

Improve what
you have



Kaizen Online Green Belt Certification For the Industrial or Office Workplace

Description

The KAIZEN™/Lean Green Belt curriculum expands on the fundamental theories of the Lean methodology learned in the Yellow Belt or Online Foundations Certification and teaches new concepts and tools that can take an organization further. Students learn how more advanced tools and Lean methodologies can be used together to foster a waste-free, customer-centric workplace. Upon completion of this course, students have the capability to lead and independently drive Lean improvement teams.

Who should attend

- » Graduates of the Kaizen Academy Yellow Belt or Online Foundations Certification Program
- » Personnel who are Active in Lean Initiatives, Lean Practitioners

Duration

37.5 hours of virtual training delivered through 15 two and half hour weekly modules.

The Kaizen Green Belt Certification is typically achieved by someone who is actively participating in their employer's Lean journey as a Lean practitioner; this person is leading and/or managing Continuous Improvement events.

Although the Modules below refer to industrial processes, most subjects can be applied in either an industrial or office-based business. Topics covered in class are relevant to those with Kaizen Yellow Belt or Online Foundations Certification knowledge or equivalent training/work experience. Our instructors simplify complex topics and present them in a clear and concise manner that is relevant to today's competitive environment. Students will learn through a combination of instruction, videos, hands-on exercises, discussions, theory, and workplace examples. Our instructors have many years of practical hands-on experience and will share real-life examples and best practices to accelerate a students' knowledge, understanding, and ability to apply the concepts and tools taught. This course **does not** have a math-heavy curriculum focus.

After successful completion, participants will be able to...

- Effectively plan, lead, and manage successful KAIZEN™/Lean Events
- Independently drive Continuous Improvement teams
- Understand advanced Lean Tools and Management Systems
- Actively support a Lean, Continuous Improvement culture
- Understand that Lean is fundamentally a people development program first

Goals

By participating in the Kaizen Green Belt Certification program, students will learn how to leverage new tools and systems to support an ongoing Lean environment. Online Green Belt students should be comfortable running Kaizen team events with clearly defined pre-work and post-work activities. Kaizen will be their tool of choice to help build a stable Lean foundation in their organization, allowing it to support more progressive tools and systems. Students will learn how to create operational capacity with quick change-over, enabling an operation to ultimately reduce inventory levels and associated costs. Graduates will become active contributors and leaders in Continuous Improvement projects within their organization. The application of Lean tools and systems must be practiced at the Gemba, where mistakes can be found, then corrected and simplified.

Pre-Requisites

- Kaizen Yellow Belt Certification, Online Foundations Certification, or equivalent education and experience that will be evaluated by Kaizen Institute prior to attending the class.

The topics an Online Green Belt candidate should be familiar with are:

- The Seven Wastes
- 5S
- Work Standards and Standard Operating Procedures (SDCA)
- The Continuous Improvement Cycle (PDCA)
- Team Huddles and Basic Visual Management processes
- Basic Problem Solving and Root Cause Analysis (Fishbone Diagrams and 5 Whys)
- Business Process Mapping

Certification

Kaizen Online Green Belt training will be delivered in a virtual setting using Microsoft Teams and the Miro Whiteboard application and will culminate with an exam. In addition, each student must complete a post-class project. Proof of the student's knowledge application must be submitted detailing the project in the form of a case study, using a standard format that will be discussed on the last day of class. Students will have three months to complete and submit the case study for review. Students not completing the Case Study will receive a certificate for the theory portion of the program only. While completing the case study, students are encouraged to correspond with the instructor as part of the Online Green Belt program.

Our Kaizen Journey
Our instructional methods will teach theory, and then take a practical approach to its application.

We encourage students to use the opportunities and learnings presented in the program to discuss issues they may have within their own operations.



Course Syllabus

Module 1

Online Green Belt Introduction and KAIZEN™/Lean Basics: Review of the Kaizen Yellow Belt content to ensure all students are grounded in the foundational elements. This establishes the base upon which we can improve. We will also explore the Microsoft Teams application and the Miro Whiteboard application.

Module 2

Daily Kaizen and The KAIZEN™ Change Model: The Online Green Belt program will begin with a review of the Kaizen™ Change Model and how the tools embedded within the Daily Kaizen™ program presented in the Yellow Belt Certification Program and Online Foundations program becomes our base for organizational excellence.

Breakthrough Kaizen™: We will take an in-depth look at the Breakthrough Kaizen pillar of the KCM. The students will learn what is necessary to attain double-digit growth in their organizations.

Module 3

Kaizen Events: Kaizen events are focused improvement activities with engaged people following the scientific approach to problem resolution. If you fail to plan effectively... you plan to fail. Preparation is key to a successful outcome.

Module 4

Strat Kaizen™: The students will learn the Leader Behaviors and Management systems that lead to business excellence and congruency at all levels of an organization.

Hoshin Kanri (X Matrix): This module practices the goal-setting process described in Leader's Kaizen.

Module 5

Value Stream Mapping & Value Stream Plans: Value Stream Mapping is an exercise used to better understand the steps that bring a product or service to completion for the customer and to identify opportunities to improve those steps. Plans are then created to close the gap in the problems identified.

The KAIZEN™ Business System: This module illustrates the methodology required to implement a Lean transformation and achieve the culture change required to sustain a Lean journey.

Modules 6,7 and 8

Total Flow Management: The student will spend 3 modules learning how to use the TFM system to improve process flow. The tools used will help to design a production process according to customer needs and will significantly reduce cycle time and inventory.

Kaizen / Lean
Encourages the
participation and
engagement of all
employees to achieve
higher quality, lower costs,
and shorter
lead times.



Module 9 and 10

Total Quality Management: We study the Kaizen approach to long-term success through relentless focus on customer satisfaction. The TQM cycle looks at improving processes, products, services and culture in the Lean workplace.

Module 11 and 12

Total Productive Maintenance: TPM will introduce a system of maintaining and improving the integrity of production, safety and quality systems through the machines, equipment processes and employees that add value in any organization.

Module 13 and 14

Total Service Management: The process of bridging the gap between customer expectations and delivered service is discussed and improved upon.

Module 15

Online Green Belt Review & Practicum Steps: We will review the week and discuss upcoming practical projects for full course completion.

Online Green Belt Exam: Students write the cumulative Online Green Belt Exam and plan the application of their new-found knowledge in the form of a take home case study.

Basic Kaizen

- » Solve Problems
- » Reduce Waste
- » Flow Products & Information
- » Support Customer Focus
- » Engage Employees
- » Inspire Respect for All

Our Mission

Improving the World
with Everyone,
Everywhere,
Everyday,
The KAIZEN™ Way

