The Friday Summit Learning Sessions are 75 minutes long.
The Thursday Pre-Summit Workshops are typically one-half or all day long.

Your session can present Lean/continuous improvement concepts and approaches and/or provide your practical/hands-on experience using Lean principles or methods -- at the Beginner, Intermediate, and/or Advanced levels (or useful to all levels). These sessions can be from any private and/or public sector: Health, Manufacturing, Government, Finance, Technology, Services, Construction, Information Technology, Human Resources, Hospitality, Education, Retail, etc.

**Possible topic areas include, but are not limited to** –

- **Continuous Improvement/Lean Integration:**
  - How to integrate the improvement efforts of the public and private sectors: Getting them to use Lean/continuous improvement in their relationships, interactions & impact on each other.
  - Promoting, integrating & implementing Lean in often overlooked areas, such as:
    - IT
    - HR
    - Finance
    - Training
    - Administration
    - Retail
    - General Office
    - Government
    - Healthcare
    - Laboratories
    - Judiciary/Justice
    - Education
    - Libraries
    - Hospitality
    - Supplier Relationships
  - Understanding CI/Lean: Being able to generalize and apply the concepts/methods/tools across sectors, functions, products, etc. Toyota Supplier relationships - sending kanban signals.
  - Integrating Lean, Agile, and PMI principles, methods, and tools.
  - Lean in Today’s government

- **Virtual Lean:**
  - Implementing Lean in a virtual environment/culture.
  - Millennial Lean

- **Lean & People Development:**
  - Leading
  - Managing
  - Engaging at all levels
    - How to inspire others so they will take action.
  - Respect for People. What does that mean in actual practice and actions re: staff, stakeholders, and customers?
  - Change Management Techniques. How can everyone be reached and involved? Is there a tipping point?
  - Coaching groups through organizational change or improvement projects.
  - Critical Thinking
  - Motivational Interviewing

- **Lean Essentials:** The Concepts, Methods, and Tools *(Understanding and becoming skilled with CI/Lean tools and methods AND understanding the principles underpinning them. Hands-on, experiential where possible and appropriate.)*
  - Understanding the evolution of CI/Lean and what it has become today. Why is it where it is today?
  - Concepts & Methods
  - Customer Service/Value
  - Tools (Value stream mapping. 5 Why’s. 5S, A3, Gemba Walk, Kaizen, Kaizen vs Project, etc.)
  - Implementation (How to, Getting started, Sustaining, etc.).
  - Integrating Kanban with existing inventory systems Lean inventory systems (computer based)
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- Measurement & Data in CI/Lean
  - Use of measures and data in improvement
  - Measuring culture
  - Measuring success
  - Lean accounting
- Kata

• **Your Lean Journey** *(So others can learn from your experience)*
  - A successful implementation and lessons learned.
  - An unsuccessful implementation and lessons learned.

• **Lean Development & Administration:**
  - Lean Leadership:
    - Examples
    - Help others understand how leaders can/do lead with Lean
  - Encouraging Innovation & Creativity
  - Effect of CI/Lean on organizational budget/human resources, job descriptions, and personnel movement.
  - How you have educated leaders/staff/executives/boards on CI/Lean.
  - Lean implementation & integration across departments.
  - Implementing CI/Lean in Support Functions: IT, HR, Finance, Training, etc.
  - How to implement a Lean system for general office personnel with no Lean experience.
  - Change Management Techniques
  - Implementing organizational culture change
  - IT: Tools used for collaboration / workflow capture and to enable a collaborative, open company culture.

• **Other**

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Your workshop/session design and methodology should keep in mind adult learning principles –
that is, they should reflect a learn-and-do experiential approach as much as possible and
appropriate. Avoid straight lectures and/or “reading” a slide presentation. In case you will use a
slide presentation, a few tips on effective slide presentations are available on request.
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*** Do not “market” yourself, your organization, services, products, or any commercial venture during
your presentation. Limit this to, at most, a slide at the end of your presentation with your contact
information or using hand-outs at the end of the session or distributing business cards. Keep in
mind that the lunches and the Thursday networking session are good opportunities for this.