

CBIS Business
Compliance
and Excellence



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



**LEAN
EXPERT**



**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 Expert course prepares participants to perform the role of a Lean Expert. The Lean Expert training materials comprise a comprehensive curriculum covering everything within the Lean Body of Knowledge required to successfully complete Lean Expert certification. After achieving this qualification, the Lean Expert contribute their knowledge and expertise and utilise the learnt PDCA methodology and the advanced tools during the execution of a project as a Project coach or mentor as well as coach and mentor a team of Lean Practitioners and Lean Leaders.

DURATION



10 Full days – 9 am to 5 pm



CERTIFICATION



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

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

TARGET AUDIENCE



The Lean Expert certification program is perfect for participants with limited or no exposure to Lean who want to achieve their Lean Expert Certificate without achieving Lean Beginner, Practitioner and Leader Certificates. The Lean Leader Body of Knowledge is covered in the first 5-days with the additional topics covered in the remaining 5-days for upgrading to Lean Expert.

WHAT IS INCLUDED



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

PREREQUISITES



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



COURSE OUTLINE



Introduction to Lean

- What is Lean
- Evolution of Lean
- Lean Principles
- Benefit of Lean
- Lean Metrics
- Individual and organisational changes
- Change Management
- 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
- Strategy and Strategic Planning
- Hoshin Planning
- Kaizen
- Kaizen Blitz / Kaizen Event
- Ohno Circle
- Team, Teamworking, Team Building, Team roles and responsibilities
- Project Planning / Project Management
- Project Risk Assessment
- Stakeholders Analysis
- 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
 - Control Charts
- 8 D
- A3 Report
- Introduction to DMAIC



Do

- Creative Thinking and Brainstorming
- 5S (Sort, Set in order, Shine, Standardise, Sustain)
- Standardised Work
- Layout Planning
- Push Vs. Pull System
- Just-In-Time (JIT)
- Kanban
- Process Balancing
- Heijunka - Production Leveling
- VSM - Future State
- Total Productive Maintenance (TPM)
- Overall Equipment Effectiveness (OEE)
- Single Minutes Exchange of Die (SMED)
- Strive for Perfection
 - PDCA
 - Improvement Kata

Check and Adjust

- Poka Yoke (Mistake Proofing)
- Jidoka (Autonomation)
- Visual Management and Control
- Sustainability of improvement
- Workplace Audit
- Statistical Process Control (SPC)
- After Action Reviews (AAR)
- Self-Review and Self Development
- Presentation and Report Writing Skills
- Coaching

CONTACT US



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