



THE TOOLBOX FOR  
MANUFACTURING LEADERS

A photograph of three diverse manufacturing professionals—two men and one woman—standing in a factory setting. They are all wearing light grey polo shirts and smiling at the camera. The man on the left is holding a white document. The woman in the center has her arms crossed. The man on the right also has his arms crossed. The background shows industrial equipment and a clean, well-lit environment.

# COURSE CATALOG

TOOLS FOR THE TRENCHES



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# Effective Solutions to Train Manufacturing Supervisors

Tools for the Trenches offers a comprehensive 4 level series of Certification courses, as well as a Premium Monthly Membership.

## Certification Courses: Concepts in Manufacturing Leadership

This 4 level course series has something for every leader and is designed to build knowledge from the foundational level up to the expert level. We recommend beginning at Level 100 and following the series in order so that you will deliver the most comprehensive training to your people leaders. Start your supervisors at the beginning and build their ability to lead one-on-one with CML 100. Or if they are experienced, prepare them to move into managerial positions with CML 300 and CML 400. You can purchase whichever course level you feel best fits the needs and experience of your leaders.

## Premium Monthly Membership: Tools for the Trenches

This subscription allows your leaders to receive training on four different topics every month. Each topic is relevant to leading in Manufacturing, and T4T focuses on the 5 key skills all leaders want to grow: Personal Development, Team Building, Leadership, Lean and Six-Sigma. With four new sessions every month there is always something new to learn and implement. This membership has less structure than the CML courses and is recommended for more established leaders who are self-motivated in the pursuit of professional development.

No matter which option you choose, T4T is here to help make your Supervisors into Experts!





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## QUICK COMPARISON



FEATURES	CML 100-400	T4T PREMIUM MEMBERSHIP
Video Session	✓	✓
Article	✓	✓
Session Notes	✓	×
Application Questions	✓	×
Assessment	✓	×
Certificate	✓	×
Facilitator Guide	✓	×

Each **Concepts in Manufacturing Leadership** (CML) course contains 10 of the key concepts needed at each of the various stages of leadership. These range from the foundational individual leadership skills all the way to operational management skills, for Supervisors who are ready to advance. CML is a self-paced Certificate Course, meaning students will receive a Certificate of Completion after successfully demonstrating mastery of the topics and concepts. This requires them to pass a short assessment, testing both knowledge and comprehension at the end of each session.

**CML - \$129.00/course**

Tools for the Trenches **Premium Monthly Membership** is not a Certificate Course, but rather a subscription that delivers ongoing training for the 5 key skills: Leadership, Team Building, Lean, Six-Sigma and Personal Development. There is a rotating four-week syllabus with four new sessions opening up each month. Members therefore have four weeks to view the sessions. Sessions contain a 20 minute videocast and an accompanying article. There is always something new to learn, incorporate, and members will see over 50 concepts per year. It is bite-sized, ongoing training at its best.

**T4T - \$25/month**



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## Tools for the Trenches offers 4 Levels of **CONCEPTS IN MANUFACTURING LEADERSHIP**



Foundational



Individual



Intermediate



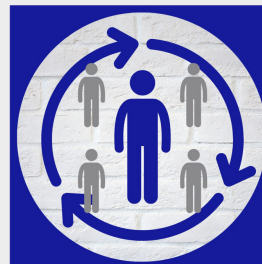
Team



Advanced



Operational



Expert



Managerial



Solid leadership is the best investment a company can make, and having a system to help establish and develop your leaders is necessary for continued and sustained success.

Concept in Manufacturing Leadership courses follow a strategic sequence designed to move your supervisors from new or underperforming to expert level, ready for promotions and managerial positions in your company.

See the course descriptions on the following pages for more information.

# Course Descriptions

## CML 100

### Foundational Concepts in Manufacturing Leadership

### With a focus on Individual Leadership



**101 - Supervisor Orientation:** How to successfully transition into a leadership role. This session covers the first 90 days with very practical items to help establish a solid foundation from the get-go..

**102 - The Growth Mindset:** Mindset is crucial! How a leaders' mindset impacts their leadership and how to cultivate a mindset for success.

**103 - The Supervisor Role:** What exactly being a people leader entails and how to embrace it: the scope, responsibilities and rewards of manufacturing supervision.

**104 - The Art of Walking the Floor:** How to walk the production floor with intention, observation and impact in order to maximize effectiveness and efficiency.

**105 - Professionalism:** How the leaders' workplace brand and perception is created and how to improve professional interactions to benefit a long and successful career.

**106 - Managing Minor Conflict:** How to recognize the different types of minor conflict that happen on the shopfloor and how to resolve them and use them in continuous improvement efforts.

**107 - Employee Corrective Action:** How to conduct employee performance conversations and when and how to take formal corrective action steps.

**108 - Effective Management:** How to manage time and priorities to optimize shopfloor performance and achieve more.

**109 - Stress Management Leadership Principles:** How to apply leadership principles in a way that improves effectiveness and lowers supervisor stress.

**110 - Your Career as a Supervisor:** How to develop a vision and self-evaluate supervisor performance to chart a career path in this dynamic industry.



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# Course Descriptions

## CML 200

Intermediate Concepts in  
Manufacturing Leadership

### With a focus on Team Leadership



**201 - Recruiting and Resume Screening:** How to create a pipeline of quality candidates that will keep your shopfloor staffed with highly qualified workers.

**202 - Interviewing Manufacturing Candidates:** How to conduct the interviewing process from the start to finish in order to find the right team players.

