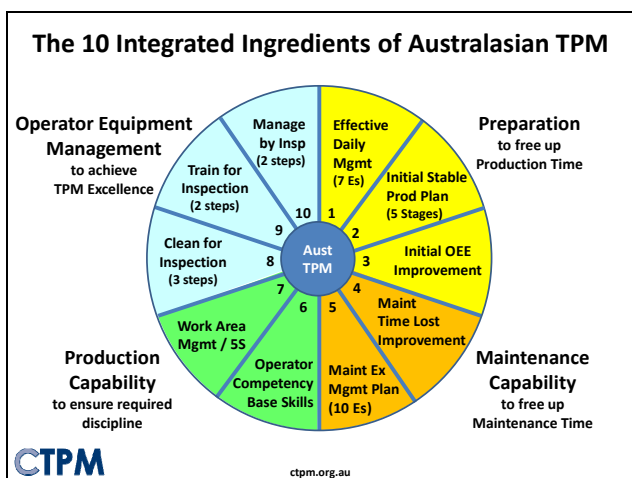
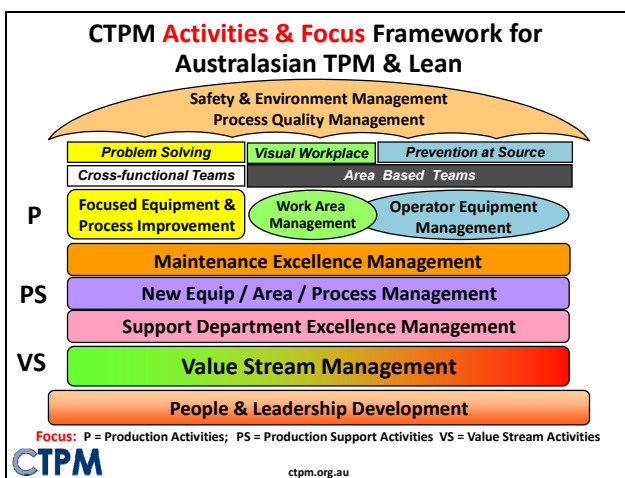
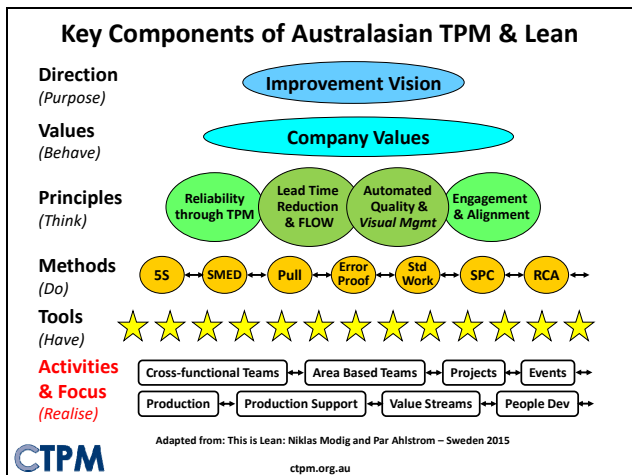
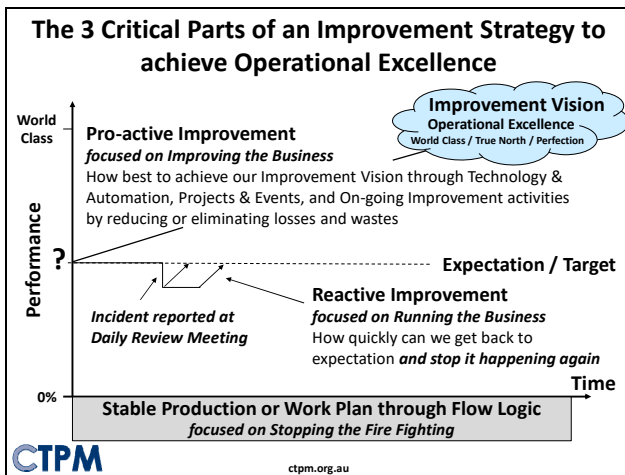


# Australasian TPM & Operational Excellence Support Materials

## Development of CTPM's Support Material for Operational Excellence



CTPM support material has been developed based on The 3 Critical Parts of an Improvement Strategy to achieve Operational Excellence, grouping the Pro-active Improvement support material using CTPM's Activities & Focus Framework for Australasian TPM & Lean incorporating 10 Improvement Activities.

