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Course ID: S05

CERTIFIED LEAN SIX SIGMA YELLOW BELT

Online course: 4 modules x 4 hours each, with project work

1. What is this course about?

Lean and six sigma are approaches to process management that enable all personnel to work in collaborative teams. Lean six sigma teams are responsible for reviewing and revising processes that deliver value to customers. Process problems are error proofed; process steps are standardized and variation in process outcomes is reduced. Customer satisfaction grows & costs fall.

A Lean Six Sigma Yellow Belt has completed a basic level of training in teamwork and process problem solving techniques. Yellow Belts are expected to work in teams and resolve low level local problems on an on-going basis.

This course is designed to enable all participants, regardless of sector or previous education, to certify as a lean six sigma Yellow Belt. The course consists of a series of facilitated online live webinars, interactive exercises, assignments and project work. Your knowledge builds in a step wise fashion and you will be supported and encouraged throughout your learning journey.

2. What will you achieve?

Upon completion of the certified lean six sigma yellow belt online course, you will

- be able to define customer needs for a selected process;
- understand the value of cross-functional teamwork;
- use a range of problem-solving techniques to improve process performance;
- be able to form a team and work with the team to resolve process problems, using the lean six sigma approach to project management and problem solving, and
- be primed to support other project teams in the execution of their projects.

When you attend the full course and complete all assignments, and present your improvement project, you will be awarded a Lean Six Sigma Yellow Belt certificate.

3. How will you be supported?

During this online course, you will

- a) be able to listen to and interact with the online course tutor and other participants;
- b) be able to ask questions and complete online quizzes to self-assess your understanding of the topic;
- c) be able to download all online lean course recorded webinars for your own future use, and
- d) be able to download soft copy presentation files, with data sets and case studies, for your own future use.

The online CLYB course is laid out in 4 separate four-hour modules, giving a total of 16 contact hours. Before the course starts, you will select a project on which to work during the course. The course tutor will be happy to help with project selection and scope. In addition to the contact hours on webinars, you will also work in a team on the small-scope project. Project mentoring is provided by the tutor. Within one month of the final module, you will present your team project for certification.

The webinars are hosted on the secure Lean Ireland Teams learning platform.

4. What topics will be covered?

Module	Content
S05 E01 <i>Introduction & Define</i> 4 hrs	Introduction YB course curriculum & objectives, certification process, introduction to Six Sigma & DMAIC A3 problem solving Define phase: Problem statement, customer satisfaction and critical to quality issues, the 7 wastes, gemba visits, team leader role, team selection & team member role, sponsor role, stakeholder analysis, voice of the customer, goal setting, A3 update, Assignment 1 of 2.
S05 E02 <i>Define & Measure</i> 4hrs	Define phase: Process definition, SIPOC flowchart and spaghetti mapping, A3 update. Measure phase: Data types, data collection, process performance measurement, data graphing: run charts, Pareto charts, histograms, A3 update.
S05 E03 <i>Analyse & Improve</i> 4hrs	Analyse phase: Assignment review, 5 whys, cause and effect analysis, A3 update. Improve phase: Developing an improvement schedule, 5S workplace management, quick changeover (SMED), A3 update. Assignment 2 of 2.
S05 E04 <i>Improve & Control</i> 4 hrs	Improve & Control phase: Error proofing, standard work, piloting improvements, training personnel and updating procedures, charts and guidelines, certification process, A3 update.
<i>Certification review</i>	Project A3 review, celebrating success, review & close.

All webinars are 4 hours in length, with short breaks at regular intervals. To facilitate learning-by-doing on projects, the modules are scheduled two per week over two weeks (or one per week, over four weeks).

Participants are encouraged to use the online forum on the secure Lean Ireland Teams portal, to share A3 problems, process issues, application of techniques and discuss potential solutions.

5. Certification standard and process

The course curriculum is based on the following ISO standard:

- ISO 13053-1 Quantitative methods in process improvement – Six Sigma – Part 1: DMAIC methodology

Certification is achieved through full attendance at the course and completion and presentation of a project of the required standard.

The certifying project is formally evaluated by a Lean Ireland certified lean six sigma black belt. The certificate is awarded by Lean Ireland. Candidates who meet the required standard will certify as Lean Six Sigma Yellow Belts.

6. Who is this course for?

The certified lean six sigma yellow belt online course is suitable for all personnel (e.g. directors, managers, supervisors, administrators, engineers, analysts, doctors, nurses, porters, planners, product builders, buyers, plasterers, tool makers) who will be taking part in process improvement in the organization. Over time all personnel in the organisation will undergo YB training and participate in a team based continuous improvement project.

7. Where can I find out more?

Please contact Bernie Rushe at Lean Ireland,
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8. Tailor your CLSSYB course

If you would like to customise a course specially for your organisation, this can be easily arranged. Also, the YB course can be hosted on any other suitable platform of your choice. Please contact us to discuss your needs.