Training Objectives

★ Manage simple Lean projects within an Office process

★ Select and implement Lean tools adapted to the issues encountered

★ Lead and structure a continuous improvement project in DMAIC mode

★ Unite teams around a Lean project and ensure local change management

Teaching methods: 100% online training. One virtual classroom/week, virtual business simulation, mini-games, videos, quizzes and case studies

Prerequisites: 5 years of professional experience. Internet access and compatible browser (Chrome or Firefox)

Evaluation & success: Final online MCQ with CESI Certification

Accessibility: the training is accessible to people with disabilities. Contact us so that we can adapt your training.

2 090€
VAT Excl.

26 hours of training over 8 weeks

TRAINING DATES

Intra-company group
min 8 people : custom dates

The training dates are up to you and your company schedule.
Contact us for more information

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TRAINING PROGRAM
Green Belt - Lean Office

7 shapes®

Week 1 : Define your Lean project

- ★ **Virtual Class**
- ★ **Positioning Quiz**
- The philosophy of Lean Management
- Manage your Lean project with the DMAIC method
- Value Added Value and Non Value Added
- Simple diagnostic tools: The 7 wastes, the Gemba Walk, the indicators, the dashboard
- Implementing the 5S
- Project management: SMART goals, project scoping, building the right team, managing risks
- ★ Quiz : The basics of Lean and the definition of a project
- ★ Virtual Class 1 : Project scoping, OEE in Office, VA/NVA analysis, etc.

Week 2 : Measure and analyze the current performance

- Make the right diagnosis
- Advanced diagnostic tools: VSM, Spaghetti Flow, Relocation, Logistician assignment
- Takt Time and Cycle Time
- OEE & GEE
- Others diagnostic tools : 4W1H, Ishikawa & 5 WHYs
- ★ **Quiz : Measure and analyze flow performance**
- ★ **Virtual Class 2 : Quality tools, Total Productive Maintenance, Pull flow principles**

Week 3 : Innovating to achieve objectives

- Little's Law and the Theory of Constraints
- Leading a Kaizen project and example
- Batch size and Work-In-Process (WIP)
- Application of all the notions from the beginning of the training
- ★ **Quiz : Initiate improvements projects**
- ★ **Recurring Quiz**
- ★ **Virtual Class 3 : Kaizen and Kaizen Blitz, examples of projects (manufacturing and office)**

Week 4 : Control that the performance is sustainable

- Rituals of animation
- Difficult application of the notions seen previously during the training
- Quiz : Control that the performance is sustainable
- Yellow Belt level preparation quiz
- Virtual Class 4 : Basics of Short Interval Management, intro to Green Belt Office - Agile
- ★ **Quiz : Control that the performance is sustainable**
- ★ **Yellow Belt level preparation quiz**
- ★ **Virtual Class 4 : Basics of Short Interval Management, intro to Green Belt Office - Agile**

Week 5 : The basics of Lean Office - Agile

- ★ **Positioning Quiz**
- • 5 principles of Lean Office
- • 7 Lean Office wastes
- • The Swimlane - workflow analysis
- • Differences between Lean, Lean IT and Agile
- ★ **Quiz : VSM**
- ★ **Virtual Class 5 : Yamazumi, Takt Time, Cycle efficiency in the Office, use of the Swimlane tool**

Week 6 : Lean Office - Agile diagnostic tools

- • Process Mapping (Yamazumi)
- • The Spaghetti Flow and the Re-location in the Office
- • Basics of Kanban
- • SMED Method
- ★ **Quiz : Measuring and analyzing the performance of your flows**
- ★ **Virtual Class 6 : work-in-process management, pull flow principles**

Week 7 : Lean Office - Agile improvement methods and tools

- • Assignment of employees (increase in capacity)
- • Multi-skilling and changing tasks in the Office
- • Total Productive Maintenance
- • Standards in the Office
- ★ **Quiz : Innovate**
- ★ **Recurring Quiz**
- ★ **Virtual Class 7 : Change management and staff training, Visual management, Short interval Management and digital WIP**

Week 8 : Maintenance of the performance and animation of Office - Agile projects

- • Difficult application of the notions seen previously during the training
- ★ **Quiz : Agile Methods : the basics**
- ★ **Quiz Green Belt Office Level**
- ★ **Virtual Class 8 : The basics of Agile methods, philosophy and associated tools**

*Click **here** to read the 7-Shapes rules!*