The material is focused on providing prescriptive (step by step) support for your Improvement Co-ordinator and the Leaders of your Improvement Teams and their Team Members.

All support materials are supplied in hard copy format, however if soft copy format is required please call CTPM Head Office to discuss your needs and arrange appropriate pricing.

### Special Manuals or Workbooks

In some situations you may wish to create a team for a specific purpose that may not be covered by the material listed here. If this is the situation please do not hesitate to contact CTPM and we can assist you to create a team Mandate (or Purpose / Charter) then adjust or create a suitable manual or workbook. We have done this on numerous occasions resulting in such manuals as:

- Special Micro Focused Equipment & Process Improvement Steam Loss;
- Special Micro Focused Process Improvement Waste Generation Reduction;
- Special Micro Focused Process Improvement Energy Reduction; and
- Special Micro Focused Process Improvement Effluent Waste Reduction.

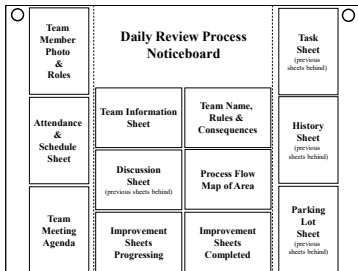
# Australasian TPM & Operational Excellence Support Materials

## Reactive Improvement Support Material

Daily Review Process	*Price each
<b>Daily Review Process Awareness Workshop Manual</b> – typically one-day or two 4-hour workshops	\$40
<b>Daily Review Process Team Member Manual</b> – typically half-day or two 2-hour kick-offs plus 10 week cycle of 1.0-1.5 hour weekly meetings	\$40
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b></p> <p><b>Note:</b> If 5 or more of the same manual is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b>;                      If 10 or more of the same manual is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b>; and                      Soft copy of Kick-off Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.</p>	

Frontline Problem Solving Root Cause Analysis	*Price each
<b>Frontline Problem Solving Root Cause Analysis Workshop &amp; Development Program Manual</b> – typically one-day or two 4-hour workshops plus 8-10 week cycle of 1.5-2.0 hour meetings to complete 3 frontline problems Includes supporting Tools & Techniques handbook + soft copy of A3 Summary Sheet template in 'Microsoft Word' plus 3 Frontline Problem Solving Root Cause Analysis Workbooks (colour)	\$120
<b>Pack of 5 Frontline Problem Solving Root Cause Analysis Workbooks (colour)</b> + soft copy of A3 Summary Sheet template in 'Microsoft Word'	\$100
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b></p> <p><b>Note:</b> If 5 or more of the same manual or workbook is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b>;                      If 10 or more of the same manual or workbook is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b>; and                      Soft copy of Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.</p>	

Support Materials for Frontline Problem Solving Root Cause Analysis	*Price each
<b>Pack of 5 Frontline Problem Solving Root Cause Analysis Workbooks (colour)</b>	\$100
<b>Set of 3 Black &amp; White A0 size Laminated Sheets with adhesive tape:</b> <ul style="list-style-type: none"> <li>• Frontline Problem Solving Root Cause Analysis A3 Summary Sheet</li> <li>• Cause &amp; Effect Diagram Sheet</li> <li>• Why-Why Diagram Sheet</li> </ul>	\$200
<b>Individual Black &amp; White A0 size Laminated Sheets (Includes adhesive tape)</b> Frontline Problem Solving Root Cause Analysis A3 Summary Sheet	\$80
<b>Individual Black &amp; White A0 size Laminated Sheets (Includes adhesive tape)</b> Cause & Effect Diagram Sheet	\$80
<b>Individual Black &amp; White A0 size Laminated Sheets (Includes adhesive tape)</b> Why-Why Diagram Sheet	\$80
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b></p>	

