



CBIS Business
Compliance
and Excellence

We Provide a Simple, Smart and
Affordable route to Lean Six
Sigma Training and Certification



**LEAN
PRACTITIONER**



**CLASSROOM
TRAINING**

WHO WE ARE



At CBIS, we offer classroom training for Lean Six Sigma Yellow Belt, Green Belt and Black Belt courses under accreditation of International Association for Six Sigma Certification (IASSC) and the Council for Six Sigma Certification. We are also Exemplar Global Certified TPECS Provider for the various Lean, Six Sigma, Lean & Six Sigma training courses from introductory to advanced level in compliance with ISO 18404:2015 international standard.

Here is a handful of our clients:



COURSE OVERVIEW



This Lean Practitioner course prepares participants to perform the role of a Lean Practitioner. The Lean Practitioner training materials comprise a comprehensive curriculum covering everything within the Lean Body of Knowledge required to successfully complete Lean Practitioner certification. After achieving this qualification, Lean Practitioner contribute their knowledge and expertise utilising the PDSA methodology and the relevant Lean tools during execution of a project in their work unit as a project manager under supervision of a Lean Leader.

DURATION



3 Full days – 9 am to 5 pm

CERTIFICATION



After passing the knowledge exam and successful completion of the Lean Practitioner Project Portfolio within 6 months, participants will be certified as Lean Practitioner.

The certificate will be granted under Exemplar Global banner according to ISO 18404 international standard and includes the project title.

TARGET AUDIENCE



The Lean Practitioner certification program is perfect for participants with limited or no exposure to Lean who want to achieve their Lean Practitioner Certificate without achieving Lean Beginner Certificate. The Lean Beginner body of knowledge is covered in the first day and the additional topics are covered in the remaining 2-days for upgrading to Lean Practitioner.

WHAT IS INCLUDED



- ✓ Lean Practitioner Course Material (Hard Copy)
- ✓ Lean Practitioner project templates pack to be used for the Lean Project
- ✓ Lean Practitioner practice test
- ✓ Lean Practitioner Certification Exam
- ✓ Lean Practitioner Project Portfolio
- ✓ Six months project support service

PREREQUISITES



As all Lean Practitioner topics are covered during the course, there is no formal prerequisite for the Lean Practitioner Certification.



COURSE OUTLINE



Introduction to Lean

- What is Lean
- Evolution of Lean
- Lean Principles
- Benefit of Lean
- Lean Metrics
- Individual and organisational changes
- Ways of Working Lean
 - Respect for People
 - Gemba
 - PDCA
 - Visualisation
 - Standardisation
 - Teamwork
 - Learning by Doing
 - Lean Leadership

Plan

- Lean Improvement approaches
 - Bottom-Up (Value Creation Drivers)
 - Top-Down (Hoshin Kandi)
- Value Creation Drivers
 - Voice of Customer
 - Voice of Process
 - Voice of Business
 - Voice of Employee
 - Regulatory & Compliance
- Lean Project Selection
- Affinity Diagram
- Kaizen
- Team, Teamworking, Team Building, Team roles and responsibilities
- Project Planning / Project Management
- Communication Skills and Communication Planning
- Motivation and Motivating Others
- Lean Principles
- Voice of Customer and Kano Model
- Waste and Value
- Eight Types of Waste (MUDA)
- Value Analysis
- Process Mapping Tools
 - Spaghetti Diagram
 - Process Flow Charts
 - Value Stream Map (VSM)
- VSM - Current State
- Flow, Batch Flow Vs. Single Piece Flow
- Bottleneck and Takt Rate Analysis
- Theory of Constraints (TOC)
- Data, Sample and Population
- Data Collection Plan
- Ishikawa's Basic Tools
 - Check Sheet
 - Cause and Effect (Fishbone) Diagram / 5 Whys technique
 - Pareto Chart
 - Histogram
 - Scatter Diagram
 - Stratification

Do

- Creative Thinking and Brainstorming
- 5S (Sort, Set in order, Shine, Standardise, Sustain)
- Standardised Work
- Process Balancing
- VSM - Future State
- Strive for Perfection
 - PDCA



- Push Vs. Pull System
- Just-In-Time (JIT)
- Improvement Kata

Check and Adjust

- Poka Yoke (Mistake Proofing)
- Visual Management and Control
- Sustainability of improvement
- Workplace Audit

CONTACT US



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