lean Manufacturing Basics & Everything You Wanted to Know in Thirty Minutes** provides an overview of Lean Manufacturing.
- **5S Basics & Everything You Wanted to Know in Thirty Minutes** outlines 5S (lean principals), soup to nuts.
- **Value Stream Mapping Basics and Everything You Wanted to Know in Thirty Minutes** delivers an overview of the value stream mapping tool.
- **SMED Set-Up Reduction and Everything You Wanted to Know in Thirty Minutes** provides an overview of the SMED set-up reduction tool.
- **How to Develop Facility Layouts That Support Lean Thinking** outlines characteristics of facility or office layouts that support lean-thinking principles.
- **Kanban Systems 101** discusses Kanban material control systems, how they function and common pitfalls.

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Process Improvement / Problem Solving

- **Creating an Ideal Environment for Problem Solving** reveals a process and the tools that can create the ideal environment for team problem solving.
- **Simple, Practical Tools for Creative Problem Solving** furnishes some simple, practical tools available for solving problems and being more creative.
- **Simulation Modeling for Test-Driving New Design Concepts** demonstrates how simulation modeling can be a useful tool for making better decisions.
- **Productivity Studies - Learn A Lot By Just Watching** reviews methods for capturing and using shop floor and office data to quantify and prioritize improvement opportunities.
- **The Excel Clinic (Basic, Intermediate or Advanced)** provides some basic instruction and a forum for using MS Excel to organize and analyze information.
- **Financial Analysis 101** gives examples of basic Excel tools for considering capital and non-capital investments.

Project & General Management

- **How to Run Effective Meetings** discusses how to plan, prepare for, and run effective meetings.
- **E-mail DOs and DON'Ts** covers the uses and misuses of e-mail.
- **Presenting Information So That People Can SEE It** talks about how information can be presented in a meaningful way to your audience.
- **Effective Techniques for Resolving Conflict** addresses conflict in the workplace and some useful techniques for resolving disagreements.
- **You Can't Ignore the Soft Stuff While You're Working on the Hard Stuff** deals with the importance of addressing soft people issues as part of typical design projects.
- **Transforming Difficult Conversations** discusses a technique for enhancing your mastery of difficult conversations.

Newsletter Topics (any of the past newsletters can be expanded to a full Lunch & Learn topic (see Epicenter archived e-mails))