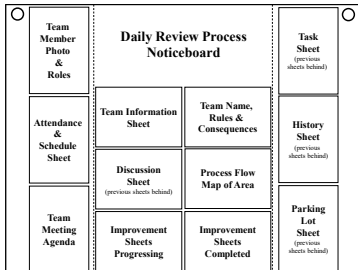
Team Forms and Noticeboard	*Price each	
<b>Noticeboard (Tri-Fold Display Board 48" x 36") with Team Forms</b> Each Display Board Includes set-up for your Improvement Activity (this includes relevant Team Forms, laminated board titles, plastic sleeves, Blu-Tack, and punched grommets (eyelets) for hanging**. Includes an electronic copy of Team Forms used (Team Members Photo & Roles, Attendance & Schedule, Team Meeting Agenda, Team Information Sheet, Discussion Sheet, Team Name Rules & Consequences, Task Sheet, History Sheet, Parking Lot Sheet, Improvement Sheets, Example Process Flow Map). ** No hanging hooks included with the board		
<b>Noticeboard Only (Tri-Fold Display Board 48" x 36")</b>		\$100
<b>Team Forms Only</b> – A copy of all relevant Team Forms sent electronically.		\$30
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b></p>		

# Australasian TPM & Operational Excellence Support Materials

## Stable Production or Work Plan through Flow Logic Support Material

Education Booklets	*Price each
<b>Flow Logic Awareness Training Workshop Booklet</b> – typically a one-day or two 4-hour workshops	\$35
<b>Flow Logic Overview Training Workshop Booklet</b> – typically a 4 hour or two 2-hour workshops	\$30
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b></p> <p><b>Note:</b> If 5 or more of the same booklet is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b>;                      If 10 or more of the same booklet is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b>; and                      Soft copy of Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.</p>	

Flow Logic - Cross-functional Teams	
Team Member Manuals typically half-day or two 2-hour kick-offs plus 12 week cycle of 1-1.5hr weekly meetings	*Price each
<b>Flow Logic Production Planning &amp; Scheduling Stage 1</b> Team Member Manual	\$40
<b>Flow Logic Production Planning &amp; Scheduling Stage 2</b> Team Member Manual	\$40
<b>Flow Logic Production Planning &amp; Scheduling Stage 3</b> Team Member Manual	\$40
<b>Flow Logic Production Planning &amp; Scheduling Stage 4</b> Team Member Manual	\$40
<b>Flow Logic Production Planning &amp; Scheduling Stage 5</b> Team Member Manual	\$40
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b></p> <p><b>Note:</b> If 5 or more of the same manual is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b>;                      If 10 or more of the same manual is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b>; and                      Soft copy of Kick-off Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.</p>	

Team Forms and Noticeboard	*Price each
<p><b>Noticeboard (Tri-Fold Display Board 48" x 36") with Team Forms</b>                      Each Display Board Includes set-up for your Improvement Activity (this includes relevant Team Forms, laminated board titles, plastic sleeves, Blu-Tack, and punched grommets (eyelets) for hanging**. Includes an electronic copy of Team Forms used (Team Members Photo &amp; Roles, Attendance &amp; Schedule, Team Meeting Agenda, Team Information Sheet, Discussion Sheet, Team Name Rules &amp; Consequences, Task Sheet, History Sheet, Parking Lot Sheet, Improvement Sheets, Example Process Flow Map).                      ** No hanging hooks included with the board</p>	 <p>\$100</p>
<b>Noticeboard Only (Tri-Fold Display Board 48" x 36")</b>	\$30
<b>Team Forms Only</b> – A copy of all relevant Team Forms sent electronically.	\$20
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b></p>	

