

# THINKLEAN

participation. value. satisfaction.

## Lean Simulation

Ever wondered how you can demonstrate some of the principles of Lean to employees? Try this simulation exercise with your team to experience the Lean methodology at work.

Time required: 15 to 30 minutes

Number of people required: 4 and above

### Instructions

Depending on the number of participants, create separate teams of four people. Label each team with a number (Team One, Team Two, etc.). Within each team, assign each participant one of the following roles (there can be more than one per role): Front Line Worker, Lead Worker, Supervisor and Manager.

Provide each participant with a name tag containing their job title and team number. Separate the participants by job function: ask the front line workers to sit together as a group, the lead workers together, etc.

Provide a calculator to the Front Line Worker from each team, along with an envelope containing the simulation instructions (below), and copies of each of the three worksheets they are required to complete.

### Instructions:

- Front Line Workers: Use the calculator to complete **your work** on each of the three worksheets. Record the time elapsed, then pass the worksheets on to the Lead Worker for your team.
- Lead Workers: Complete **your work** on each of the three worksheets. Record the time elapsed, then pass the worksheets on to the Supervisor for your team.
- Supervisors: Complete **your work** on each of the three worksheets. Record the time elapsed, then pass the worksheets on to the Manager for your team.
- Managers: Complete **your work** on each of the three worksheets. Record the total time to complete the exercise.

After each team member has completed their work, each team will then have 5 to 10 minutes to re-design the process with the end goal of improving accuracy and total turnaround time. Each team will then repeat the exercise using the re-designed process to determine whether the new process has improved the work flow and reduced the time required to complete the exercise.



Senior leaders from across the Government of Saskatchewan workplace participate in a Lean simulation exercise.

## Paperwork Requirement #1

### Front line worker

Add the following numbers together, place total on the line, sign and forward to your lead worker.

$$8 + 15 + 21 + 7 + 69 = \underline{\hspace{2cm}}$$

Signature \_\_\_\_\_

### Lead worker

Add the total from the line above to the following numbers, sign and forward to your supervisor.

$$11 + 17 + \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Signature \_\_\_\_\_

### Supervisor

Review the total from the lines above. If accurate, sign and forward to your manager.

Signature \_\_\_\_\_

### Manager

Review the work of your associates to insure that it is accurate. Your signature attests to the accuracy of the work.

Signature \_\_\_\_\_

## Paperwork Requirement #2

### Front line worker

Add the following numbers together, place total on the line, sign and forward to your lead worker.

$$9 + 35 + 16 + 67 + 14 = \underline{\hspace{2cm}}$$

Signature \_\_\_\_\_

### Lead worker

Add the total from the line above to the following numbers, sign and forward to your supervisor.

$$41 + 19 + \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Signature \_\_\_\_\_

### Supervisor

Review the total from the lines above. If accurate, sign and forward to your manager.

Signature \_\_\_\_\_

### Manager

Review the work of your associates to insure that it is accurate. Your signature attests to the accuracy of the work.

Signature \_\_\_\_\_

## Paperwork Requirement #3

### Front line worker

Add the following numbers together, place total on the line, sign and forward to your lead worker.

$$11 + 56 + 11 + 91 + 13 = \underline{\hspace{2cm}}$$

Signature \_\_\_\_\_

### Lead worker

Add the total from the line above to the following numbers, sign and forward to your supervisor.

$$15 + 14 + \underline{\hspace{1cm}} = \underline{\hspace{2cm}}$$

Signature \_\_\_\_\_

### Supervisor

Review the total from the lines above. If accurate, sign and forward to your manager.

Signature \_\_\_\_\_

### Manager

Review the work of your associates to insure that it is accurate. Your signature attests to the accuracy of the work.

Signature \_\_\_\_\_