

SELF-PACED COURSE

LEAN THINKING

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INTRODUCTION TO LEAN THINKING

Do you want to get started with process improvement in your own work environment quickly? Do you want to use Lean Methodology to identify and address waste in your work? Then Lean Thinking is exactly what you need.

The online course is an ideal beginner level training for those simply looking to understand and familiarize themselves with the Lean Methods and Tools. It works best for employees who are unfamiliar with Lean and want to learn more about the methodology and how it can impact an organization.

CONTENT OVERVIEW

- Lean Concept and Principles
- How to Identify Value
- What is Waste?
- Process Mapping
- Root Cause Analysis
- Measurement
- 5S and Visual Management
- Standard Work
- How to Apply Lean in your Work

Lean Thinking

For everyone who wants to familiarize themselves with the Lean Methods and Tools

Lead Time

1.5 Hours (Online)

Added Value of our Lean Thinking Course

- ✓ Directly applicable in practice
- ✓ All course material is available online, so sessions may be started and stopped at any point
- ✓ Content is delivered on-demand according to the demands of your schedule
- ✓ You will have access to the online training materials for two months

ONLINE OR IN-COMPANY LEAN THINKING

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LEARNING OBJECTIVES:

- This Lean training is a 1.5-hour online course designed to provide participants with the core concepts of Lean, the identification of the 8 wastes, the application of 5S and the use of quality improvement tools for any type of process.

WHO SHOULD ATTEND:

- Individuals wanting to gain additional skills and resources for productivity improvement.
- Front line workers, administrators, engineers, supervisors, operations support and all management team members.

GET STARTED TODAY

To learn more about this training, please contact RELAMCO at:

- Tel: 705.698.9854
- Email: info@relamco.com

ONLINE OR IN-COMPANY LEAN WHITE BELT

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LEAN WHITE BELT

Our 4-hour Lean White Belt training is designed to deliver a comprehensive introduction to Lean and the key elements needed to successfully implement Lean within your organization.

The program helps to educate and involve all employees in their organization's efforts to improve process efficiencies and eliminate waste. The program is an excellent way to train staff as part of a change management or awareness initiative for Lean implementation. This training entitles **OACETT** members to earn requirements for their Continuing Professional Development (CPD).

CONTENT OVERVIEW

- Lean Overview
 - Lean Concept and Principles
 - How to Identify Value
- Identifying Obstacles
 - What is Waste?
 - Gemba Walk
 - Process Mapping
 - Root Cause Analysis
 - Measurement
- Tools to Eliminate Obstacles
 - 5S and Visual Management
 - Standard Work
 - How to Apply Lean in your Work

Lean White Belt

For everyone who wants to familiarize themselves with the Lean Methods and Tools

Lead Time
4 Hours

Added Value of our Lean White Belt Course

- ✓ Lean basic course
- ✓ Directly applicable in practice
- ✓ Broad Lean knowledge in short lead time
- ✓ Ideal for participants who want to take the first step in learning about Lean and its relevance to their work

ONLINE OR IN-COMPANY LEAN WHITE BELT

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LEARNING OBJECTIVES:

At the end of this training participants will gain:

- Hands-on experiential learning to demonstrate how Lean works.
- User-friendly language to reduce barriers-to-entry.
- "Sticky" concepts make the content easy to remember and pass on to others.

WHO SHOULD ATTEND:

- Individuals wanting to gain additional skills and resources for productivity improvement.
- Front line workers, administrators, engineers, supervisors, operations support and all management team members.

ONLINE CLASS SIZE IS 6-20 PARTICIPANTS:

- Training allows for a maximum of 20 participants.

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ONLINE OR IN-COMPANY LEAN YELLOW BELT

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LEAN YELLOW BELT TRAINING

Our 16-hour Lean Yellow Belt Training is designed to provide attendants with a comprehensive understanding of Lean methods and prepare them to participate, as contributors, to Lean projects. The program outlines the essential Lean tools and practices that can be applied within an organization to increase service efficiency and quality, improve customer and staff satisfaction, and reduce waste.

Participants will develop high-level current state value stream maps that depict activity flow and indicate value-added and non-value-added activities. These maps are analyzed during the training to identify bottlenecks, redundancies and inefficient flow. This training entitles **OACETT** members to earn requirements for their Continuing Professional Development (CPD).