# Australasian TPM & Operational Excellence Support Materials

## Pro-active Improvement Support Material

Education Manuals / Booklets	*Price each
Australasian TPM & Lean Awareness Workshop Booklet – typically one-day or two 4-hour workshops	\$35
Australasian TPM & Lean Overview Workshop Booklet – typically half-day or two 2-hour workshops	\$30
Maintenance Excellence Management (MEM) Awareness Workshop Manual – typically a one-day workshop (includes Maintenance Self Assessment Survey Parts A & B)	\$50
New Equipment Management (NEM) Awareness Workshop Manual – typically one-day or two 4-hour workshops	\$40
Support Dept Excellence Mgmt (SDEM) Awareness Workshop Manual – typically one-day or two 4-hour workshops	\$40
Process Capability Excellence (PCE) Awareness Workshop Manual – typically one-day or two 4-hour workshops	\$50
Value Stream Management (VSM) Awareness Workshop Manual – typically one-day or two 4-hour workshops	\$40
Value Stream Management (VSM) Overview Workshop Booklet - – typically half-day or two 2-hour workshops	\$30
Set-Up Time Reduction (Quick Changeover / SMED) Awareness Workshop Manual – typically a one-day workshop	\$40
Set-Up Time Reduction (Quick Changeover / SMED) Overview Workshop Booklet – typically a half-day workshop	\$30
Set-Up Study Chart – Individual Black & White A0 size Laminated Sheets (Includes adhesive tape) **	\$80
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b>  <b>Note:</b> If 5 or more of the same manual or booklet is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b>;                      If 10 or more of the same manual or booklet is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b>; and                      Soft copy of Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.</p>	
<p>** The above A0 Size Set-Up Study Chart can be purchased for use during the Set-Up Time Reduction (Quick Changeover / SMED) Awareness and Overview Workshops. Usually one A0 Sheet per 4-6 people is recommended.</p>	

Leadership Team Member Manuals	*Price each
Site Leadership Team (SLT) Team Member Manual – to support 5-6 hour Introduction Strategy Planning workshop	\$50
Maintenance Excellence Leadership Team (MELT) Team Member Manual – to support 5-6 hour Maintenance Excellence Introduction Strategy Planning workshop	\$50
Support Dept Excellence Leadership Team (SDEL) Team Member Manual - to support 5-6 hour Support Department Excellence Introduction Strategy Planning workshop	\$50
Process Capability Excellence Leadership Team (PCEL) Team Member Manual - to support 5-6 hour Process Capability Excellence Introduction Strategy Planning workshop	\$50
People & Leadership Development Leadership Team (PLDL) Team Member Manual - to support 5-6 hour People & Leadership Development Introduction Strategy Planning workshop	\$50
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b>  <b>Note:</b> If 5 or more of the same manual is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b>;                      If 10 or more of the same manual is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b>; and                      Soft copy of Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.</p>	

Production Activities – Cross-functional Teams	
Team Member Manuals typically half-day or two 2-hour kick-offs plus 12 week cycle of 1-1.5hr weekly meetings	*Price each
Macro Focused Equipment & Process Improvement (FE&PI) Team Member Manual	\$50
Micro Focused Equipment & Process Improvement (FE&PI) Team Member Manual	\$40
Special Micro FE&PI Set-Up Time Reduction (Quick Changeover / SMED) Team Member Manual	\$40
Set-Up Study Chart – Individual Black & White A0 size Laminated Sheets (Includes adhesive tape) **	\$80
Special Micro Focused Equipment & Process Improvement (FE&PI) Speed / Rate Loss Team Member Manual	\$40
Special Micro Focused Equipment & Process Improvement (FE&PI) Quality Loss Team Member Manual	\$40
Special Micro Focused Equipment & Process Improvement (FE&PI) Yield Loss Reduction Team Member Manual	\$40
Special Micro Focused Equipment & Process Improvement (FE&PI) Hygiene Standards Team Member Manual	\$40
Special Micro Focused Equipment & Process Improvement (FE&PI) Loose Item Control Team Member Manual	\$40
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b>  <b>Note:</b> If 5 or more of the same manual is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b>;                      If 10 or more of the same manual is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b>; and                      Soft copy of Kick-off Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.</p>	
<p>** The above A0 Size Set-Up Study Chart can be purchased for use during the Special Micro FE&amp;PI Set-Up Time Reduction (Quick Changeover / SMED) Kick-off Workshop and during the cycle of activity. Usually one A0 Sheet per team is recommended.</p>	

