

COURSE DESCRIPTION

The Lean Yellow Belt certificate program provides participants with an overview of the basic principles of Lean thinking and outlines the essential Lean tools and practices that can be applied within an organization to increase efficiency and quality, improve satisfaction and reduce waste. It creates a basic level of Lean awareness, and an understanding of the benefits that can be achieved by following Lean best practices.

PROGRAM OBJECTIVES

- ✓ **Establish a basic understanding of Lean best practices and thinking**
- ✓ **Complete all required reading and 10 study forms**
- ✓ **Complete one (1) Waste walk**
- ✓ **Complete two (2) process improvement Kaizens**
- ✓ **Complete two (2) 5S event**
- ✓ **Complete one (1) Value/Enabler/Waste Survey**

PROGRAM STRUCTURE

OFFICE DEPLOYMENT

This curriculum is best suited to participants who are in an engineering, or office type of work environment.

MODULE	LEARNING OUTCOMES	HOURS
Lean Thinking Workshop		
Participants will be familiarized with the principles of Lean by operating workstations along an assembly line in a fictional aircraft plant.	<ul style="list-style-type: none"> • See how Lean changes can dramatically improve productivity through visual, hands-on simulation. • Understand the foundation, principles, and goals of a Lean organization. • Get introduced to the most common Lean tools. 	8
Module 1: The 14 Principles of Lean		
Lean isn't only about applying tools, it's about engaging people.	<ul style="list-style-type: none"> • Identify what Lean <i>is</i> and what it <i>isn't</i>. • Familiarity with the 14 principles of Lean. • Understand how Lean can be practically applied. 	2
Module 2: 8 Wastes		
Identifying your work as value-added (VA) versus non-value-added (NVA)	<ul style="list-style-type: none"> • Familiarity with the 8 types of waste in a work environment. • Can see and describe waste in a work environment. 	2
Module 3: Incremental Improvement		
Introduction to kaizen and the power of small changes	<ul style="list-style-type: none"> • Define kaizen and provide examples of kaizen improvement. • Begin to identify opportunities for kaizen improvements. 	2

LEAN YELLOW BELT CERTIFICATE OFFICE

Module 4: Continuous Improvement		
Fundamentals for building a Lean culture.	<ul style="list-style-type: none"> Define "Learning Organization." Identify the fundamental parts of a Lean culture. 	2
Module 5: 5S the Visible		
It's not just "housekeeping" it's workplace organization.	<ul style="list-style-type: none"> Define each "S" in 5S. Understand the benefit of 5S in a workplace. Practice a 5S. 	2
Module 6: 5S the Invisible		
It's not just keeping it "neat and tidy" it's electronic organization.	<ul style="list-style-type: none"> Understand the benefit of 5S on electronic systems and files Apply 5S to your personal workspace 	2
Module 7: Communication and Planning		
Make your work and processes visible, and start to move towards a proactive state.	<ul style="list-style-type: none"> Learn how to apply Lean to meetings and reduce communication waste in the workplace. 	2
Module 8: Personal Productivity		
The paradox of improvisation by standardization, to become better by thinking.	<ul style="list-style-type: none"> Understand the myth of multi-tasking. Learn multiple ways to apply Lean thinking to improve personal productivity. 	2
Module 9: Apply Lean Thinking to the Office Part 1		
Learn how Lean thinking translates in the office	<ul style="list-style-type: none"> Understand the 5 principles applied to the office See sources of waste in the office. 	2
Module 10: Apply Lean Thinking to the Office Part 2		
See your processes with a new set of "eyes"	<ul style="list-style-type: none"> Learn about "enablers" Perform a survey of your work 	2
Total Instructional Hours:		28 hrs.

EVALUATION

Attendance and participation in group discussions	20%
Ten (10) completed study forms	10%
One (1) Waste walk	20%
Two (2) process improvement Kaizens	20%
Two (2) 5S events	20%
One (1) Value/Enabler/Waste Survey	10%

TOTAL 100%

PROGRAM DELIVERY

This course is delivered through a variety of activities including instructor-led sessions, group discussions, audio/visual presentations, and assignments.

PRICE

\$2,350 per student

INSTRUCTOR



Avel Espiritu is an expert in Lean principles and practices. With 13 years of progressive experience leading and managing projects, he applies Lean principles to execute project tasks and bring them to a close – on schedule and within budget.

As an innate team builder and dedicated mentor, Avel enjoys coaching business owners how to think Lean, particularly when they see direct results to their bottom line. Avel is an ASQ Certified Six Sigma Black Belt, and is also the recipient of the Dale Carnegie Outstanding Performance Award.