

Alma Brainy Training Academy



# TOYOTA SUITE

Doing It The Toyota Way



**A Program That Cultivates  
TOYOTA Best Practices Into  
Malaysia Industry**

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# PROGRAM SUMMARY

THIS SECTION IS A QUICK GLANCE OF TOYOTA BUSINESS SUITE AND IT WILL  
BENEFIT MANUFACTURING ENVIRONMENT



The recent development in the quality management system for manufacturing companies revealed how entire expectation related to quality, productivity and safety have significantly changed. The scenario requires organisation to adapt and implement certain set of skills especially in technical know how as well as soft skills.

As the demands and requirements from customers increased, the organisation also need to grow to support and keep up with the dynamic changes. Realising the current scenario, Alma Brainy believe there is a need for organisation to benchmark certain practices as a guideline on how to adapt, manage, react in order to sustain the business.

"TOYOTA BUSINESS SUITE" is a program that consist of 9 courses that are specifically designed based on Toyota Production System approach. The main intent if to cultivate the best practices into Malaysia automotive industry.

# What Is In TOYOTA Suite

TOYOTA Suite consists of **9 different courses** that are carefully tailored based on the TOYOTA Production System (TPS) practices. The client can choose any of the training modules according to their need and **NOT** necessarily enroll in all 9 courses. Below is the list of what we have under this program:-



## Available Courses

ADOPTING SMED IN CHANGE-OVER	2 days   
HOSHIN KANRI PLANNING & EXECUTION	2 days    
A3 PROBLEM SOLVING	2 days    
INTEGRATE JUST IN TIME (JIT) AND KANBAN	2 days   
5S IMPLEMENTATION IN SUPPORTING LEAN MANAGEMENT	2 days   
JIDOKA	2 days    
HORENSO : SECRET RECIPE OF EFFECTIVE COMMUNICATION	2 days    
HEIJUNKA : PRODUCTION LEVELING & SMOOTHING	2 days   
TOTAL PRODUCTIVE MAINTENANCE	2 days / 5 days   

## COURSE 1

# ADOPTING SMED IN CHANGE-OVER

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### OVERVIEW

Single-minute Digit exchange of die (SMED) is one of the many lean production methods for reducing waste in a manufacturing process.

This course is designed to suit the application of SMED in manufacturing environment and introducing the best approach in adopting the SMED practices according to Toyota Production System.

### COURSE OBJECTIVES

- Ensure minimal loss of throughput time on equipment.
- Achieve a greater variety of product mix using a particular resource.
- Increase productivity via accelerated material and/or machine change-over.
- Implement the TOYOTA concepts of cycle-time reduction in machine set-ups.

### TOPIC TO BE COVERED

- 1.3 Steps of SMED
2. Segregation of Set-up activities
3. Internal and External set-up
4. Streamline all aspect of set-up activities
5. Identifying aspect of removing and/or combining set-up activities
6. Case Study (Real life example)
7. SMED simulation

Detail of course outline is available at  
[www.almabrainy.com](http://www.almabrainy.com) or contact [info@albrainy.com](mailto:info@albrainy.com)

## TAKE NOTE

### WHO SHOULD ATTEND

Front line managers, Engineers, Technician and Line Leaders and process owners who are responsible for production set-up.

Delegates who have difficulties in minimizing production change-over will find the following courses useful to assist them in the problem solving process.

### DURATION

two days

### TIMING

0900 - 1700

### NO OF PAX

25

### PRICE

RM 8000 for 2 days

### TRAINING VENUE

client's site



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## COURSE 2

# HOSHIN KANRI PLANNING & EXECUTION

### OVERVIEW

Hoshin Kanri is a powerful strategy deployment methodology for defining long range key initiatives. The initiatives is aligned from Top Management's strategic initiatives to individual operational initiatives. As such, the whole company system or supply chain align and support company goals.

This course is designed for applicants to implement and adopt Hoshin Kanri best practices according to Toyota Production System and customise base on client needs & requirements.

### COURSE OBJECTIVES

- Understand key principal & concept of Hoshin Kanri.
- Describe the Hoshin Kanri approach to planning, deployment and review process for managed change.
- Define the Hoshin Kanri process and tools.
- Gain practical knowledge and skills in planning and deploying Hoshin Kanri in the organization.

### TOPIC TO BE COVERED

1. Introduction of Hoshin Kanri for Strategic Planning & Execution.
2. 7 Steps of Hoshin Kanri
3. Hoshin Kanri Simulation & Presentation
4. Cascading Hoshin Kanri Strategic Planning.
5. Monitoring Plan to ensure the success of Hoshin Kanri.

Detail of course outline is available at [www.almabrainy.com](http://www.almabrainy.com) or contact [info@albrainy.com](mailto:info@albrainy.com)

# TAKE NOTE

## WHO SHOULD ATTEND

High Level Management, Division Heads

Delegates who have

- Authority to set company strategic initiatives for next 3-5 years.
- Authority to set division operational initiatives to support company goals.