# Australasian TPM & Operational Excellence Support Materials

Production Activities – Area Based Teams	
Preparation Booklets	*Price each
Preparation for Production Area Based Team Improvement & Work Area Management (enhanced 5S) Booklet	\$10
Preparation for Operator Equipment Management Step 1 / Autonomous Maintenance 1 (OEM-1) Booklet	\$10
Preparation for Operator Equipment Management Step 3 / Autonomous Maintenance 3 (OEM-3) Booklet	\$10
*The above items are sold at the price outlined above + Delivery Costs + GST	

Production Activities – Area Based Teams	
Team Leader and Team Member Workbooks typically half-day or two 2-hour kick-offs plus 12 week cycle of weekly 0.5 hr meeting and 1.5hr activity	*Price each
<b>Work Area Management / 5S Team Leader User Guide Workbook</b> Provides guide notes for each of the 10 Parts of WAM	\$25
<b>Work Area Management / 5S Team Member Workbook (Coloured)</b>	\$30
<b>Operator Equipment Management Step 1 Team Leader User Guide Workbook</b> Provides guide notes for each of the 10 Parts of OEM-1	\$25
<b>Operator Equipment Management Stage 1 Step 1 Team Member Workbook (Coloured)</b>	\$30
<b>Operator Equipment Management Step 2 Team Leader User Guide Workbook</b> Provides guide notes for each of the 10 Parts of OEM-2	\$25
<b>Operator Equipment Management Stage 1 Step 2 Team Member Workbook (Coloured)</b>	\$30
<b>Operator Equipment Management Step 3 Team Leader User Guide Workbook</b> Provides guide notes for each of the 10 Parts of OEM-3	\$25
<b>Operator Equipment Management Stage 1 Step 3 Team Member Workbook (Coloured)</b>	\$30
<b>Operator Equipment Management Step 4 Implementation Team Leader User Guide Workbook</b> Provides guide notes for each of the 10 Parts of OEM-4	\$25
<b>Operator Equipment Management Stage 2 Step 4 Implementation Team Member Workbook (Coloured)</b>	\$30
<b>Operator Equipment Management Step 5 Team Leader User Guide Workbook</b> Provides guide notes for each of the 10 Parts of OEM-5	\$25
<b>Operator Equipment Management Stage 2 Step 5 Team Member Workbook (Coloured)</b>	\$30
<b>Operator Equipment Management Stage 3 Step 6 Team Member Workbook (Coloured)</b>	\$30
<b>Operator Equipment Management Stage 4 Step 7 Team Member Workbook (Coloured)</b>	\$30
*The above items are sold at the price outlined above + Delivery Costs + GST	
<b>Note:</b> If 5 or more of the same workbook is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b> ; If 10 or more of the same workbook is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b> ; and Soft copy of Kick-off Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.	

Production Activities – Area Based Teams	
Tags to support WAM / OEM Activities	*Price each
<b>CLEAR-UP Tags</b> - Light Blue: Pack 50 without cable ties	\$30
<b>CLEAR-UP Tags</b> - Light Blue: Pack 50 with cable ties	\$35
<b>Defect Tags</b> (3-section) Dark Blue: Pack 50 without cable ties	\$95
<b>Defect Tags</b> (3-section) Dark Blue: Pack 50 with cable ties	\$100
*The above items are sold at the price outlined above + Delivery Costs + GST	

