

LEAN YELLOW BELT CERTIFICATE OPERATIONS

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 three (3) process improvement Kaizens**
- ✓ **Complete one (1) 5S event**

PROGRAM STRUCTURE

OPERATIONS DEPLOYMENT

This curriculum is best suited to participants who work in a manufacturing, construction, or field services type of 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: One Piece Flow		
The paradox of personal efficiency vs. team effectiveness.	<ul style="list-style-type: none">• Familiarity in the way work progresses through a system of process steps.• Identify where work stops and starts frequently.	2
Module 3: 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

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Module 4: Incremental Improvement – Part 1		
We have the things every day that we just deal with...time to <i>stop</i> to go <i>fast</i> .	<ul style="list-style-type: none"> Begin to identify opportunities for kaizen improvements. 	2
Module 5: Incremental Improvement – Part 2		
Introduction to kaizen and the power of small changes by understanding the value of EVERY second.	<ul style="list-style-type: none"> Define kaizen and provide examples of kaizen improvement. 	2
Module 6: 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 7: 5S – Sort, Set-In-Order, Shine, Standardize, Sustain		
It’s not just “housekeeping” or keeping it “neat and tidy” – 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 8: Personal Productivity		
The paradox of improvisation by standardization, to get 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: 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 10: Build your capability from within		
Building better processes comes from building great people	<ul style="list-style-type: none"> Develop the understanding behind the thinking that created the solutions at Toyota. 	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%
Three (3) process improvement Kaizens	30%
One (1) 5S event	20%

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.