

## **Yellow Belt Training**

### **Overview**

Continuous Improvement is a constant pursuit for perfection. The Japanese like to call it Kai Zen which also means a 'change for the better'. Making changes for the better is essential for any business to survive. Lean Six Sigma is one of the leading Continuous Improvement methodologies. One of the key fundamentals in Lean Six Sigma is employee empowerment. Having employees as part of their day to day activities working on improving the speed and the quality of processes, which deliver a product or service to the customer, is a key indicator to the success of a Lean Six Sigma initiative. It is a sign of the cultural success of Lean Six Sigma. Yellow Belts are those employees who have a basic Lean Six Sigma skill set but are making a huge impact in the business by constantly striving to make it better and faster by eliminating waste and variation and thus reducing overall costs.

Yellow 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 everyday activities plus basic 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 is a 2-day training program.

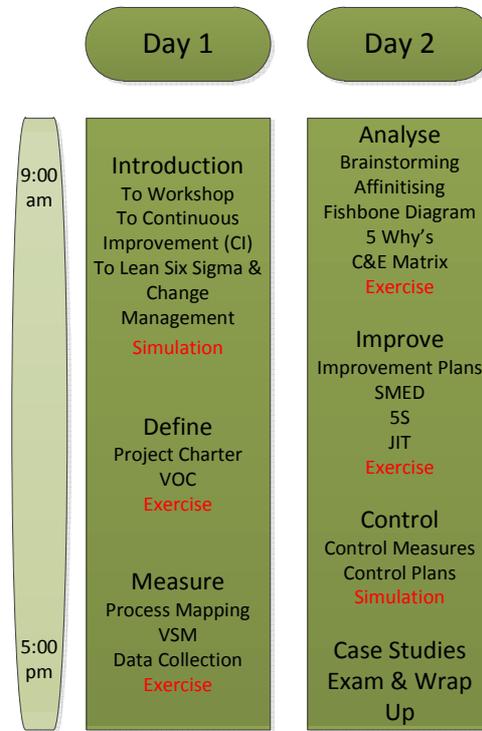
### **Course Objectives**

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 methodology.
4. Understand how to use the common tools in DMAIC phases.
5. Identify sources of waste and variation within the business.

### **Content**

- **Introduction** - To Continuous Improvement, Lean Six Sigma and Change Management.
- **Define** - Voice of the Customer and Project Charter
- **Measure** - Process Mapping, Value Stream Mapping and Data Collection
- **Analyse** - Brainstorming, Fishbone Diagrams, 5 Why's and Cause & Effect
- **Improve** - Improvement Plans, Kaizen, 5S and SMED
- **Control** - Control Plans, Poka Yoke and Visual Management



To maximise the training, it is strongly recommended that each attendee would bring an improvement idea with them to discuss at the training. This would allow them to practice the skills and methodologies learned in the training class.

## 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 completed of a simple examination. Results will be shared with the attendees and the Client.

## **Certification**

Each attendee will receive a certificate of completion of the training course once they successfully pass the examination.

## **Who should attend?**

This course is intended for those employees within a business who are engaged in daily problem solving, for example Team Leaders, Shop Floor Employees, Process Engineers, Quality Technicians and Engineers, Maintenance, Supervisors, Management, Staff, Executives and Project Managers.

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