

CLASSROOM AND eLEARNING

# LEAN FOCUS

BROCHURE

## PROGRAMME INFORMATION

### DURATION

5 days classroom training  
3 months eLearning

### INTERNATIONAL CERTIFICATION

### CONTINUING EDUCATION UNITS (CEU'S)

5.1 CEU's (Basic Certification, Level 2)  
6.1 CEU's (Standard Certification, Level 3)  
7 CEU's (Advanced Certification, Level 4)



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TRAINING



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CENTRE  
DEVELOPING TOMORROW'S LEADERS

# LEAN FOCUS

Lean is an operational excellence strategy, a way of thinking and a toolset. Lean principles are designed to eliminate waste in every value-added operation with a clear focus on your customer's needs. Lower your cost of doing business by reducing waste and defects in your processes.

Learn to solve complex Waste and Flow related problems by applying The FOCUS Methodology: FOCUS, OBSERVE, CREATE, UTILISE, SUSTAIN which we developed as a structured approach to Lean thinking and Lean tools application.

Transform your business, empower your team and create a culture of respect

Our online course is delivered through our state-of-the-art, interactive, flash, and audio eLearning system—complete with engaging visual content, simulations, real-world case studies and progressive learning stages that are controlled by tollgates where you must complete quizzes to progress to the comprehensive exams.

## COURSE INCLUDES:

- 3 months access to the online Lean training course
- 5 days of Classroom Training
- Lean template toolkit
- Lean eBook per phase
- Online exam
- Lean standard certification administration
- International certification



The purpose of business is to create and keep the customer

- Peter Drucker



## LEARNING OBJECTIVES:

On completion of this eCourse, you will be able to:

- Explain Lean
- Define Customer Needs
- Initiate an A3
- Describe Genchi Genbutsu
- Develop a Value Stream Map
- Assess Baseline Data
- Develop a detailed Process Map
- Observe the layout and flow using a Spaghetti diagram
- Identify waste
- Implement 5S
- Plan & Run Kaizen Events (PDCA)
- Root Cause Analysis (Brainstorm, Fishbone, 5 whys)
- Create New Layout
- Create Future VSM
- Additional Lean Tools
- Mitigate risks and poka yoke processes
- Implement visual management
- Implement solutions and introduction to manage stakeholders
- Account for Lean benefits
- Identify the System Factors
- Implement a SOM (Standard Operating Model)
- Practice ABC BOC (Antecedents Behaviours Consequences and Balance of Consequences)
- Explain Lean Leadership
- Conduct a Lean Assessment to identify areas for further continuous Lean improvement

## COURSE BREAKDOWN:

### Phase 1 - INTRODUCTION TO LEAN

Lesson 1.1: Lean overview

### Phase 2 - FOCUS

Lesson 2.1: Introduction

Lesson 2.2: Understanding Customer Needs

Lesson 2.3: A3 Problem Solving

### Phase 3 - OBSERVE

Lesson 3.1: Introduction

Lesson 3.2: Go See, Ask Why?

Lesson 3.3: Create the Value Stream Map

Lesson 3.4: The Process Map

Lesson 3.5: Spaghetti Diagram

Lesson 3.6: Identifying Waste

Lesson 3.7: Implement 5S

### Phase 4 - CREATE

Lesson 4.1: Introduction

Lesson 4.2: Plan Kaizen Events

Lesson 4.3: Discover Root Causes

Lesson 4.4: Create New Layout to Improve Flow

Lesson 4.5: Additional Lean Tools

Lesson 4.6: Create Future State VSM

### Phase 5 - UTILISE

Lesson 5.1: Introduction

Lesson 5.2: Mitigate Risk and Poka Yoke

Lesson 5.3: Visual Management

Lesson 5.4: Implement Solutions and Manage Change

Lesson 5.5: Account for Lean Benefits

### Phase 6 - SUSTAIN

Lesson 6.1: Introduction

Lesson 6.2: Identify the System Factors

Lesson 6.3: Implement a SOM

Lesson 6.4: ABC BOC Analysis

Lesson 6.5: Lean Leadership

Lesson 6.6: Conduct a Lean Assessment

Lesson 6.7: Course Summary

## TOOLKIT

From our experience we have assembled a Lean Toolkit. This toolkit assists practitioners in keeping focus on their project work and not creating “templates”. The Toolkit includes templates for each phase of the Lean FOCUS methodology.

### Template Toolkit includes:

- Lean Assessment
- Define Customer Value
- Routing Analysis
- Change Assessment
- Project Charter
- 8 Wastes and 5S
- Spaghetti Diagram
- Current VSM Aid
- Quick Win Identification
- Lead Time Reduction
- Line Balancing
- Future VSM Aid
- Kaizen Event
- Product Matrix
- VOC
- Error-proofing (FMEA)
- Standard Work
- Action Plans
- Standard Work Combination Sheet
- SIPOC
- Standard Operations Sheet
- Capacity Sheet
- Time Observation Sheet

## LEAN FOCUS ROADMAP



## CERTIFICATION

There are 3 options for certification:

### Basic Certification (Level 2) 5.1 CEU's:

Pass each phase of the exam with 80%.

### Standard Certification (Level 3) 6.1 CEU's:

Complete all assignments, pass each phase of the online exam with 80%, complete your simulated project.

### Advanced Certification (Level 4) 7 CEU's:

Complete all assignments, pass each phase of the online exam with 80%, complete one workplace improvement project.

## ACCREDITATION

The Leadership Centre is accredited by the International Association for Continuing Education and Training (IACET). The Leadership Centre complies with the ANSI/IACET Standard, which is recognized internationally as a standard of excellence in instructional practices. As a result of this accreditation, The Leadership Centre is authorized to issue the IACET CEU.

As an IACET Accredited Provider, The Leadership Centre offers CEUs for its programs that qualify under the ANSI/IACET Standard.



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## GET IN TOUCH

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Should you have any queries, please contact us.

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## HAPPY LEARNING

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The TLC Team



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