

# Workshop Fact Sheet



## SETUP REDUCTION: BUILDING A FLEXIBLE OPERATION

**Introduction:** In today's economy, customers are demanding faster order and service turnarounds than ever before. As a result, many organizations are forced to carry large volumes of inventory (just in case) or over staff to handle "jumps" in their orders. One alternative is to embrace the philosophy of quick changeover or SMED. If your company needs to be more flexible and responsive to customer orders, this is the workshop

**Description** The purpose of this workshop/Kaizen is to enable attendees to evaluate and reduce operation changeover/setup time. This 4-hour workshop includes an introduction of the SMED techniques and the use of the SMED techniques on a variety of "mock" manufacturing process (or actual processes if for a specific organization)

**Topics:** Setup Reduction Philosophies, Key Steps for Reducing Changeover Times, The Use of Visual Tools and Standards

**Benefits:** Shorter operation changeover/setup times. Each participant will receive an electronic copy of Epicenter's spread-sheet tools that can be used in an organization's setup reduction efforts.

### Example Class Agenda:

1. Introduction to Topic (10 minutes)
2. Class Exercise – Changeover Trial (30 minutes)
3. Presentation (60 minutes)
  - Why SMED?
  - Process Overview
    - Study the Existing Process
    - Classify Operations
    - Eliminate Waste
    - Convert Internal to External
    - Improve Internal Setups
    - Improve External Setups
    - Standardize
  - SMED Tools
4. \*\*\* Break \*\*\* (15 minutes)
5. Group Exercises (3 people per group) – Mock Changeovers (90 minutes)
6. Group Debriefs with Class (25 minutes)
7. Wrap Up (10 minutes)