

## Lean Green Belt Training

### Target group

Employees from all business areas and functions, who want to successfully execute and improve a Lean project, focused on reducing waste and cycle times, through a systematic approach.

### What is Lean Management?

The main objective of Lean Management is to streamline manufacturing and service processes in order to deliver increased value to the customer and achieve competitive advantage. The analysis and differentiation of value creating and non-value creating (i.e. waste) process steps enables the reduction and elimination of waste that automatically results in slimmer and more effective processes.

Lean processes have a strong customer focus, short lead times, clear responsibilities and enable quick intervention in case of errors and deviations. Resources (machinery, equipment, staff) are used efficiently, production costs and lead times are reduced significantly, though flexibility has been increased. Lean Management also involves a cultural change, adapting leadership values and behaviour are important elements of successful lean implementation.

Lean improvement activities are applicable to all business processes of your company, e.g. from production processes to the support of production processes and to service processes.

### Preconditions

- Definition of a process improvement project within the organisation of the participant for application of the learned Lean methodology and tools
- We expect participants to be able to work with a PC (Excel, PowerPoint).

### Learning objectives

After this training participants

- understand the basic Lean principles,
- can perform and analyse a value stream map of a process or supply chain,
- can apply the various Lean production tools (Waste analysis, Pull, Kanban, 5S, SMED, OEE, etc.),
- are able to execute autonomously Lean projects.

### Training

- This course has a duration of 4 days.
- The training consists of a unique mix of theory, practical applications and application on the simulation game.
- The course and the material can be provided in English or German language.
- A written exam on the last day of the training measures how well the Lean training content and concepts have been understood.

### Investment

The investment per candidate is CHF 2'650.- (excl. VAT) for the training, printed course material, catering and training facilities.

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### **Project coaching**

The participants are asked to present their Lean project during the training. This allows for project coaching, receiving inputs and feedback from the trainers and other course participants. Additional project coaching can be offered on request.

### **Certification**

After attendance to the course, the participants receive the Lean Green Belt training certificate. The Lean Green Belt certification can be provided by Bcos, in case all below mentioned conditions are met:

1. participation to all course days,
2. successful passing of the course exam,
3. application of the Lean methodology on a project within the company (organisation) of the participant, examined by a Bcos Lean Master Black Belt,
4. confirmation of project results by the company (organisation).

### **Training content**

#### **Day 1**

- Introduction of the Lean philosophy and Lean principles
- Value/ Value stream mapping / 7+ 1 Wastes
- Simulation game round 1, Results & performance indicators round 1
- Workshop simulation game round 1

#### **Day 2**

- Optimisation of flow / Production levelling/ Takt time
- OEE analysis & exercise
- 5S theory & game
- Workshop simulation game round 2
- Simulation game round 2, Results & performance indicators round 2

#### **Day 3**

- Mistake proofing
- SMED theory incl. SMED game
- Pull & Kanban
- Standardise/ Standard Work
- Workshop simulation game round 3
- Simulation game round 3, Results & performance indicators round 3

#### **Day 4**

- Visual Factory
- Lean culture & Kaizen
- Recap & Examination