

## **Green Belt Training**

### **Overview**

Continuous Improvement (CI) has been part of business practice for decades. Essentially CI is a 'change for the better'. Sometimes we perform these changes as part of our day-to-day business activities, other times we need to have a specific goal or objective to achieve that takes the form of a project.

Lean Six Sigma Green Belts are vital assets to any business. They are key employees equipped with specialist tools to make these 'changes for the better' happen. Utilizing a vast array of tools, Lean Six Sigma focuses on improving speed and quality of a product or service, regardless of the industrial sector or size of the business, helping a business in becoming better and faster.

Lean Six Sigma Green Belts are extremely flexible weapons in reducing costs. They can lead cost reduction projects, simply be project team members or use Lean Six Sigma tools whilst performing key everyday activities. Green Belts help a business in becoming better and faster. Green Belts impact the bottom line.

Green Belt Training offered by Alora Consultants includes Lean, Six Sigma and Change Management tools and methodologies. The training focuses on utilizing the most common Lean Six Sigma and Change Management tools in the execution of medium complexity projects. The format of the training will be tutor led. The training is very interactive thus there is a lot of emphasis on group dynamics and ensuring the attendees participate and interact with the trainer and each other. The training is conducted through presentations, simulations, role plays, group exercises, discussions and case studies.

### **Duration**

This 8 day training programme is divided across 2 weeks.

### **Objectives**

By the end of this training programme the attendees will be able to:

1. Understand Continuous Improvement.
2. Understand Lean Six Sigma methodology and DMAIC.
3. Understand Change Management and tools used.
4. Understand how to use the most important tools in DMAIC phases.
5. Identify sources of waste and variation within the business.
6. Use Lean Six Sigma as an efficient and effective cost reduction strategy.

## Content

Lean Six Sigma Green Belt Training offered by Alora Consultants harnesses the power of Lean and Six Sigma, combined together as a powerful methodology to reduce costs within a business by reducing waste, improving speed, reducing variation and improving quality.

- **Introduction** - Continuous Improvement, Lean Six Sigma and Change Management.
- **Define** - Voice of the Customer, Problem Definition, Project Planning, Project Team Structure & Launch and Change Management
- **Measure** – Process Mapping, Value Stream Mapping, Data Collection Planning, Measurement System Analysis, Process Capability and Baseline calculation
- **Analyse** – Simple Root Cause Analysis, Cause and Effect Matrix, Failure Mode Effect Analysis, Scatter Plots and Statistical Analysis
- **Improve** – Kaizen, 5S, SMED, Process Balancing, Pull Systems, OEE & TPM, Just in Time, Design of Experiments, and Piloting of Solutions
- **Control** - Control Plans, Control Charts, Poka Yoke, Visual Management and Project Closure
- **Change Management** – Theory of Change Management, practical application of Change Management and tools to use

To maximize the training, it is strongly recommended that each attendee would bring a project idea to the training, so they may practice the skills and methodologies learned in the training class by doing them in the project during and after the class training – ‘learning by doing’.

| <b>Week 1</b> |   |   |   |   |
|---------------|---|---|---|---|
|               | Day 1   | Day 2   | Day 3   | Day 4   |
| 9:00<br>am    | <b>Introduction</b><br>Continuous Improvement<br>Overview of Lean Six Sigma & DMAIC<br>Change Management<br><br><b>DMAIC Simulation</b> | <b>Define (Cont'd)</b><br>Project Team Structure & Team Launch<br>Voice of the Customer Analysis<br><b>Exercise</b><br>Define Gate Review | <b>Change Management</b><br>Plan (Cont'd)<br><b>Exercise</b><br>Implement Control | <b>Measure (Cont'd)</b><br>Data Collection<br>Measurement Systems Analysis<br><b>Simulation</b><br>Control Charts<br>Process Capability<br>Baseline Calculation |
| 5:00<br>pm    | <b>Define</b><br>Problem Definition<br><b>Exercise</b><br>Project Planning  | <b>Change Management</b><br>Define<br><b>Exercise</b><br>Plan   | <b>Measure</b><br>Process Mapping<br>Value Stream Mapping<br><b>Exercise</b>      | Teach Backs<br>Week 1 Exam  |

## Week 2

|         | Day 5  | Day 6  | Day 7   | Day 8   |
|---------|--|--|---|---|
| 9:00 am | Recap of Week 1  |  |   |   |
|         | Analyse<br>Simple Root Cause<br>Analysis<br>Cause & Effect<br>Matrix<br><b>Exercise</b><br>FMEA<br><b>Exercise</b><br>Scatter Plots<br>Statistical Analysis<br>Analysis Gate<br>Review | Improve<br>Kaizen<br><b>Exercise</b><br>SMED<br>JIT<br>Pull Systems<br>5S<br><b>Exercise</b><br>OEE & TPM<br>Design of<br>Experiments<br><b>Exercise</b> | Improve<br>(Cont'd)<br>Piloting Solutions<br>Improve Gate<br>Review<br><br>Control<br>Control Plans<br>SPC<br>Mistake Proofing<br>Visual Management<br><b>Exercise</b><br>Project Closure | Project Review<br><br>Case Studies<br><br>Teach Backs<br><br>Final Exam<br><br>Next Steps |
| 5:00 pm | Project Review   |  |   |   |

## Evaluation

The trainees will be evaluated on 2 different levels.

### Level 1 – Reaction

The reaction of the trainees to the training programme will be evaluated at the end of each day through an informal feedback method and at the end of training programme through a formal feedback form. The results of the feedback will be shared with the Client.

### Level 2 – Learning

The skills, knowledge and attitude of the trainees will be evaluated at the end of the programme by the completion of an examination. Results will be shared with the attendees and the Client.

## Certification

Each attendee will receive a certificate of completion of the training course at the end of week 2 once they successfully pass the examination. This course also is a FETAC Level 5 certified course. The FETAC certification is set out in FETAC Module Descriptor, Lean Manufacturing Tools Level 5 L22586. The certification will require completion by each attendee of an Assignment, Skills Demonstration and a Project as described in FETAC Module Descriptor, Lean Manufacturing Tools Level 5 L22586. After completion of Week 2, the expectation is that each attendee will complete the portfolio of assessment as outlined in FETAC Module Descriptor, Lean Manufacturing Tools Level 5 L22586.

This training program is also aligned with the requirements for ASQ Green Belt Certification. Training attendees can apply for ASQ certification once they meet the requirements of ASQ For more information visit [Six Sigma Green Belt Certification - SSGB - ASQ](#).

### **Who should attend?**

This course is intended for those employees within a business who are engaged in daily problem solving and/or project management, for example Process Engineers, Quality Technicians and Engineers, Maintenance, Supervisors, Managers and Project Managers.

For further information on Green Belt Training please contact  
our Engagement Director

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