# Australasian TPM & Operational Excellence Support Materials

Production Support Activities – Cross-functional Teams	
Team Member Manuals typically half-day or two 2-hour kick-offs plus 12 week cycle of 1-1.5hr weekly meetings	*Price each
Micro Focused Maintenance Improvement – Generic Team Member Manual	\$40
Micro Focused Maintenance Improvement – Knowledge Base Team Member Manual	\$40
Micro Focused Maintenance Improvement – Materials Management Team Member Manual	\$40
Micro Focused Maintenance Improvement – Planning & Scheduling Team Member Manual	\$40
Micro Focused Maintenance Improvement – Lubrication Team Member Manual	\$40
Macro New Equipment Management (NEM) – Design Team Member Manual	\$40
Micro New Equipment Management (NEM) – Design Team Member Manual	\$40
Special Micro New Equipment Management (NEM) – Install & Commission Team Member Manual	\$40
New Area Management – Design & Install Team Member Manual	\$40
New Area Management – Design Specification Team Member Manual	\$40
New Process Management Team Member Manual	\$40
Micro Focused Support Improvement Team Member Manual	\$40
*The above items are sold at the price outlined above + Delivery Costs + GST	
<b>Note:</b> If 5 or more of the same manual is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b> ; If 10 or more of the same manual is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b> ; and Soft copy of Kick-off Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.	

Production Support Activities – Area Based Teams	
Team Leader Manuals and Team Member Workbooks	*Price each
<b>Work Area Management / 5S Team Leader User Guide</b> Provides guide notes for each of the 10 Parts of WAM	\$25
<b>Work Area Management / 5S Team Member Workbook (Coloured)</b>	\$30
<b>Workplace Management for Maintenance Team Leader User Guide</b> Provides guide notes for each of the 10 Parts of WPM	\$25
<b>Workplace Management for Maintenance Team Member Workbook (Coloured)</b>	\$30
<b>Workplace Management for Support Team Leader User Guide</b> Provides guide notes for each of the 10 Parts of WPM	\$25
<b>Workplace Management for Support Team Member Workbook (Coloured)</b>	\$30
*The above items are sold at the price outlined above + Delivery Costs + GST	
<b>Note:</b> If 5 or more of the same workbook is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b> ; If 10 or more of the same workbook is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b> ; and Soft copy of Kick-off Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.	



# Australasian TPM & Operational Excellence Support Materials

Value Stream Activities – Cross-functional Teams	
Team Member Manuals typically half-day or two 2-hour kick-offs plus 12 week cycle of 1-1.5hr weekly meetings	*Price each
Macro Focused Process Improvement (FPI) Team Member Manual	\$50
Micro Focused Process Improvement (FPI) Team Member Manual	\$40
Special Micro Focused Process Improvement (FPI) Waste Generation Reduction Team Member Manual	\$40
Special Micro Focused Process Improvement (FPI) Waste Recycling Management Team Member Manual	\$40
Special Micro Focused Process Improvement (FPI) Energy Reduction Team Member Manual	\$40
Special Micro Focused Process Improvement (FPI) Power Reduction Team Member Manual	\$40
Special Micro Focused Process Improvement (FPI) Warehousing Team Member Manual	\$40
Special Micro Focused Process Improvement (FPI) Warehouse Layout & Process for Green Stream Team Member Manual	\$40
Special Micro Focused Process Improvement (FPI) Effluent Waste Reduction Team Member Manual	\$40
Special Micro Focused Process Improvement (FPI) MPSA Misses Team Member Manual	\$40
Special Micro Focused Process Improvement (FPI) NCR Damage Claims Reduction Team Member Manual	\$40
Special Micro Focused Process Improvement (FPI) RM Stock Tracking / BOM Accuracy Team Member Manual	\$40
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b>  <b>Note:</b> If 5 or more of the same manual is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b>;                      If 10 or more of the same manual is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b>; and                      Soft copy of Kick-off Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.</p>	

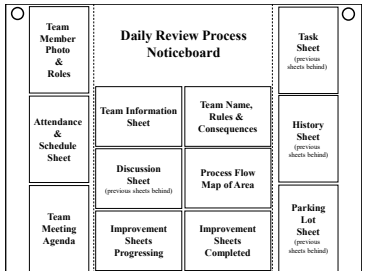
Value Stream Activities – Area Based Teams	
Team Leader Manuals and Team Member Workbooks	*Price each
Work Area Management / 5S for Office Team Leader User Guide Provides guide notes for each of the 10 Parts of WAM	\$25
Work Area Management / 5S for Office Team Member Workbook (Coloured)	\$30
Workplace Management for Office Team Leader User Guide Provides guide notes for each of the 10 Parts of WPM	\$25
Workplace Management for Office Team Member Workbook (Coloured)	\$30
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b>  <b>Note:</b> If 5 or more of the same workbook is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b>;                      If 10 or more of the same workbook is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b>; and                      Soft copy of Kick-off Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.</p>	

