

## LEAN SIX SIGMA TEAM MEMBERS TRAINING

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**COURSE LENGTH: 1.0 DAYS**

This Lean Six Sigma Team Members training course is created to enhance your knowledge and skills so you can efficiently contribute to any process improvement project and serve your organization as a member of the improvement team. This course defines the objectives and processes of Lean Principles and methodology of the Six Sigma DMAIC. It also explains the terminologies used in these practices and presents an overview on how the tools of Lean Six Sigma can be applied to develop business processes. By enrolling in this course, you will be able to have a firm understanding of Lean Six Sigma, the many tools of this process, its basic concepts and the application, the process inputs and outputs, the process flow and know what determines value add vs. non value add and much more.

Now available throughout Hong Kong, this Lean Six Sigma Team Members training course can be delivered with our expert local or international trainers at your chosen venue and schedule.

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## LEAN SIX SIGMA TEAM MEMBERS TRAINING COURSE OUTLINE

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### FOREWORD

This class is designed as an applied learning experience we sometimes refer to as “Train – Do”. You will be taught how to identify and select a key process you are involved in and then how to fully characterize this process.

You will find that the characterization activity will naturally lead to improvement. In most cases the improvement results in increased performance of the process and your ease in performing or supporting the process.

You will also learn how to maintain or sustain the performance of a process by either monitoring or applying specific control techniques. From here you will be well equipped to make improvements to almost any process.

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### OUTCOMES

**In this introductory level Six Sigma Course, participants will:**

- Obtain a working understanding of Lean Six Sigma
  - Know and apply the basic concepts
  - Demonstrate use of the terminology
  - Comprehend daily work as a process-oriented activity
  - Understand process inputs and outputs
  - Understand process flow and know what determines value add vs. non value add
  - Understand how the processes you are a part of fit into the larger set of processes needed in delivering value to the customer- Perform Process Mapping and characterization
  - Create a detailed Process Map of a process you are personally involved in
  - Prioritize significant outputs and quantify their level of performance to requirements
  - Identify inputs and their relationship to the significant outputs
  - Be able to perform process improvement activities
  - Improve a process you are involved in using Lean Six Sigma methods
  - Continue to improve other processes
  - Understand how to establish control mechanisms and monitoring processes
  - Sustain an existing process and/or any improvements you make.
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### MODULES

#### Lesson 1: Opening – Competition

- The importance of Continuous Improvement in business and government

#### Lesson 2: Process Management

- Definitions
- Process Ownership
- Cost of Poor Quality

### Lesson 3: Lean Principles

- Seven Areas of Waste
- Value Stream Analysis
- 5S Principles
- Poka-Yoke Methods

### Lesson 4: Six Sigma

- Define Phase
- Measure Phase
- Analyse Phase
- Improve Phase
- Control Phase

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### WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)