

Lean Yellow Belt Training

Day 1		Day 2	
1st half	2nd half	1st half	2nd half
<p><u>Overview</u></p> <ul style="list-style-type: none"> ■ Introduction to Lean and to Lean Yellow Belt module ■ Lean Game (Lean Dot and Lego) ■ Lean Thinking - PDCA, VA/NVA/ Waste, Muda, Mura Muri <p><u>Organization Culture</u></p> <ul style="list-style-type: none"> ■ SWOT Analysis ■ Culture and Continuous Improvement <p><u>Leadership Skills</u></p> <p>Lean is all about People</p> <ul style="list-style-type: none"> ■ Attributes of a Lean Leader ■ Leadership lessons from movies ■ Employee engagement ■ Overview of Change Management ■ Developing People ■ Servant Leadership ■ Emotional Intelligence <p><u>Hoshin Kanri</u></p> <ul style="list-style-type: none"> ■ Overview of 9 Steps of Strategy Deployment aligning divisional or departmental purpose or vision to daily work ■ Identifying sectional or divisional key processes and problems to improve 	<p><u>Daily Management</u></p> <ul style="list-style-type: none"> ■ Listing down key products or services ■ KPIs & Metrics ■ Process Monitoring ■ Huddle Meetings and Boards <p><u>Daily Problem Solving</u></p> <ul style="list-style-type: none"> ■ Finding Gaps ■ Engaging Employees to make daily problem solving <p><u>Lean Philosophy</u></p> <ul style="list-style-type: none"> ■ Lean Philosophy- One piece flow, 1st time right, Kan Ban, QA vs. QC, and 6 Big losses and Work Cell <p><u>Lean Tools</u></p> <ul style="list-style-type: none"> ■ Classification of Lean Tools ■ Process Understanding Tools - SIPOC, Process Walk & Value Stream Mapping ■ Process Metrics - Understand type of metrics (Volume, Time, Process Complexity & Time) ■ Problem Solving Tools - A3 Problem Solving, 5 Why Analysis and Fishbone Diagram ■ Data Collection and Analysis Tools - Overview of 7 Quality Control Tools and Basics of Statistics (Average, Median, Mode & Percentile) ■ Process Standardization Tools - 5S, Visual Management, Standard Work 	<p><u>A3 Problem Solving methodology</u></p> <ul style="list-style-type: none"> ■ Background and basics of problem solving ■ Case Study ■ Trainees bring their problems and apply the lessons learned into their own scenarios ■ A3 problem solving 11 step process- What is the Problem - Background - Understand Current State - Data Collection - Temporary Solution - Root Cause Analysis - Solutions - Action Plan - Checking Effectiveness – Sustainment <p>Note- Utilize LEAN TOOLS as they fit into the problem solving methodology</p>	<p><u>Rapid Process Improvement Methodology</u></p> <ul style="list-style-type: none"> ■ Case Study ■ Trainees bring their process and apply the lessons learned into their own scenarios ■ Pre Event - Team Charter - SIPOC - Voice of the Customer - Process Walks - Data Collection - Data Analysis - Process Mapping (Value Stream Mapping) - Setting up a Rapid Improvement Event (1/2 to 1 day) with the team - ■ Lean Event- Current state agreement - Finding 8 Waste or Inefficiencies - Root Cause Analysis - Finding Solutions- Action Plan- Target Setting on key process metrics ■ Post Event- Completing Action Items - Standardizing the Improved Process - Sustainment - Process Monitoring key process metrics- Huddle Board and Process Improvement embedded in to existing Huddle Communication (Meeting and Boards) Structure <p>Note- Utilize LEAN TOOLS as they fit into the Rapid Process Improvement methodology</p> <p><u>Lean Principles</u></p> <ul style="list-style-type: none"> ■ 5 Principles of Lean explained <p><u>Embedding Lean in an organization</u></p> <ul style="list-style-type: none"> • Wrap up and Closure