CONTENT OVERVIEW

- Lean Thinking
- Initiating a Lean Activity
- Process Mapping
- Value Stream Mapping (VSM)
- Process Data
- The 8 Wastes
- 5 S and Visual Management
- Mistake Proofing
- Standard Work
- PDCA and A3
- Kaizen
- Lean Huddles
- Six Sigma

Lean Yellow Belt

Be capable to participate in Lean projects and initiatives

Lead Time
16 hours

1

Hours of
preparation

10

Theoretical
hours

3

Hours of
coaching

45
min

Exam

6

Practical Hours

Prices can
be
provided
as
requested

ONLINE OR IN-COMPANY LEAN YELLOW BELT

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LEARNING OBJECTIVES:

Upon completion of this course, participants will be able to:

- Understand Lean concepts and tools.
- Recognize the appropriate steps in developing a VSM and conducting a 5S.

WHO SHOULD ATTEND:

- Individuals wanting to gain additional skills and resources for productivity improvement.
- Front line workers, administrators, engineers, supervisors, operations support and all management team members.

ONLINE CLASS SIZE IS 6-20 PARTICIPANTS:

- Training allows for a maximum of 20 participants.

GET STARTED TODAY

To learn more about this training, please contact RELAMCO at:

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Added Value of our Lean Yellow Belt Course

- ✓ Suitable for all layers within an organization
- ✓ A trained Yellow Belt will be capable to participate in Lean projects and initiatives with Green Belts and Black Belts
- ✓ Designed for Service Sector



ONLINE OR IN-COMPANY LEAN GREEN BELT

www.relamco.com

LEAN GREEN BELT TRAINING

Our 40-hour Lean Green Belt training provides the skills necessary to solve problems and transform a business, through a deep understanding of customer needs, speaking with data, and use of proven tools and techniques.

Participants will receive their Lean Green Belt certificate evidencing both theoretical knowledge and practical experience, after successfully completing their exam and Lean project. This training entitles **OACETT** members to earn requirements for their Continuing Professional Development (CPD).

CONTENT OVERVIEW

- Lean Thinking
- Six Sigma
- Voice of the Customer
- SIPOC
- Project Charter
- Process Mapping
- The 8 Wastes
- Lean Tools
 - Improving Flow
 - Reducing Variation
- Kaizen Events
- Value Stream Mapping
- Team Management
- Project Management
- Change Management

Lean Green Belt

Master the use of Lean to quantify the critical quality issues in your organization

Lead Time
40 hours

4

Hours of
preparation

25

Theoretical
hours

4

Months of
Coaching

1

Hour Exam

14

Practical Hours

Prices can
be
provided
as
requested

ONLINE OR IN-COMPANY LEAN GREEN BELT

www.relamco.com



LEARNING OBJECTIVES:

Upon completion of this course, participants will be able to:

- Identify root causes of quality and process inefficiencies and improve performance.
- Effectively manage team dynamics and recognize how to work with leadership.
- Apply problem solving tools to an improvement project brought to class on the first day.

WHO SHOULD ATTEND:

- Individuals wanting to gain additional skills and resources for productivity improvement.

ONLINE CLASS SIZE IS 6-20 PARTICIPANTS:

- Training allows for a maximum of 20 participants.

GET STARTED TODAY

To learn more about this training, please contact RELAMCO at:

- Tel: 705.698.9854
- Email: info@relamco.com

Added Value of our Lean Green Belt Course

- ✓ Taught by experienced Black Belts
- ✓ Learn to lead and execute process-level improvement projects
- ✓ Be able to apply quality management and data analysis to their organizations


OACETT

 **RELAMCO**

ONLINE OR IN-COMPANY LEAN LEADER

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LEAN LEADER TRAINING

Our 16-hour Lean Leader training covers advanced Lean concepts as well as the necessary skills for aligning Lean activities with strategic objectives, solving real process problems and continuously improving operations.

Each participant will leave the training equipped to lead their own improvement projects and make measurable changes to a department's business process. This training entitles **OACETT** members to earn requirements for their Continuing Professional Development (CPD).

