

## Lean Awareness Training Programme Outline

**Summary:** A workshop designed to build a basic understanding of Lean, incorporating an all-day exercise to demonstrate key principles and tools that are applicable in any sector including manufacturing and service. The curriculum is linked to Capella's Lean Leader and Lean Practitioner programmes and also complements Capella's Six Sigma Green Belt programme.

**Aimed at:** Anyone leading Problem Solving and Process Improvement activities who wants to apply best practice principles and basic tools

**Prior qualifications/experience:** No specific qualifications/experience is required

**Duration:** 1 day

**Objectives:** By the end of the programme, participants will be able to:

- Understand the basics of Lean
- Identify opportunities for applying Lean tools
- Confidently apply basic tools to improve processes and key metrics

**Content:**

A one-day lesson on Lean basics and Value Stream Mapping, including:

- Definition of Lean and Quality
- Brief History of Lean
- Six Sigma and Lean
- Understanding and Mapping Process
- Value Streams
- Value Add versus Non-Value Add
- Lean Measures and Concepts including: 5S, TPM and SMED
- Value Stream Mapping
- Reducing Waste
- Balancing Work
- An exercise developed throughout the day to reinforce learning