Mini Micro Problem Solving – Cross-functional Teams	
Team Leader Manuals & Team Member Workbooks	*Price each
Mini Micro Problem Solving Team Leader Manual Includes 5 Mini Micro Problem Solving workbooks (colour) plus supporting Tools & Techniques handbook, Forms handbook + soft copy of A3 Summary Sheet template and all team forms in 'Microsoft Word'	\$120
Pack of 5 Mini Micro Problem Solving Workbooks (colour) + soft copy of A3 Summary Sheet template in 'Microsoft Word'	\$100
<p><b>*The above items are sold at the price outlined above + Delivery Costs + GST</b>  <b>Note:</b> If 5 or more of the same manual or workbook is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b>; and                      If 10 or more of the same manual or workbook is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b>.</p>	

# Australasian TPM & Operational Excellence Support Materials

Support Materials for Mini Micro Problem Solving	*Price each
<b>Extra Individual Mini Micro Problem Solving Root Cause analysis Workbooks (colour)</b> linked to the purchase of a Team Leader Manual or a Pack of 5 Workbooks	\$20
<b>Set of 3 Black &amp; White A0 Size Laminated Sheets with adhesive tape:</b> <ul style="list-style-type: none"> <li>Mini Micro Problem Solving Root Cause Analysis A3 Summary Sheet</li> <li>Cause &amp; Effect Diagram Sheet</li> <li>Why-Why Diagram Sheet</li> </ul>	\$200
<b>Individual Black &amp; White A0 size Laminated Sheet (Includes adhesive tape)</b> Mini Micro Problem Solving Root Cause Analysis A3 Summary Sheet	\$80
<b>Individual Black &amp; White A0 size Laminated Sheet (Includes adhesive tape)</b> Cause & Effect Diagram Sheet	\$80
<b>Individual Black &amp; White A0 size Laminated Sheet (Includes adhesive tape)</b> Why-Why Diagram Sheet	\$80
<b>*The above items are sold at the price outlined above + Delivery Costs + GST</b>	

People & Leadership Development Activities – Cross-functional Teams	
Team Member Manuals typically half-day or two 2-hour kick-offs plus 12 week cycle of 1-1.5hr weekly meetings	*Price each
<b>Micro Education &amp; Training Base Skills</b> Team Member Manual	\$40
<b>Micro Education &amp; Training OEM-3 Lubrication Skills</b> Team Member Manual	\$40
<b>Micro Education &amp; Training Quality Skills</b> Team Member Manual	\$40
<b>Micro Education &amp; Training OEM-4 (Stage 2 Step 4) Planning</b> Team Member Manual	\$40
<b>Micro Education &amp; Training OEM-4 (Stage 2 Step 4) Preparation</b> Team Member Manual	\$40
<b>Micro People Support Systems – Knowledge Base</b> Team Member Manual	\$40
<b>*The above items are sold at the price outlined above + Delivery Costs + GST</b>	
<b>Note:</b> If 5 or more of the same manual is purchased at the same time there will be a <b>10% Discount + Delivery Costs + GST</b> ; If 10 or more of the same manual is purchased at the same time there will be a <b>20% Discount + Delivery Costs + GST</b> ; and Soft copy of Kick-off Presentation in PDF (as well as Team Forms and Relevant Tools) is AU\$150 each + GST.	

