



## Day 1

### **Course Introduction**

- Course Overview
- Agenda
- How to Define this Program?
- Seminar Focus - Profitability & Productivity
- Safety, The Environment, Integrity

### **Assignment #1**

Team introductions and characteristics of high performing teams

### **HITEK Introduction**

- Products
- Departments
- Bills of Material
- Turn it around, sell it or shut it down!

### **HITEK Plant Demonstration**

### **Assignment #2**

Run Simulation - Week 5 with Current Decisions

- Examine Reports

### **Flow of the Course**

- Discussion on areas of importance (such as Production Planning and Scheduling)
- Practice by applying learning to simulation
- Continue until you are making all the decisions an Operations Manager must make every day

### **Production and Capacity Planning & Scheduling**

- Traditional Approach
- Lean Six Sigma
- Systems Perspective
- Forecast Demand
- Determine Capacity and Most Profitable Product
- Synchronize the Flow
- Planning Considerations
- Scheduling Considerations

### **HITEK Production Decisions**

- Steps to create the production plan and schedule
- Related Reports

### **Inventory Management**

- Reducing Inventories
- Continuous Improvement
- Synchronizing Flow with Demand
- Producing JIT
- Determining Production and Material Requirements

### **HITEK Material Decisions**

- Steps to determine production & material requirements
- Related Reports

### **Assignment #3**

Run Simulation - Weeks 6 and 7

### **End of normal working hours**

### **HITEK Planner Tool**

- HITEK Planner Demonstration

### **New Product Introduction**

### **Assignment #4**

Run Simulation - Week 8

## Day 2

### **Status Presentations**

- Current State Analysis
- Objective Statement
- Action Plan
- Monitor and Feedback

### **Performance Measures**

- Financial Charts
- Performance Charts
- Inventory Chart

### **Assignment #5**

Prepare CEO Presentation  
Conduct CEO Presentation

### **Lean Manufacturing**

- What is Lean Manufacturing?
- How to Reduce non-value added activities
- Reduce inventory, smaller batches
- Synchronize flow to demand - pull
- Product JIT, synchronize with suppliers
- Continuous improvement

### **Assignment #6**

Run Simulation - Weeks 9 and 10

### **Capital Equipment Decision**

### **End of normal working hours**

### **Assignment #7**

Run Simulation - Weeks 11, 12 and 13

## Day 3

### **CEO Presentations**

### **Supply Chain Management**

- Internal Supply Chain
- External Supply Chain
- Integration/Partnerships
- Replenishment
- Performance Measures
- Value
- Cost Savings
- Risk
- Improvement Steps

### **Business Decision-Making**

- Make vs. Buy Decision
- HITEK Product Costs

### **Quality**

- Total Quality Management (TQM)
- Quality Leadership
- Customer Focus
- Total involvement of the workforce
- Quality Strategies
- DMAIC
- Continuous Improvement

### **Assignment #8**

Run Simulation - Weeks 14 - 18

## Day 4

### **Workforce Relations**

- Management vs. Leadership
- Motivation

### **Teamwork**

### **Assignment #9**

Effectiveness of your team behavior/team evaluation

### **Assignment #10**

Run Simulation - Weeks 19-22

### **Business Valuation**

- Lessons Learned
- Market
- Balance Sheet
- Cash Flow
- What is HITEK Worth?

### **What did you learn?**

### **Board of Directors Presentation**

- Assessment - What did you focus on?
- Objectives - Where did you want to take the business?
- Action Plan - What did you decide to do?
- Monitor - What were the results?