**203 - Onboarding New Manufacturing Employees:** How to successfully integrate your new hires into your company culture and into their new roles.

**204 - How to Develop Employee Skills:** How to follow a proven structure to provide cross-training and skill development for all manufacturing employees.

**205 - Employee Engagement:** Why increasing the level of engagement is so important and how a supervisor can impact engagement.

**206 /207 - Performance Management:** In this 2 part series learn the key steps to increase performance within your department. It's all about achieving results by applying all of the leadership tools that a supervisor has available to them.

**208 - Improving Output, Productivity and Efficiency:** How to use the 6Ms of Manufacturing as a framework to focus team efforts on productivity improvements.

**209 - How Great Teams Operate:** The common values found in all great teams and how to develop these team values within the department.

**210 - Leading Meetings and Presenting:** Tips and tricks to help you present and lead production meetings with more efficiency and professionalism.

# Course Descriptions

## CML 300

Advanced Concepts in  
 Manufacturing Leadership

### With a focus on Operational Leadership



**301 / 302 - Basic Process Statistics Part I:** This 2 part series goes over foundational statistics concepts which establish the cornerstone of the six-sigma methodology. A solid grasp of statistics is necessary because improved process controls reduce defects.

**303 - Process Capability Studies:** How to measure, evaluate and improve a manufacturing process using process capability statistics.

**304 - Peer Relationships:** Plantwide there are many working relationships which affect the people leader's role and even performance. How to enhance friendly and neutral relationships and how to effectively manage the different types of adversarial relationships.

**305 - How to be a Great Teammate:** The values great teammates share and the supervisor role as part of the plantwide team. It's all about building and maintaining healthy partnerships.

**306 - Leading Change:** Change is inevitable and how quickly and smoothly a department pivots can impact everything. This session covers how to effectively communicate and implement all types of changes into a manufacturing environment.

**307 / 308 - You and Your Supply Chain:** Everything is connected. Learn how a Manufacturing Supervisor contributes to the effectiveness of their supply chain and their partnership role with the factory planners.

**309 - Be Value Driven:** This is a deeply impactful concept. The session delves into what it means to be value driven and how to develop a career value statement.

**310 - Stress Reducing Habits for Supervisors:** What are the best habits to help manage the stress that comes with manufacturing leadership and how to implement them.

# Course Descriptions

## CML 400

Expert Concepts in  
 Manufacturing Leadership

### With a focus on Managerial Leadership



**401 / 402 - From Chaos to High Performance:** In this 2 part series Joe shares a tried and true 12-step recipe for dramatic and lasting operational turn arounds. These steps will transform any operation from a state of chaos to one of high performance.

**403 / 404 - Lean Concepts:** Learn 12 must-know Lean tools in this 2 part series. This is Lean 101 at its best and will provide a solid Lean foundation and prepare leaders for Lean implementation in the plant.

**405 - How to Read a Profit and Loss Statement:** Learn how to read and understand a plant's P&L Statement (aka Income Statement). Learning this skill will help at every level throughout a manufacturing career.

**406 - Personal Accountability:** How to incorporate personal accountability both at work and as a way of life. It is a mindset and a shift in thinking which removes complaining and victim mentality and puts each person in control of their work and their life.

**407 - Responsible Manufacturing:** In this course we explore responsible manufacturing practices and the leaders role in maintaining and advancing these principles through awareness, compliance and ownership.

**408 - How to Make Business Proposals :**Every leader needs to develop the skill of writing and presenting a proposal for approval. Learn how to create proposals that are well received and earn leaders respect and approval.

**409 / 410 - You and Your Customers:** Gain an understanding of a supervisor's vital role in the customer/supplier relationship. In this 2-part series, learn about "the voice of the customer" and every customer's expectations of their suppliers' shopfloor operations.





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# T4T Premium Membership

## Monthly Training to Grow

## Manufacturing Leadership Expertise



Provide your manufacturing leaders with 4 new concepts every month of the year and insure that they continue to grow in their role.

T4T Membership provides balanced, slow-drip training in 20 minute burst video sessions so that leaders can learn in a laid-back yet ever progressing format, developing their skills in: Leadership, Team Building, Lean, Six-Sigma and Personal Development

Check out T4T's monthly topics below:

- Effective Management
- The Super Supervisor Role
- Change Leadership
- How Great Teams Operate

- How to Read a P&L Statement
- Stress Reducing Habits for Supervisors
- SMED (Part 1 and 2)

- Performance Management (Part 1 and 2)
- How to be a Great Teammate
- Managing Peer Relationships

- Recruiting and Resume Screening
- Interviewing Manufacturing Candidates
- The Art of Walking the Floor
- Employee Corrective Action

- Your Career in Manufacturing
- Managing Factory Conflict
- You and Your Customers (Part 1 and 2)

- You and Your Supply Chain (Part 1 and 2)
- The Kappa Study
- Supervisor Orientation

- Lean Concepts (Part 1 and 2)
- Stress Management Principles
- Be Value Driven

- The Mindset of a Leader
- How to Develop Employee Skills
- Professionalism
- Improving Output and Efficiency

- How to Make a Business Proposal
- Your Lean Implementation Strategy
- Personal Accountability
- Responsible Manufacturing

- Basic Process Statistics (Part 1 and 2)
- Process Capability Studies
- Employee Engagement

- From Chaos to Performance (Part 1 and 2)
- Onboarding New Employees
- Managing Meetings and Presentations

- The Transition into Leadership
- Lean 5 S
- Lean Cell Design
- Lean Kanban