

TRAINING PROGRAM

Yellow Belt - Lean Office

v. 05/2025



Training Objectives

- ★ Understand the principles of Lean Management and their usefulness in the field
- ★ Master the basics of the DMAIC approach to structure problem solving
- ★ Identify the main types of waste and use simple diagnostic tools (QOQCCP, 5S...)
- ★ Initiate visual management and standardization actions in your direct environment

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

Prerequisites: 2 years of professional experience. Internet access and compatible browser (Chrome or Firefox)

Evaluation & success: Final online MCQ with CESI Certification, technical file, summary and additional interview (optional) see page 3

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

1 090€
VAT Excl.

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

17 hours of training over 4 weeks

TRAINING PROGRAM

Yellow Belt - Lean Office



Week 1 : Define your Lean project (~3 hours)

- ★ **Virtual class**
- ★ **Positioning Quiz**
 - Lean Management philosophy applied to services
 - 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 the Office, VA/NVA analysis, etc.**

Week 2 : Measure and analyze the current performance .(~3 hours)

- Make the right diagnosis
- Advanced diagnostic tools: VSM, Spaghetti Flow, Swimlane
- OEE & GEE
- Others diagnostic tools : 4W1H, Ishikawa & 5 WHYs
- Kanban
- Poka Yoke
- ★ **Quiz : Measure and analyze flow performance**
- ★ **Virtual class 2: Quality tools, Total Productive Maintenance, Pull flow principles**

Week 3 : innovating to achieve objectives (~3 hours)

- 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
- Example of a performance project
- ★ **Quiz : Initiate improvements projects**
- ★ **Virtual class 3: Kaizen and Kaizen Blitz, examples of projects (manufacturing and office)**

Week 4 : Control that the performance is sustainable (~4 hours)

- Involve your staff
- Creativity and constraints
- Basics of visual management
- Difficult challenges
- ★ **Quiz : Control and sustain performance**
- ★ **Yellow Belt 50 questions quiz**
- ★ **Virtual class 4 : basics of short-interval animation and its application in services**