

Team Excellence Leadership

The Team Excellence Training program enables supervisors and managers to create and manage motivated teams made up of people who know what to do and execute at a high level of quality and productivity.

The program prepares new managers and supervisors to lead teams by setting a direction, creating an execution system based on standard work and excellent training, developing a data focused management process that informs operational decisions and proactively builds trust with each team member, and embracing a continuous improvement mindset and toolset to strive for perfection.

Team Excellence Workshop

The program teaches new supervisors and managers how to create a team strategy to motivate and align team members so everyone knows why and what work is needed; develop the team's work processes to assure the team knows what to do and is focused on repeatable results; develop and use metrics to drive data focused decision making to make daily adjustments, and initiate continuous improvement actions to assure performance gaps are being closed and new opportunities are proactively identified and planned.

[Learn more...](#) [1]

My Lean Office

Successful teams are enabled by highly motivated and self-managing individuals. Everyone can develop the skills necessary to be successful by clearly defining and aligning their goals, practicing simple organizational habits, and focusing on action execution. In the My Lean Office workshop, the participants learn to identify and articulate their goals, translate goals into work (projects and processes), identify waste and flow issues, better organize their physical and digital workspaces, and how to motivate themselves and those around them. [Learn more...](#) [2]

Training within Industry - Job Instruction

Not everyone is a good teacher and yet we expect every team member to train without formal training on how to do so. TWI Job Instruction is a systematic approach to training new employees in their respective jobs. It teaches the participant on how to prepare to train and then how to execute the training. Every lead, supervisor and manager should be a proficient trainer so they can rely on their team to deliver repeatable results. [Learn more...](#) [3]

Training within Industry - Job Relations

Trust is a key component to building and maintaining a high performing team. Some people are naturally gifted at creating relationships with others, most people have to work at it. We put "great technicians" in charge of teams with little to no formal training on how to manage the relationships between themselves and their team members or each worker with each other. TWI Job Relations is a simple and systematic approach to help new managers proactively create an environment of trust and a four-step process for dealing with issues as they come up. [Learn more...](#) [4]



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Links:

- [1] <http://www.ceptara.com/training/texworkshop>
- [2] <http://www.ceptara.com/training/leanoffice>
- [3] http://www.ceptara.com/training/twi#twi_ji
- [4] http://www.ceptara.com/training/twi#twi_jr