



## 5-day Lean Green Belt Basics—Lean Practitioner Level

### Course Description

Many organisations fail to achieve full potential from their processes. This course will give participants the skills to improve processes in their areas through the application of Lean and the Six Sigma DMAICT<sup>1</sup> methodology, resulting in better performance and customer satisfaction.

It cannot be stressed strongly enough how important it is to gain the buy-in and knowledge of the process users when improving a process. As part of this course, delegates will be given the knowledge, tools and techniques to run an *improvement project* with a process team.

This course is part of the Burge Hughes Walsh Lean Six Sigma Programme that includes:

- **2-day Yellow Belt for Champions—The Role of the Manager in Lean and Six Sigma Course** for project sponsors
- **5-Day Lean Green Belt Advanced— Six Sigma Practitioner Level Course** adds to the training in this course by teaching data-driven root cause analysis
- **6-day Black Belt Conversion Course** to enable green belts to convert to full Black Belt status.

### Who Should Attend?

This course is aimed at, and can be beneficial to, everyone within the organisation, from managers, to executives, to specialists, to administration staff.

Team applications are welcomed and the course schedule can be arranged to suit the timescales of the team.

### Benefits to the Individual and Business

During an intensive five days of teaching and practical ‘hands on’ exercises, participants will be challenged to develop the skills and mind-set to lead improvement activities in their organisation

At the end of the course participants will:

- appreciate that all organisations need to continuously improve;
- understand how Lean, Six Sigma and corrective action problem solving provide a rigorous approach to process improvement ... and know which approach should be used when!
- apply the DMAICT methodology to reduce variation and improve the capability of a process;
- participate in, or lead, a corrective action or Lean project using the DMAICT methodology to address a specific problem within the organisation;
- improve processes using Lean principles;
- support a Green or Black Belt specialist as a project team member.

### Learning Approach

The learning approach is based on the Kolb learning cycle with a significant proportion of the course set aside for exercises to reinforce the learning. Indeed, the course employs a number of small group exercises involving a case study to provide a practical focus for the course which enables the delegates to practise the DMAICT methodology and tools.

<sup>1</sup> DMAICT – a structured improvement methodology: Define - Measure – Analyse – Improve – Control – Transfer

## Course Delivery

The course has been designed for minimum numbers of 8 and maximum of 16 and can be delivered on site or at a suitable venue.

## Course Agenda

Day 1	Day 2	Day 3	Day 4	Day 5
<p>Introductions</p> <p><b>Introduction to Process Improvement</b></p> <ul style="list-style-type: none"> <li>- Process fundamentals</li> <li>- CTQs</li> <li>- Variation</li> <li>- Types of Project</li> </ul> <p><b>Lunch</b></p> <p><b>A Systems Thinking Approach to Improvement</b></p> <p><b>Overview of Six Sigma</b></p> <ul style="list-style-type: none"> <li>- Philosophy</li> <li>- DMAICT Methodology</li> <li>- Belt Roles</li> </ul> <p>Revision work</p>	<p>Review of day 1</p> <p>Lean Simulation Run 1</p> <p>Team Working</p> <p><b>The Define Phase</b></p> <ul style="list-style-type: none"> <li>- Project charter</li> <li>- SIPOC</li> </ul> <p><b>Lunch</b></p> <p><b>The Define Phase</b></p> <ul style="list-style-type: none"> <li>- Stakeholder analysis</li> <li>- Communication plan</li> </ul> <p><b>The Measure Phase</b></p> <ul style="list-style-type: none"> <li>- Types of Data and Planning Data Collection</li> </ul> <p>Revision work</p>	<p>Review of day 2</p> <p><b>The Measure Phase</b></p> <ul style="list-style-type: none"> <li>- Data Collection</li> <li>- Process mapping</li> </ul> <p><b>Analyse Phase</b></p> <ul style="list-style-type: none"> <li>- Workflow Analysis: Bottlenecks, RRS</li> </ul> <p><b>Lunch</b></p> <p><b>The Analyse Phase</b></p> <ul style="list-style-type: none"> <li>- Batch sizes, changeovers and lead times</li> <li>Lean Simulation Run 2</li> <li>- Waste Identification</li> </ul> <p><b>The Analyse Phase</b></p> <ul style="list-style-type: none"> <li>- Root cause analysis</li> </ul> <p>Revision work</p>	<p>Review of day 3</p> <p><b>The Improve Phase</b></p> <ul style="list-style-type: none"> <li>- Generating ideas</li> </ul> <p><b>Lunch</b></p> <p><b>The Improve Phase</b></p> <ul style="list-style-type: none"> <li>- Selecting solutions</li> <li>- Implementation</li> </ul> <p><b>The Improve Phase</b></p> <ul style="list-style-type: none"> <li>- Lean Simulation Run 3</li> </ul> <p>Revision work</p>	<p>Review of day 4</p> <p><b>The Improve Phase</b></p> <ul style="list-style-type: none"> <li>- More lean practices: Visual Management</li> <li>- 5S</li> <li>- Error Proofing</li> <li>- Standardisation</li> </ul> <p><b>The Control Phase</b></p> <p>Monitoring the process</p> <p><b>Lunch</b></p> <p><b>The Control Phase</b></p> <ul style="list-style-type: none"> <li>- Control charts</li> </ul> <p><b>The Transfer Phase</b></p> <p>Review of course, summary and close</p>

## Course Costs

The cost of delivering the 5-day course, excluding delivery tutor accommodation and expenses, but including all courseware is £12,800. VAT will apply at the prevailing rate.

The course can be tailored to suit individual customer's operations.

## More Information and Contact Details

For more information about the 5-day Lean Green Belt Basics Course or any of our other courses please contact **Dr Stuart Burge** on +44 (0)7803 131614 or [sburge@burgehugheswalsh.co.uk](mailto:sburge@burgehugheswalsh.co.uk).