## DURATION

2 days

## TIMING

0900 - 1700

## NO OF PAX

25

## PRICE

RM 9000 for 2 days

## TRAINING VENUE

client's site



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## COURSE 3

# MASTERING A3 PROBLEM SOLVING

### OVERVIEW

A3 is very useful problem solving and continuous improvement tool that was first employed by Toyota. A3 is valuable tools for LEAN initiatives throughout the organization.

Compare to other methods which involved numerous pages of information, multiple charts and lengthy reports, A3 is a simple and straight forward method. The method is more effective in communicate all pertinent information with greater visual impact.

### COURSE OBJECTIVES

- Define the benefits of A3 problem solving.
- Apply different problem solving methodologies in different circumstances.
- Master 7 steps of A3 Problem Solving Report from thinking process to sustaining / standardising countermeasures
- Develop clear and concise A3 Report

### TOPIC TO BE COVERED

- 1.Introduction of A3 Thinking
- 2.Adopting PDCA and 7QC Tools in managing problem.
- 3.7 Steps of Complete A3 Problem Solving Report
- 4.A3 Report Write Up
- 5.Other application of the A3 Thinking Process
  - Making a proposal
  - Status Update

# TAKE NOTE

## WHO SHOULD ATTEND

Supervisors, Executive, Operation Staff

Delegates who involve in daily operational tasks and see re-occurring problems every day in their company

## DURATION

2 days

## TIMING

0900 - 1700

## NO OF PAX

25

## PRICE

RM 8000 for 2 days

## TRAINING VENUE

client's site



## COURSE 4

# INTEGRATE JUST IN TIME (JIT) AND KANBAN

## OVERVIEW

JIT is inventory strategy aimed at reducing flow time within production system. Kanban is a work flow methodology helps organization implement and scale JIT manufacturing.

Often mistaken Kanban with inventory control system, Kanban is actually scheduling system that tell what to produce, when to produce it, and how much to produce. Kanban card plays an important role in the implementation of JIT by serving as visual aids that trigger action.

## COURSE OBJECTIVES

- Understand the methodology of JIT and Kanban.
- Master complete "Value Stream Mapping" and what to include.
- Understand an options for tuning JIT and Kanban.
- Incorporate JIT in Kanban system.
- Comprehend relevance and implementation of key metrics.

## TOPIC TO BE COVERED

- 1.8 Best Practices for Just in Time
- 2.6 Core Practices of the Kanban Method
- 3.Implementation of JIT & Kanban & benefits in supply chain of the organization.
- 4.Understand the option & strategy for tuning Kanban implementation in order to achieve ideal JIT.
5. JIT and Kanban Implementation issues and how to mitigate the risks.

# TAKE NOTE

## WHO SHOULD ATTEND

Supervisors, Executive, Engineer, Manager, Operation Staff, Supplier

Delegates who involve in daily operational tasks and supply chain management

## DURATION

2 days

## TIMING

0900 - 1700

## NO OF PAX

25

## PRICE

RM 8000 for 2 days

## TRAINING VENUE

client's site



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## COURSE 5

# 5S IMPLEMENTATION IN SUPPORTING LEAN MANAGEMENT

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### OVERVIEW

5S is the method of creating, maintaining and improving a clean and orderly workplace. It helps identify unplanned levels of inventory, inadequate work processes, wasted time and inefficiencies in equipment and other tools.

5S is a great place to start continuous improvement initiatives. It promotes an action oriented approach to change, and allows everyone in the organization to get involved and provide input.

### COURSE OBJECTIVES

- Understand 5S methodology & principles.
- Identify opportunities of improvement using 5S principles.
- Embed 5S changes to the workplace for sustained improvement
- Create routine & develop a 5S Implementation Roadmap.

### TOPIC TO BE COVERED

- 1.The origins of 5S.
- 2.5S Methodology & Principle.
- 3.Impact of 5S on customer value, throughput & Efficiency.
- 4.5S Implementation Roadmap.
- 5.Tips, implementation & examples of 5S

# TAKE NOTE

## WHO SHOULD ATTEND

All Staff

Delegates who involve in daily operational tasks.

## DURATION

2 days

## TIMING

0900 - 1700

## NO OF PAX

25

## PRICE

RM 8000 for 2 days

## TRAINING VENUE

client's site



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## COURSE 6

# JIDOKA :

# DETECT ↔ FIX ↔ PREVENT

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## OVERVIEW

Jidoka is a technique to provide machines and operators with the ability to detect when an abnormal condition has occurred and immediately stop the work. Also known as autonotation, meaning "automation with human intelligence",

Jidoka is the tool of built-in quality and supports just-in-time production. With an effective Jidoka system in place, companies can ensure that defects are not passed on to the customer, equipment breakdown is prevented and operators can work on multiple machines instead of wasting their time watching them.

