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EZSigma Group Continuing Education
Open Enrollment: Lean Green Belt

Become a leader in Continuous Improvement by enrolling with Canada's original source for Lean & Six Sigma Certification programs.

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Certification Grading:	Training + Exam Pass + Successful Project	
Registration Fee:	$2,995 + HST	

I. Rationale:
This course offers participants a theoretical understanding of Lean tools, practices and application. The Certification component of this program ensures the participants also have the practical experience of applying the learned tools, concepts and practices of Lean.

II. Course Aims and Outcomes:
Aims
A Lean Green Belt is a professional who is trained to identify, scope, plan, resource and lead process improvement projects. They are skilled in applying Lean principles, methods and tools in almost any operating or organizational environment and act as a positive influence by imparting the Lean mindset to others in their organizations. A Lean Green Belt is typically a part-time project manager and is often responsible for leading small rapid improvements events such as Kaizens or 5S events.

Specific Learning Outcomes:
The Lean Green Belt training comprises of six online modules on Lean followed by virtual instructor-led training. Webinars are also available to provide a brief summary and review of what was learned.

By the end of this course, participants will be equipped to:

- ✓ Apply the 5 principles of Lean and define "customer value-added" in Lean terms
- ✓ Identify, and assist team members in identifying the 8 sources of waste
- ✓ Facilitate the construction of a current and future state Value Stream Map (VSM)
- ✓ Explain the difference between "Push" versus "Pull" systems and the concept of "Flow"
- ✓ Understand how to apply workplace organization, including 5S & Visual Management
- ✓ Successfully facilitate a Kaizen (rapid improvement) Event
- ✓ Help organizations apply Lean concepts in Workplace Design and Layout
- ✓ Explain the importance of Standard Work in a Lean workplace
- ✓ Apply Error Proofing (aka Mistake-Proofing or Poka Yoke)
- ✓ Describe the purpose of Rapid Changeover Reduction

✓ Explain the importance of Total Productive Maintenance
✓ Define, plan and lead Lean projects

III. Format and Procedures:

This is a blended program therefore there are three components:

1. Online self-paced learning
   a. Participants are required to complete six online modules relating to Lean along with supplemental readings through the EZSigma Quality Campus prior to attending the instructor-led training.
2. Instructor-led training
   a. The instructor-led training is delivered via zoom and a webinar summarizing what was learned online and in-class will occur following the instructor-led training.
3. Certification

The final element of this program is Lean Green Belt Certification. Once the training has been completed participants need to successfully complete the following:

1. **Passing of the Certification Exam.** The Certification exam is available online through the EZSigma Quality Campus. This exam comprises of 50 to 60 multiple choice questions which are derived from the Lean Green Belt Body of Knowledge. The pass mark for all Certification examinations is 70%. The exam is "open book" allowing participants to access all the materials and tools they would normally have access to when leading Lean projects.
2. **Completion of a Continuous Improvement Event.** A Continuous Improvement Event is defined as having successfully completed a Kaizen Improvement Event which is adequately documented using the A3 format. Options for this 'CI Event' are as follows:
   a. Successful completion of a "kaizen" (PDSA/PDCA) project
      i. 1-5 day event
      ii. focus on localized rapid improvement (5S/6S or root cause/failure mode)
      iii. use of basic tools/methods (see below)
      iv. evidence of benefit/improvement and sustainability
   b. Suggested Approach for Non-5S event
      i. Problem statement (5W2H)
      ii. Project charter (incl. current state, voice of customer, scope, constraints, goals, team, etc
      iii. Process map
      iv. Cause and Effect
      v. Pareto
      vi. Summary of current state assessment
      vii. Summary of solutions considered and solutions decided upon
      viii. Improvement made
      ix. Verification of benefits
      x. Sustainability and control plan

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V. Course Requirements:

1. Class attendance and participation policy: Participants are expected to attend all instructor-led training. In the case where the participant cannot attend all training days, a written request must be sent to EZSigma and alternate options will be made available to the participant.

2. Course readings:
>   **(a)** Required: EZSigma Quality Campus online modules
>   **(b)** Recommended: Articles listed within the EZSigma Quality Campus.

3. Assignments: Participants are expected to participate in both group and personal assignments during the instructor-led training.

V. Grading Procedures:

Online Modules: Post-module tests are for the benefit of the participant and results from these tests will have no effect upon their eligibility for Certification.

Certification: Participants must achieve a grade of 70% or above on the Certification exam for a 'pass' to be awarded. Should a grade of less than 70% be achieved, participants may rewrite the exam after a 30-day waiting period. Each subsequent attempt will incur an administrative fee of $85 + applicable taxes.

VI. Academic Integrity

Each participant in this program is expected to abide by the generally recognized Code of Academic Integrity.

Therefore, any work submitted by a participant in this program for certification will be the participant's own work. [*Optional:* collaboration is allowed for the Certification project submission with special permission from the facilitator.]

Participants are encouraged to study together and to discuss information and concepts covered in lecture and the sections with other participants. You can give "consulting" help to or receive "consulting" help from such participants.

VII. Inclusivity Statement

We understand that our clients represent a rich variety of backgrounds and perspectives. The EZSigma Group Continuing Education Department is committed to providing an atmosphere for learning that respects diversity. While working together to build this community we ask all members respectfully:

- share their unique experiences, values and beliefs
- be open to the views of others
- honor the uniqueness of their colleagues
- appreciate the opportunity that we have to learn from each other in this community
- value each other's opinions and communicate in a respectful manner
- keep confidential discussions that the community has of a personal (or professional) nature

VIII. Tentative Course Schedule: (*May change to accommodate guest facilitators & participant needs*)

Pre-Work: Online Modules within the EZSigma Quality Campus
- Introduction to Lean Principles
- Introduction to Lean Office and Service
- 5S
- Current State Value Stream Mapping
- Future State Value Stream Mapping
- Eight Wastes

In-Class Training:

Section 1
Lean Introduction
5 Principles of Lean
Lean Culture
8 Wastes
Problem Statements
SIPOC
Value Stream Mapping
Takt Time
Process Mapping
Spaghetti Diagrams
Kaizen
Defining Goals
Opportunity Statement

Section 2
Project Charter
A3
Project Management
RASCI Matrix
Project Plan
Communication Management
Managing Conflict
Team Facilitation
Managing Change
Cause & Effect Analysis
Pareto Chart
FMEA
Future State Value Stream Mapping

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Section 3
5S
Lean Huddle
Error Proofing
Visual Workplace
Just-In-Time
Workplace Layout & Design
Rapid Changeover
Total Productive Maintenance
Control Charts & Control Plans

For further information on this resource and more, please contact EZSigma Group at:
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