

## Hosting Guidelines

We look forward to having all of the Lean Together participants host a session at their facility when possible. These sessions are not your typical plant tour, but rather “go to see discovery sessions” pertaining to *2 Second Lean™*. The purpose of these sessions is to see examples of where *2 Second Lean™* has been implemented or solicit areas of opportunity from the peer group.

Each company will be asked for a meeting date that is convenient for them. The group facilitator will confer with the hosting company prior to their scheduled date to discuss the focus of the session. Typically, the facilitator will lead discussion of the session topic prior to proceeding to facility floor.

Here are some tips to consider for planning:

- Availability of a meeting space to accommodate 20 people
- Required safety equipment provided or should participants bring their own
- Provide a brief company overview
- Summary of the company’s experience with continuous improvement activities, including successes and struggles; speak to where you are on your lean journey
- Discovery session on facility floor, with introduction to key personnel (if desired)

NWIRC will handle the details such as drinks, snacks, signage, etc. in collaboration with the hosting company.