## COURSE OBJECTIVES

- Understand the key concept and principles of Jidoka
- Familiarize with the tools of Jidoka
- Define the 4 steps of a Jidoka process
- Acquire knowledge on developing a Jidoka system

## TOPIC TO BE COVERED

1. Introduction of Jidoka as a one of the 2 Pillars of TPS.
2. Jidoka Automation vs Automation.
3. Principles, Concept & Benefits of Jidoka
4. 6 Tools of Jidoka
5. Developing Jidoka system : Identify opportunities.

# TAKE NOTE

## WHO SHOULD ATTEND

Supervisors, Executive, Engineer,  
Manager, Operation Staff

Delegates who involve in daily  
operational tasks.

## DURATION

2 days

## TIMING

0900 - 1700

## NO OF PAX

25

## PRICE

RM 8000 for 2 days

## TRAINING VENUE

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## COURSE 7

# HORENSO : SECRET RECIPE OF EFFECTIVE COMMUNICATION

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### OVERVIEW

“Ho-ren-so” stands for Hokoku (report), Renraku (communicate or touch base), and Sodan (consult or discuss).

HORENSO is an essential communication system or tool that drives the daily activities in any business. When practiced diligently, effective communication with peers, colleagues and subordinates is achieved while acquiring the knowledge and skills to excel.

### COURSE OBJECTIVES

- Understand the HORENSO philosophy.
- Understand why HORENSO Way is the essential tool of information-sharing in the area of reporting, discussing, communicating and influencing.
- Gain practical HORENSO tools that will allow participants more dynamically in solving workplace problems more effectively and timely.

### TOPIC TO BE COVERED

1. What is HORENSO? How it benefit to organization?
2. HORENSO and PDCA cycle as effective problem solving tools.
- 3.5 Level of Horenso at workplace.
4. Horenso methodology & principle.
5. Effective approach of HORENSO at workplace
6. Developing HORENSO action sheet

# TAKE NOTE

### WHO SHOULD ATTEND

Supervisors, Executive, Engineer,  
Manager, Operation Staff

Delegates who involve in daily  
operational tasks.

### DURATION

2 days

### TIMING

0900 - 1700

### NO OF PAX

25

### PRICE

RM 8000 for 2 days

### TRAINING VENUE

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## COURSE 8

# HEIJUNKA : PRODUCTION LEVELING & SMOOTHING

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### OVERVIEW

Heijunka is a lean method for reducing the unevenness in a production process and minimizing the chance of overburden. It can help to demand changes and utilize capacity in the best possible way.

Implementation of Heijunka helps production to control inventory. It also allows organization to produce and deliver value to your customer at a steady pace.

### COURSE OBJECTIVES

- Introduce and demonstrate the concept of Heijunka.
- Understand the benefits of Heijunka.
- Understand how to apply Heijunka in a typical manufacturing process.
- Identify how Heijunka interacts with other Lean tools.

### TOPIC TO BE COVERED

1. Introduction of Heijunka and role in Lean Management.
2. Heijunka Key Concepts.
3. The need of Heijunka in Product Leveling & Production Leveling.
4. Chasing Demand - the "Bullwhip" effect.
5. JIT vs Heijunka
6. Challenges for Heijunka

# TAKE NOTE

### WHO SHOULD ATTEND

Supervisors, Executive, Engineer,  
Manager, Operation Staff

Delegates who involve in daily  
operational tasks.

### DURATION

2 days

### TIMING

0900 - 1700

### NO OF PAX

25

### PRICE

RM 8000 for 2 days

### TRAINING VENUE

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## COURSE 9

# TOTAL PRODUCTIVE MAINTENANCE (TPM)

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### OVERVIEW

One premise of Lean Manufacturing is that equipment is ready to run whenever it is needed (to meet customer demands).

A TPM effort focuses on keeping equipment functioning optimally by reducing the frequency of breakdowns, the need for long, costly rebuilds and by circumventing many equipment malfunctions and intermittent equipment problems. Day-to-day responsibility for routine maintenance is required & transferred to the person closest to the equipment, the equipment operator.

### COURSE OBJECTIVES

- Understand the concept & philosophy of TPM.
- Master the 8 Pillars of TPM activities and step by step implementation approach.
- Understand TPM Tools
- Kick start TPM deployment.
- Understand the role TPM & critical success factors.

### TOPIC TO BE COVERED

1. Introduction to TPM
2. Proactive vs. Reactive Approach to TPM
3. The 8 Pillars of TPM
4. Overall Equipment Effectiveness (OEE ) and Loss Analysis
5. TPM Improvement Strategies
6. Roles and Responsibilities and Team Involvement in TPM.

Detail of course outline is available at [www.almabrainy.com](http://www.almabrainy.com) or contact [info@albrainy.com](mailto:info@albrainy.com)

# TAKE NOTE

### WHO SHOULD ATTEND

Supervisors, Executive, Engineer, Manager, Operation Staff

Delegates who involve in daily operational tasks.

### DURATION

2 days

### TIMING

0900 - 1700

### NO OF PAX

25

### PRICE

RM 8000 for 2 days

### TRAINING VENUE

client's site



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# ALMA BRAINY

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