CONTENT OVERVIEW

- Lean Thinking
 - Lean Mindset
 - Gemba
 - PDCA
- A3 Management:
 - Why change is needed
 - Current State
 - Future State
 - Analysis
 - Potential Solutions
 - Action Plan
 - Check Results
 - Follow-up Actions
 - Lean Implementation
- Lean Leadership:
 - Lean Leadership Model
 - Leader Standard Work
 - Strategies to Manage Change

Lean Leader

Become the driving force behind the process improvement initiatives

Lead Time
16 hours

3

Hours of
preparation

10

Theoretical
hours

3

Hours of
coaching

30
min

Project Report
out

5

Practical Hours

Prices can
be
provided
as
requested

ONLINE OR IN-COMPANY LEAN LEADER

www.relamco.com



LEARNING OBJECTIVES

- Successfully solving a process problem by using the Lean improvement techniques; motivating employees within an organization to embrace the Lean improvement mentality; defining the Lean Management ideas for an organization; showing ownership of the continuous improvement initiative within an organization.

WHO SHOULD ATTEND:

- Members of the executive team, middle management, and front-line supervisors who would like to learn how Lean methods can drive organizational improvement and bottom-line results.

ONLINE CLASS SIZE IS 6-20 PARTICIPANTS:

- Training allows for a maximum of 20 participants.

GET STARTED TODAY

To learn more about this training, please contact RELAMCO at:

- Tel: 705.698.9854
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Added Value of our Lean Leader Course

- ✓ Education from experienced Black Belts
- ✓ Focus on Change Management
- ✓ Theoretical and practical education
- ✓ Completion of A3


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 **RELAMCO**

ONLINE OR IN-COMPANY LEAN PRACTITIONER

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LEAN PRACTITIONER

Our 16-hour Lean Practitioner training is designed to provide a thorough knowledge based in the Lean methodology.

Through practical examples and hands-on simulations, participants will learn how to facilitate improvement sessions with a team and to carry out improvement projects using Lean techniques.

This training entitles **OACETT** members to earn requirements for their Continuing Professional Development (CPD).

CONTENT OVERVIEW

- Lean Thinking
- Lean Model Framework:
 - Scope the opportunity
 - Organize the Resources
 - Apply Lean
 - Verify the Impact
 - Quality Control Tools
 - Ensure Sustainment
 - Lean Implementation
- Kaizen:
 - Pre-event Activities
 - During event Activities
 - Post event Activities

Lean Practitioner

Become the Lean expert who is the driving force behind process improvement initiatives

Lead Time
16 hours

3

Hours of
preparation

10

Theoretical
hours

3

Hours of
coaching

30
min

Report out

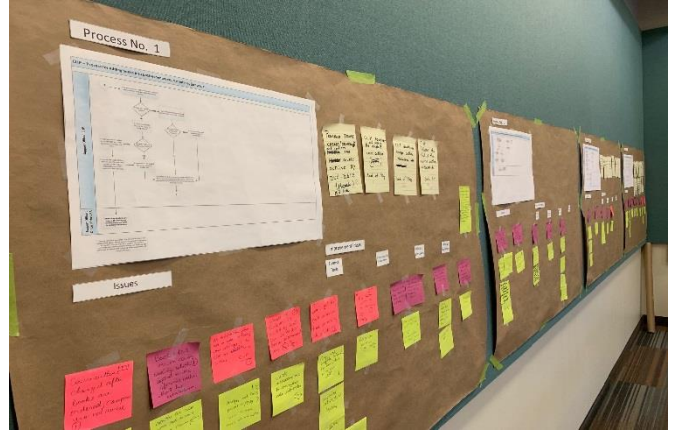
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Practical Hours

Prices can
be
provided
as
requested

ONLINE OR IN-COMPANY LEAN PRACTITIONER

www.relamco.com



LEARNING OBJECTIVES

Participants receiving this certification will be able to:

- Identify and eliminate obstacles in their work
- Increase departmental performance by using the Lean improvement techniques
- Offer quick and effective solutions to process issues within their department or organization.

WHO SHOULD ATTEND:

- This Lean Practitioner training is ideal for those wanting to implement or understand Lean. It is available to all levels and can be applied to any industry sector. You do not need any prior knowledge or experience of Lean to take this course.

Added Value of our Lean Practitioner Course

- ✓ Taught by Lean experts with practical experience
- ✓ Directly applicable in practice
- ✓ Carry out improvement initiatives alongside their normal daily activities (Kaizen event)

ONLINE CLASS SIZE IS 6-20 PARTICIPANTS:

- Training allows for a maximum of 20 participants.

