

Mission

Development and testing of a modular training concept regarding the topic "company internal process analysis and improvement".

On the basis of the knowledge trained with the help of the training concept and the material-CD, apprentices and skilled workers will be enabled for execution of company internal (process) analyses and for the co-operation in processes of change.

Duration

October 2006 - September 2008

Products

- modular, multilingual training concept (in DE, EN, FR, IT, SE, FI)
- multilingual material-CD with checklists, guidelines, (in DE, EN, FR, IT, SE, FI)
- multilingual trainer guideline (in DE, EN, FR, IT, SE, FI)
- case studies from the testing companies (in EN and in the respective national language)

Supported by



Development and testing partners

Germany:



Great Britain:



Italy:



Sweden:



Finland:



France:



Slovenia:



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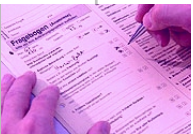



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Process oriented Training



Sächsisches Technologie Zentrum
für Bildung und Innovation

TRAINING MODULES

1	Theoretical Foundations: Terms, Requirements, Objectives, Hints	
2	Measurement & Assessment of Processes: Process Flow and Organisation	
3	Analysis of Process Failures: Lead Time, Disturbance Variables, Cost	
4	Evaluation Instruments: Questionnaire & Interview for Staff Surveys	
5	Process Data Capture and Visualisation: Video and Photo Taping, Function and Gantt Charts	
6	Results Documentation & Presentation: Analysis Reports and Presentations	
7	Transfer of Results in optimizations: Assessments and Recommendations, Solution Proposals	

total time for all 7 modules:
2 days á 8 hours

target group for implementation:
apprentices and skilled workers