



## KAIZEN LEAN SIX SIGMA LEADERSHIP MENTORING – GREEN BELT CERTIFICATION PROGRAM

This is a 4-day program (Split 2x2 days) of training for participants that provides the following content with complementary dedicated Tool Kits / Storyboards to achieve the correct project structure of your nominated project with additional remote mentoring prior to the certification review.

- Kaizen and Lean Six Sigma Overview of methodologies, management systems and associated tool kit systems

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- Awareness of the context, leadership, and structure of conducting KAIZEN and LEAN SIX SIGMA programs Objectives, structures, approach and terminology
- Supply of dedicated "tool kits" and storyboards to ensure structure of project aligns with national competency standards
- Participants must nominate a company-based improvement project to be undertaken to demonstrate competency and to achieve certification to internationally standard (RABSQA -TD70) Lean Six Sigma Green Belt Competency Standard
- Examples of the types of business issues that can be resolved using these "best practice "methods
- Detailed understanding of statistical analysis utilising data techniques to identify, visualize and quantify the major issues; also includes overview of Minitab 18 software applications

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- Detailed understanding of how to run meetings and workshops utilising nominal group techniques and planning for your new C.I deployment program
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# Kaizen Lean Six Sigma – Green Belt Training Split - (2 x 2 Days)



## Days 1 & 2 Schedule

SESSION TITLE - In-house Company Program	Duration	Start	End
<b>DAY 1 - KAIZEN LEAN SIX SIGMA GREEN BELT</b>			
		9:00	
Welcome & Agenda review	0:10	9:00	9:10
Safety	0:05	9:10	9:15
Introductions	0:30	9:15	9:45
Ground Rules	0:15	9:45	10:00
Expectations	0:25	10:00	10:25
Roles	0:05	10:25	10:30
Lean Six Sigma Philosophy	0:15	10:30	10:45
Lean Six Sigma Improvement Model	0:15	10:45	11:00
Morning Tea	0:10	11:00	11:10
Project Management	0:15	11:10	11:25
Management by Facts (MFB)	0:20	11:25	11:45
Value Stream Mapping	0:15	11:45	12:00
8 types of waste	0:20	12:00	12:20
Failure Modes and Effects Analysis (FMEA)	0:10	12:20	12:30
Lunch	0:45	12:30	13:15
Basic Data Acquisition Techniques	0:45	13:15	14:00
Statistical Process Control	0:45	14:00	14:45
Afternoon Tea	0:15	14:45	15:00
Basic Analysis Tools	0:30	15:00	15:30
Capacity Analysis	0:30	15:30	16:00
Work Balancing	0:20	16:00	16:20
Questions & Answers	0:10	16:20	16:30
Plus / Deltas and CLOSÉ	0:10	16:30	16:40

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SESSION TITLE - In-house Company Program	Duration	Start	End
<b>DAY 2 - KAIZEN LEAN SIX SIGMA GREEN BELT</b>			
		8:30	
Day 1 Review, Plus/Deltas, Quiz & Day 2 Overview	0:30	8:30	9:00
LSS Fundamentals			
Turn-around Time & Touch Time	0:20	9:00	9:20
Little's Law	0:10	9:20	9:30
Line Balancing	0:25	9:30	9:55
Morning Break	0:15	9:55	10:10
Visual Management	0:20	10:10	10:30
Customer Value Add	0:10	10:30	10:40
Data as the basis of decisions	0:30	10:40	11:10
Team Activity (Energiser)	0:10	11:10	11:20
Cost of Poor Quality (or doing Nothing)	0:15	11:20	11:35
Process Mapping	0:30	11:35	12:05
Lunch	0:45	12:05	12:50
Time Video	0:45	12:50	13:35
8 Wastes (incl. virtual waste walk)	0:30	13:35	14:05
Team Activity (Energiser)	0:10	14:05	14:15
5S & 5S Video	0:45	14:15	15:00
Afternoon Break	0:15	15:00	15:15
Mistake Proofing	0:20	15:15	15:35
Project & DMAIC Roadmaps	0:15	15:35	15:50
The Kaizen PDCA cycle / TPS Toyota Production System	0:50	15:50	16:40
Questions & Answers	0:10	16:40	16:50
Plus / Deltas and CLOSÉ	0:10	16:50	17:00

# Kaizen Lean Six Sigma – Green Belt Training Split - (2 x 2 Days)



## Days 3 & 4 Schedule

SESSION TITLE - In-house Company Program	Duration	Start	End
<b>DAY 3 - KAIZEN LEAN SIX SIGMA GREEN BELT</b>		<b>8:30</b>	
Day 2 Review, Plus/Deltas, Quiz & Day 3 Overview	0:30	8:30	9:00
Effective Meetings/Workshops	0:30	9:00	9:30
Team Agreement/Consensus	0:20	9:30	9:50
Morning Break	0:15	9:50	10:05
GOD Technique	1:40	10:05	11:45
Virtual Teams & Teams	0:15	11:45	12:00
Lunch	0:45	12:00	12:45
Activity - Plan 1st CI Workshop (& present to group)	1:30	12:45	14:15
Afternoon Break	0:15	14:15	14:30
Facilitation Practise	2:20	14:15	16:35
Questions & Answers	0:10	16:35	16:45
Plus / Deltas and CLOSE	0:10	16:45	16:55

SESSION TITLE - In-house Company Program	Duration	Start	End
<b>DAY 4 - KAIZEN LEAN SIX SIGMA GREEN BELT</b>		<b>8:30</b>	
Day 3 Review, Plus/Deltas, Quiz & Day 4 Overview	0:30	8:30	9:00
Continuous Improvement - What is it?	0:10	9:00	9:10
CI Program Characteristics	0:20	9:10	9:30
Building your companies Continuous Improvement Program			
CI Program - Session 1	0:30	9:30	10:00
Morning Break	0:15	10:00	10:15
CI Program - Session 2	2:00	10:15	12:15
Lunch	0:45	12:15	13:00
CI Program - Session 3	1:00	13:00	14:00
Afternoon Break	0:15	14:00	14:15
Present Program to Executive Sponsor	1:00	14:15	15:15
Sponsor Feedback, Questions & Answers	0:30	15:15	15:45
Update Program & Next Steps	0:30	15:45	16:15
Review of Expectation from Day 1	0:20	16:15	16:35
Course Feedback and CLOSE	0:15	16:35	16:50

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Please make contact with us to obtain the latest Training program dates and pricing is dependent on course location, either company inhouse or public courses maybe undertaken ! please contact us by email @ [info@richterconsulting.com.au](mailto:info@richterconsulting.com.au) or by phone +61 417766611