

Six Sigma - Yellow Belt Training Programme Outline

Summary: A Yellow Belt level programme designed to increase basic skills and confidence in Problem Solving and Process Improvement. The curriculum acts as a building block towards Capella's Green Belt programme with only a 4 day top-up required to reach this level. It complements Capella's Black Belt programmes ensuring team members are able to fully support each other and allowing easy progression by individuals from one level to the next. The format of the programme allows delegates to apply their learning to live projects and to take advantage of our coaching support enabling bottom-line business benefits to be delivered and a first project to be completed within the timeframe of the programme. Delegate's managers are encouraged to join the Launch on the morning of day1 and the review at the end of day4 to help ensure maximum success.

Aimed at: All people who operate processes requiring improvement

Prior qualifications/experience: No specific qualifications/experience is required although an interest in figures is beneficial

Duration and Format: 1 day per month for 4 months

Software Specification: The programme is built around Greenbelt XL which offers a cost-effective and appropriate level of support for Green Belt projects

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

- Confidently apply the Six Sigma methodology to basic problems
- Confidently apply basic tools and techniques to improvement projects
- Monitor own and other's progress in the completion of improvement projects

<p><u>Day 1 – Launch and Overview</u> Six Sigma Definition and Benefits Six Sigma methodology and reporting Project selection and scoping Setting up a Project Team Customers and their requirements Cause and Effect Diagrams and Matrices Project Charters and Project Planning</p>	<p><u>Day 2 – Measure</u> Containment Measurement, Variation and Data Data Collection Planning Baseline Performance Cost of Poor Quality</p>
<p><u>Day 3 – Analyse</u> Graphical Analysis tools including charts Root Cause Analysis and Verification</p>	<p><u>Day 4 – Improve, Control & Replicate</u> Improvement Alternatives and Selection Pilots and Validation of Improvements Standard Operating Procedures Error Proofing Visual Displays and Controls Control Charts Control/Reaction Plans Replication DMAIC review Project reviews</p>

Leadership and Personal Development, Strategic Management, Lean Six Sigma & Quality Tools