

Lean Six Sigma Programme CHAMPION INDUCTION One-day workshop

1. Introduction

The Lean approach to organisation management enables all personnel to identify customer needs, work in collaborative teams, and to error proof and standardize process steps. Customer satisfaction grows & costs fall.

Six Sigma is a team-based approach to continuous improvement that reduces variation in an organisation's processes. Six Sigma combines programme management, team-based project management, problem solving and statistical analysis in the continuous review and revision of processes that deliver value to customers.

The most important factor determining the success of a lean six sigma programme in an organisation, is the understanding and commitment (goal setting, knowledge, time, training, project sponsorship) of the management team. This one-day workshop is designed to assist the management team members on their journey to becoming successful programme and project champions. They will learn how to develop an organisation wide programme, and to support a project through to a successful conclusion, without removing any of the team responsibility for achieving the agreed objectives.

2. Workshop agenda

Time	Content
8:30	Introductions Introduction to Lean Thinking <ul style="list-style-type: none"> - Introduction & brief history of lean thinking & six sigma - Major elements of a lean six sigma programme & resources required - Selecting projects & candidates - A3 development & approval - Draft organisation roadmap - The lean six sigma cultural journey - Role of the champion & steering team
10:30	Programme Content & Cost Benefit analysis <ul style="list-style-type: none"> - Review of learning curricula: Lean, YB, GB & BB & Kaizen events - Certification standards - Overview of lean six sigma techniques - Project cost/benefit analysis
12:30	Lunch
13:15	The role of the champion <ul style="list-style-type: none"> - Do's and Don'ts of project sponsorship, sponsorship vs. mentoring, - Progress reviews and communication plans - Reviewing projects – objective, format & outcome - Career development of certified personnel
14:30	Interactive Team Exercise <ul style="list-style-type: none"> - Developing the organisation roadmap - Presentation on organisation approach, roadmap and progress milestones - Self-test quiz on lean six sigma programme management - Conclusions & next steps
16:30	Review & close

3. Learning objectives:

At the end of this workshop, champions will

- (i) Understand the objectives, duration, curricula and certification criteria for the principal lean six sigma programmes;
- (ii) Understand the scope and duration of projects, and the time commitment required;
- (iii) Understand the factors that determine lean six sigma project success in an organisation;
- (iv) Be enabled to support project leaders and project teams, through to successful project conclusion, and
- (v) Understand the significance of reward and recognition, and ongoing career development.

The interactive workshop is designed to give champions a solid grounding in programme objectives and content, the role of the champion, assessing project progress, certification requirements and post certification follow through e.g. career development for GBs. It will also greatly reduce any fears champions may have about their lack of knowledge of lean six sigma techniques, especially statistical techniques.

4. Preparation

There is no preparation required for this workshop. Participants are required to bring an open mind and a willingness to learn.

5. Who should attend?

It is preferable that attendees are sufficiently senior in the organisation to take on the role of champion. They will be required at times to weigh in and negotiate the removal of cross departmental barriers or commit budget resources. Therefore, it is preferable that they have P&L responsibility.

6. Contact

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