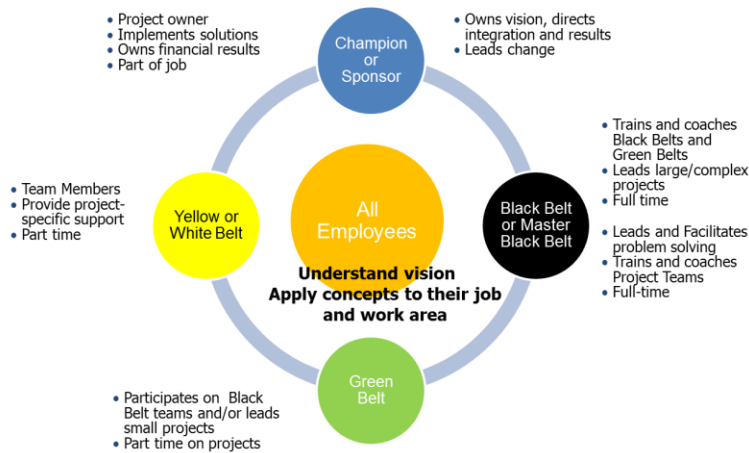


Lean Six Sigma

Green Belt and Yellow Belt Certificate Descriptions



Green Belt Training

Target Audience: Team Leaders (could be team member of a complex project)

Course Duration: 40 hours (extend over a period of 5-6 weeks to allow for project inclusion as part of training)

Course Objective: Teach student Lean and Six Sigma problem solving concepts and Leadership Development (Process and People Skills development)

Course Syllabus:

People Skills

Student will be trained on Leadership Development which may include Leadership Skills, Change Management, Leading Teams and Facilitating Effective Meetings. These offerings may vary after initial skills assessment is completed of organization.

Process Skills

This course focuses on business process improvement utilizing Lean Six Sigma methodology throughout each phase of the model. The 10 step model includes: Voice of Customer, Goal Setting and Project Alignment, Team Formation, Process Overview, Data Collection, Establishing Baseline Metrics, Identifying and Prioritizing Problems, Implementing Optimum Solutions, Piloting and Control plans.

Yellow Belt Training

Target Audience: Team members

Course Duration: 16 hours.

Course Objectives: Teach student Lean and Six Sigma problem solving concepts (Process skill Improvement)

Course Syllabus:

Process Skills

This course focuses on business process improvement utilizing Lean Six Sigma methodology throughout each phase of the model. The 10 step model includes: Voice of Customer, Goal Setting and Project Alignment, Team Formation, Process Overview, Data Collection, Establishing Baseline Metrics, Identifying and Prioritizing Problems, Implementing Optimum Solutions, Piloting and Control plans.

White Belt Training

Target Audience: Entire organization including monthly refresher and new hire training

Course Duration: 8-10 hours. This is computer based training. No classroom setting

Course Objectives: Teach and introduce student Lean Six Sigma problem solving concepts

Process Skills: This course focuses on business process improvement utilizing Lean Six Sigma methodology throughout each phase of the model. The 10 step model includes: Voice of Customer, Goal Setting and Project Alignment, Team Formation, Process Overview, Data Collection, Establishing Baseline Metrics, Identifying and Prioritizing Problems, Implementing Optimum Solutions, Piloting and Control plans.

Specific “Target” Training – 4 hours

Target Audience: Team Members (New hires or project focus)

These modules can be provided for Process Skills Development as needed. These will be customized and developed with Customer for specific improvement areas for businesses.

Four (4) Hour Module Descriptions:

Introduction to Lean Six Sigma Thinking

This course will describe the purpose of implementing LEAN and Six Sigma DMAIC methodologies in the workplace for continuous improvement and cost reduction efforts in both manufacturing and transactional environments. Waste identification opportunities will be discussed to determine potential focus areas for your organization. Overall LEAN concepts and principles will be reviewed to provide the knowledge and foundation the organization needs for future LEAN activities focusing on waste elimination and dollar savings. This overview is designed for business leaders and managers who are interested in improving operational excellence.

Understanding Your Customers

This course provides training for quality improvement managers and business leaders in tools and techniques to assess customer requirements. This activity is typically used in the Define phase of Six Sigma improvement projects but is also used by business leaders to align business strategies to targeted customer groups. The following areas will be covered in this training: Customer Identification, Methods for obtaining customer information, Translating customer information into Critical Customer Requirements, Aligning customer requirements to your business strategy, SIPOC for understanding Customer-Supplier relationships, Kano model, Overview of Quality Function Deployment, and Analytical Hierarchical Process (AHP) for ranking customer attributes.

A3 Problem Solving Process

The purpose of this course is to illustrate a structured plan for problem solving. The A3 process for problem solving will be demonstrated. Basic problem solving tools will be integrated into the training including: Brainstorming, Affinitizing, Multi-voting, Mapping, Ishakawa (Fish Bone) and Five Why's.

Optimizing Resources - Project Identification and Selection

This course provides training for developing a project plan using prioritization matrices to optimize project benefits. Benefit and effort models will be illustrated and examples of scaling to fit your organizations needs demonstrated.

Delivering Successful Projects with Effective Work Teams

Leaders will be trained on the process of successful project implementation. Areas covered include project scope development, risk mitigation analysis, resource allocation and developing project teams including team selection and meeting facilitation techniques.

Kaizen

This course will train the individual on the process of a successful Kaizen or continuous improvement event. The Kaizen process will be described including preparation work and checklists, team selection, scope, facilitation and follow up. Upon completion student should be able to conduct a successful event.

5S

5S is the foundation of every LEAN event and activity. The 5S model will be explained in detail. Included in the training will be preparation, facilitation and methods of measuring for long term success.

Set-Up Reduction & Standard Work

The deliverable of this training is an effective plan for any type of changeover or project activity to optimize resources. Students will be trained on categorizing internal and external time activities. In addition various tools including diagramming (mapping) and layout of the project will be illustrated for standardizing the method of operation.

Total Productive Maintenance This course will provide the tools for effective interaction of production and maintenance personnel. Illustrations of checklist utilization and communication techniques will be demonstrated during this training.

Value Stream Analysis

The purpose of this course is to train student on visualizing the entire value stream rather than individual processes. Various process mapping examples will be provided and demonstrated to allow detailed breakdown of systems and processes. Employs lean methodologies to identify and eliminate waste in the value stream.

Cycle Time and Efficiency

This course will teach the student the tools to improve (shorten) process cycle time and process efficiency. Value and Non-value add operations will be discussed and methods for measuring process flow will be introduced. Upon completion student will be able to break down a process into various optimization components, and to apply lean methodologies to eliminate process waste.

Replenishment Systems

This course will provide formulas and training for determining optimum stocking for various items including any type of repetitive stocking (food, equipment, supplies etc.) Safety stock, minimum and maximum stock and order quantities will be formulated and discussed. Both purchased parts and finished goods inventory will be addressed.

Visual Workplace - Implementing, Validating and Measuring for Results

This course will provide the student with effective process for implementing and measuring process changes. Included with this training will be extensive focus on using visuals in the work place to measure and monitoring results.