

# Lean Process & Six Sigma

## Workshop-At-A-Glance

### Understanding Lean

- About Six Sigma & Lean
- History behind Lean
- Toyota Production Systems & The Toyota Precepts

### Liker's Toyota Way

- Philosophy, Process, People and Partners, and Problem Solving

### The TPS House

- The Goals of TPS
- The First Pillar: Just In Time (JIT)
- The Second Pillar: Jidoka (Error-Free Production)
- Kaizen (Continuous improvement)
- The Foundation of the House

### The Five Principles of Lean Business

- Value, Value Stream, Flow, Pull, Seek Perfection

### The First Improvement Concept (Value)

- Basic Characteristics
- Satisfiers & Delighters
- Applying the Kano Model

### The Second Improvement Concept (Waste)

- Muda, Mura, Muri, and The New Wastes

### The Third Improvement Concept (Variation)

- Common Cause & Special Cause
- Tampering
- Structural

### The Fourth Improvement Concept (Complexity)

- What is complexity?
- What causes complexity?
- How to Simplify?

### The Fifth Improvement Concept (Continuous improvement)

- The PDSA Cycle (Plan, Do, Study, Act)
- The DMAIC Method

### The Improvement Toolkit

- Gemba
- Genchi Genbutsu
- Womack's Principle
- Kaizen
- A Roadmap for implementation

### Wrapping Up

- Words from the Wise
- Lessons Learned

### **Professional Training Series**

Our training courses & workshops, combined with our interactive delivery methodologies create an environment that encourages learning and delivers the strategic tools that promote organizational performance.



### Workshop Purpose

*Six Sigma is a data-driven approach for eliminating defects and waste in any business process. You can compare Six Sigma with turning your water faucet and experiencing the flow of clean, clear water. Reliable systems are in place to purify, treat, and pressure the water through the faucet. Six Sigma does the same for businesses: it treats the processes in business so that they deliver their intended result.*

*This workshop will provide an introduction to the Six Sigma methodology, and some of the tools required to deploy Six Sigma.*

### Workshop Format

Lecture, Interactive Discussions, Workshops, Hands-on Training

### Workshop Length

One (1) Day

### Continuing Education Units (CEU's)

Five (5)

### Workshop Pricing

Please contact us for workshop pricing, and group discounts.

### Contact Information

**Phone:** 760.438.4354

**Email:** [training@novusorigo.com](mailto:training@novusorigo.com)

For a list of all workshops, please visit

[www.novusorigo.com](http://www.novusorigo.com)

## Training Designed for the Real World

Novus Origo's professional training courses & workshops are interactive and utilize a multitude of instructional methods before class, during class, and "after" class to deliver successful learning that incorporates and leverages "real work" experiences. **We have over 200 training workshops, and if we don't have a class that you're looking for, we can create it for you.**

### The Novus Origo Workshop Difference!

- ✓ **Real World Instructors & Facilitators**
- ✓ **Multimedia Presentations with Animated Case Studies**
- ✓ **Group Discussions & Action Learning**
- ✓ **Interactive Icebreakers, Exercises, & Activities**
- ✓ **Quick Reference Job Aids**
- ✓ **Full Color Student Training Manuals**
- ✓ **Pre-Class Assignments**
- ✓ **Post Module Assessments**
- ✓ **Narrated Audio Version of Course for Student's Anytime "Take Along" Listening (soft skills attendees\*)**
- ✓ **Paperback Book Version of Course for Student's Anytime "Take Along" Reading (soft skill attendees\*)**

\* English Soft Skills Classes

### Sample of Workshop Curriculum — Project Management

	<b>Module One: Getting Started</b>  In the past few decades, organizations have discovered something important: principles that have been used to create success in large projects can be applied to projects of any size. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.  Project Management Institute	<b>Workshop Objectives</b>  Define projects, project managers, and project management processes. Understand the three phases of the PMBOK and PMI. Define the five process groups and how they relate to project management. Describe the triple constraint. Perform a project needs assessment, identify resources, and determine critical key performance indicators, including the statement of work, project management plan, and project charter.	<b>Pre-Assignment Review</b>  Think of a project that you are about to begin. It could be a work project, like putting a budget together, or a home project, like building a deck.  Take a moment now to think about the project. Keep it in mind during the day as it will help you identify practical applications for the tools and techniques that we discuss.	<b>Module Two: Key Concepts (I)</b>  Before we get started, let's make sure we all understand just what we mean by a project and by project management. We'll also look at what a project manager's role is.	<b>What is a Project?</b>  Clear goals Defined ownership/responsibility Timeline Dedicated team Defined methodology Controlled execution Completion evaluated based on original plan Linked to business objectives Supported by an organization's management team
1	2	3	4	5	6
<b>What is Project Management?</b>  Project management is the combined art and science of planning, organizing, and managing resources to get a particular project done on time, within budget, and with the results that the organization set out to achieve.	<b>What is a Project Manager?</b>  Key skills include of a Project Manager: <ul style="list-style-type: none"><li>• Leadership</li><li>• Negotiation</li><li>• Influence and persuasion</li><li>• Project management</li><li>• Communication</li><li>• Time management</li><li>• Stress and anger management</li></ul>	<b>Module Three: Key Concepts (II)</b>  This module will look at the Project Management Institute, a global project management group that publishes and promotes project management standards, and its core ideas.	<b>The Project Management Institute (PMI)</b>  Their core ideas include: <ul style="list-style-type: none"><li>• The Project Management Body of Knowledge (PMBOK), which we will discuss in a moment</li><li>• Five process groups, which outline the path a project should take</li><li>• Nine knowledge areas, which outline various parts of each process group</li><li>• The triple constraint, which illustrates how a project is balanced</li></ul>	<b>The Project Management Body Of Knowledge (PMBOK)</b>  The PROJECT MANAGEMENT BODY OF KNOWLEDGE (PMBOK) is the PMI bible. It includes a detailed overview of the processes and knowledge areas promoted by the PMI as best practice within the project management discipline.	<b>The Five Process Groups</b>  
7	8	9	10	11	12

### International Recognition

Novus Origo has received fourteen (14) international awards and recognition for our training development from the training industry's most prestigious organizations such as; *Brandon Hall*, *Interactive Media Awards*, *Horizon Interactive*, *E-Learning Media Group*, *Digital Health Awards*, and *Omni Awards*.