GET STARTED TODAY

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- Email: info@relamco.com


OACETT

 **RELAMCO**

ONLINE OR IN-COMPANY 5S MANAGEMENT

www.relamco.com

5S WORKPLACE ORGANIZATION & VISUAL CONTROL

Our 16-hour 5S Workplace Optimization training is about eliminating waste, creating predictability, standardization and visual controls.

The workshop provides employees with the fundamental concept of the 5S's (Sort, Set in Order, Shine, Standardize and Sustain) that will improve quality and productivity. They will also learn how to apply visual signals that can significantly improve communication, speed up problem-solving and decision-making processes. This training entitles **OACETT** members to earn requirements for their Continuing Professional Development (CPD).

CONTENT OVERVIEW

Our **5S** content explores:

- 5S Introduction
- 5S implementation plan
- 5S Deployment – problems and solutions
- Practice audits and area review
- Cost Savings
- 5S within your organization

Our **Visual Management** content explores:

- Visual Management Introduction
- Visual Management in the workplace and beyond
- Levels of Visual Management
- Time and Cost savings
- Visual Management Implementation
- Key benefits for your business

5S & Visual Control

Transform your workplace
& make immediate
improvements

Lead Time
2 Days

3

Hours of
preparation

10

Theoretical
hours

3

Hours of
coaching

30
min

Report out

5

Practical Hours

Prices can
be
provided
as
requested

ONLINE OR IN-COMPANY 5S MANAGEMENT

www.relamco.com



LEARNING OBJECTIVES

- In the 5S Workplace Organization and Visual Controls Workshop, participants will learn how the 5S becomes the foundation for achieving safety improvements, cost reduction, zero defects and getting back to the basics of an organized workplace.

WHO SHOULD ATTEND:

- All employees or teams responsible for the condition of the workplace.

ONLINE CLASS SIZE IS 6-20 PARTICIPANTS:

- Training allows for a maximum of 20 participants.

GET STARTED TODAY

To learn more about this training, please contact RELAMCO at:

- Tel: 705.698.9854
- Email: info@relamco.com

Added Value of our 5S & Visual Control Course

- ✓ Training includes step-by-step guidelines
- ✓ Examples of 5S success stories are included throughout the training
- ✓ Participants will be able to prepare, and implement the 5S principles into any work area



ONLINE OR IN-COMPANY LEAN PROJECT MANAGEMENT

www.relamco.com

LEAN PROJECT MANAGEMENT

Our 16-hour Lean Project Management training incorporates the waste-reduction principles commonly used in Lean Six Sigma. Its main objective is to ensure maximum project value by eliminating process waste.

Participants will learn to leverage key Lean Project Management concepts, implement effective project management processes, and develop leadership skills needed to successfully plan, manage, and deliver projects of any size and scope. This training entitles **OACETT** members to earn requirements for their Continuing Professional Development (CPD).

CONTENT OVERVIEW

- Lean Thinking
- Introduction to Project Management
- Lean Project Management
- A3 Management:
 - Background Screening
 - Current Condition Screening
 - Target Condition
 - Root Cause Analysis
 - Implementation Plan
 - Implementing Countermeasures
 - Effect Confirmation
- Sustain Checklist
- Project Evaluation
- Standard work

Lean Project Management

Maintain a level of performance and project excellence

Lead Time
16 hours

3

Hours of preparation

10

Theoretical hours

3

Hours of coaching

30 min

Report out

5

Practical Hours

Prices can be provided as requested

ONLINE OR IN-COMPANY LEAN PROJECT MANAGEMENT

www.relamco.com



LEARNING OBJECTIVES

- Apply effective Lean project management tools and techniques to initiate, plan, execute, monitor, control, and close a project.

WHO SHOULD ATTEND:

- Individuals in any discipline who work on projects in either the public or private sector will benefit from coursework, or those who are preparing to pursue career opportunities in the area of project management.

ONLINE CLASS SIZE IS 6-20 PARTICIPANTS:

- Training allows for a maximum of 20 participants.

GET STARTED TODAY

To learn more about this training, please contact RELAMCO at:

- Tel: 705.698.9854
- Email: info@relamco.com

Added Value of our Project Management Course

- ✓ Lead a project from beginning to end
- ✓ Set- up a project for success
- ✓ Understand how to manage a project with proven concepts, tools, templates and best practices

