

10-Day East Midlands Master Lean Belt Training **Course Content**

Module 1

Day One

- Introduction to Programme and to Process Management.
- Principles of Lean and Lean Implementation.
- Special Features in East Midlands Business
- East Midland applications.
- Process Flow.
- Process Risk Analysis.
- Claim Authorisation Process Exercise.

Day Two

- Managing the Lean Change Process in East Midland organisations.
- Introduction to Lean Project Planning and Management.
- Delegate Project Outlines & Preparation for Module 2.
- Introduction to Group Process Simulation Exercise.

Day Three

- Group Process Simulation Exercise to identify limitations in traditional processing and lean optimisation opportunities.

Module 2

Day Four

- Customer Requirements.
- Identification of Bottlenecks and Prohibitors to Process Flow.
- Bottleneck Management.
- Project Reviews.
- Preparation for Module 3.

Day Five

- Performance and Process Measurement.
- Visual Management.
- Poka Yoke Mistake Proofing.
- Understanding and Dealing with Resistance.
- Theory of Constraints.
- Process, Policy and Paradigm Constraints in East Midland applications.

Day Six

The Process Design/Specification Process.

Module 3

Day Seven

- Burning in the Gains.
- Tools and Techniques to Sustain Business Improvement.
- Project Reviews.
- Preparation for Module 4.

Day Eight

- Organisational Development.
- Managing Lean Projects and Teams
- Leadership and Role Model Behaviours for Master Lean Belts.
- Implementation.

Day Nine

- Root Cause Analysis.
- Relationships to Six Sigma, Quality Management Systems Models and Supply Chain Development Models.
- Maintaining Ongoing Process Integrity.

Review Day

Day Ten

Review, Presentation and Assessment of Individual Projects