

A3 Report – Problem Solving

The A3 method, primarily used for problem-solving in Toyota plants worldwide and its supply chain facilities, enables the clear definition, description, and efficient resolution of problems in a structured and accessible manner.

As one of the key tools in lean management-oriented organizations, it serves as a foundation for fostering a culture of quality awareness while maintaining a strong focus on delivering maximum value to the customer.

Agenda:

- 1. Introduction to the training** – Familiarizing participants with the basic principles of problem-solving and providing a brief overview of the A3 method's application.
- 2. Discussion on the structure of the A3 report in relation to the PDCA cycle.**
- 3. Presentation of tools used in the A3 method, including:**
 - 5W2H
 - PFD (Process Flow Diagram)
 - SMART
 - Ishikawa
 - 5Why
 - Brainstorming
 - Action Plan
- 4. Building an A3 report from scratch, working in groups with trainer support.**
- 5. Reviewing selected A3 reports and exchanging observations.**
- 6. Constructing a model A3 report for a selected case from the training.**
- 7. Summary – Open Q&A session and training conclusion.**

Training Objective:

Familiarize the team with the A3 Report as:

- An effective method for problem-solving across all areas of the organization.
- A systematic way to report team progress using the PDCA method.

Introduce the concept of defining goals using the SMART method as an effective goal management tool.

Participants will learn:

- Acquiring the necessary knowledge for effective problem-solving within the organization.
- How to communicate effectively among all team members during problem-solving.
- Implementing a systematic report structure that supports and promotes a Lean culture.
- Increasing plant efficiency.
- Enhancing organizational competitiveness by applying universal methods used in the A3 Report, such as 5 Whys, Process Flow Diagram, Ishikawa, 5W2H, and SMART.

Duration:

- 2 days (each 7 hours)

Price includes:

- Training participation
- Useful training materials
- Certificate

For the price of in-house training, please contact the office.