Team Forms and Noticeboard	*Price each	
<b>Noticeboard (Tri-Fold Display Board 48" x 36") with Team Forms</b> Each Display Board Includes set-up for your Improvement Activity (this includes relevant Team Forms, laminated board titles, plastic sleeves, Blu-Tack, and punched grommets (eyelets) for hanging**). Includes an electronic copy of Team Forms used (Team Members Photo & Roles, Attendance & Schedule, Team Meeting Agenda, Team Information Sheet, Discussion Sheet, Team Name Rules & Consequences, Task Sheet, History Sheet, Parking Lot Sheet, Improvement Sheets, Example Process Flow Map). ** No hanging hooks included with the board		
<b>Noticeboard Only (Tri-Fold Display Board 48" x 36")</b>		\$100
<b>Team Forms Only</b> – A copy of all relevant Team Forms sent electronically.		\$30
<b>*The above items are sold at the price outlined above + Delivery Costs + GST</b>		



# Australasian TPM & Operational Excellence Support Materials

Team Skills Modules for Production Area Based Teams	
Team Member Booklets – 2 hr per Module	*Price each
Module 1: Team Effectiveness (colour booklet)	\$10
Module 2: Effective Improvement Team Meetings (colour booklet)	\$10
Module 3: Presentation Skills (colour booklet)	\$10
Module 4: Decision Making & Problem Solving (colour booklet)	\$10
Module 5: Dealing with Difficult People (colour booklet)	\$10
Module 6: Conflict Resolution (colour booklet)	\$10
Module 7: Negotiation Techniques (colour booklet)	\$10
Module 8: Appreciation of Individual Strengths & Weaknesses (colour booklet)	\$10
Module 9: Giving and Receiving Feedback (colour booklet)	\$10
Module 10: Planning & Prioritising (colour booklet)	\$10
*The above items are sold at the price outlined above + Delivery Costs + GST	

Team Skills Modules for Production Area Based Teams	
Team Skills Module Presenter's Manual – 2 hr per Module	*Price each
<b>Module 1: Team Effectiveness Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
<b>Module 2: Effective Improvement Team Meetings Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
<b>Module 3: Presentation Skills Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
<b>Module 4: Decision Making &amp; Problem Solving Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
<b>Module 5: Dealing with Difficult People Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
<b>Module 6: Conflict Resolution Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
<b>Module 7: Negotiation Techniques Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
<b>Module 8: Appreciation of Individual Strengths &amp; Weaknesses Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
<b>Module 9: Giving and Receiving Feedback Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
<b>Module 10: Planning &amp; Prioritising Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 8 colour booklets of the 2 hour Team Skills Module	\$120
*The above items are sold at the price outlined above + Delivery Costs + GST	

# Australasian TPM & Operational Excellence Support Materials

<b>Team Leader Skills Modules for Production Area Based Teams</b>	
<b>Team Member Booklets – 2 hr per Module</b>	<b>*Price each</b>
<b>Training Skills Modules</b>	
Training Skills Module 1: Know your Learners (colour booklet)	\$15
Training Skills Module 2: Training Methods (colour booklet)	\$15
<b>Leadership Skills Modules</b>	
Leadership Skills Module 1: Time Management & Delegation (colour booklet)	\$15
Leadership Skills Module 2: Motivation & Accountability (colour booklet)	\$15
Leadership Skills Module 3: Evaluating Leadership (colour booklet)	\$15
*The above items are sold at the price outlined above + Delivery Costs + GST	

<b>Team Leader Skills Modules for Production Area Based Teams</b>	
<b>Team Leader Skills Module Presenter's Manual – 2 hr per Module</b>	<b>*Price each</b>
<b>Training Skills Modules</b>	
<b>Training Skills Module 1: Know your Learners Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 5 colour booklets of the 2 hour Team Leader Training Skills Module	\$150
<b>Training Skills Module 2: Training Methods Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 5 colour booklets of the 2 hour Team Leader Training Skills Module	\$150
<b>Leadership Skills Modules</b>	
<b>Leadership Skills Module 1: Time Management &amp; Delegation Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 5 colour booklets of the 2 hour Team Leader Leadership Skills Module	\$150
<b>Leadership Skills Module 2: Motivation &amp; Accountability Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 5 colour booklets of the 2 hour Team Leader Leadership Skills Module	\$150
<b>Leadership Skills Module 3: Evaluating Leadership Presenter's Manual</b> Provides Training Plan, hardcopy of PowerPoint Slides, soft copy of PowerPoint Presentation with links to Support Material + 5 colour booklets of the 2 hour Team Leader Leadership Skills Module	\$150
*The above items are sold at the price outlined above + Delivery Costs + GST	