



Address: Galway Technology Centre, Mervue Business Park, Galway  
Telephone: +353 91 870708, mob. +353 87 2837810, e-mail: [info@leanireland.ie](mailto:info@leanireland.ie), web site: [www.leanireland.ie](http://www.leanireland.ie)

Course ID: S14

## **CERTIFIED LEAN YELLOW BELT**

**Online course: 4 modules x 4 hours each, with assignment & project**

### **1. What is this course about?**

The Toyota 8-step problem solving process is highly interactive and collaborative in nature. The objective is to enable the problem solver and team to 'find a problem, solve a problem and prevent a problem from coming back'. The 8 steps are written up or drawn on an A3 size sheet of paper. This encourages brevity and facilitates sharing of information among all stakeholders.

During this four-module online lean course, you will follow a series of facilitated live webinars, complete assignments, and learn how to use appropriate lean tools to resolve process issues on a small-scope A3 project. Your knowledge builds in a step wise fashion and you will be supported and encouraged throughout your learning journey.

This course is designed to enable all participants, regardless of sector or previous education, to certify as a Lean Yellow Belt (CLYB).

### **2. What will you achieve?**

Upon completion of the CLYB 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 8-step 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 Yellow Belt certificate.

### **3. How will I 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 webinars recordings 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.

#### 4. What topics will be covered?

Module	Content (4 hours per module)
<b>S14 E01</b> <b>Introductions</b> <b>Step 1 - Clarify the problem</b> <b>Step 2 - Breakdown the problem</b>	Introductions, lean principles & A3 problem solving, the 7 wastes, 8-step problem solving and A3 example. Why am I looking at this problem? What is the problem? Who is interested in the problem? What benefit does solving this problem have for me? How does it help to address the goals of the business? What is the scope of the problem? Crafting a problem statement What data do I have? What are the component parts of this problem? How much will I address at this point? Gemba visit, spaghetti mapping, Review of A3 projects
<b>S14 E02</b> <b>Step 2 - Breakdown the problem</b> <b>Step 3 - Set target</b>	SIPOC charting Run charts - data patterns, variation, trends and cycling Histograms – data shape and location Pareto charts – separating the significant few from the trivial many What outcome do I want? Using the data, set SMART goals.
<b>S14 E03</b> <b>Step 4: Analyse the Root Cause</b>  <b>Step 5: Develop Countermeasures</b>	Why is this problem happening? Clarify the root cause. Consider as many potential cause factors as possible. Fishbone analysis, 5 Whys. What will fix this problem? 5S workplace organisation, Error proofing, quick changeover (single minute exchange of dies (SMED)) Review of A3 projects. Assignment for self-checking learning
<b>S14 E04</b> <b>Step 6: Pick a Countermeasure and implement</b>  <b>Step 7: Monitor Results &amp; Processes</b>  <b>Step 8: Standardize &amp; Share Success</b>	List as many potential countermeasures as possible. What is the best fix? Develop a detailed action plan. Implement one countermeasure at a time. Is the fix successful? Monitor progress and report findings to stakeholders. Who needs to be trained? What standards & procedures need updating? Will the fix work elsewhere? Document the new process and set as new standard. Start the next Improvement! Assignment review.
<b>A3 certification review</b>	Assessment by A3 project sponsors and Lean Ireland certified lean black belt. Celebrate and reward the team.

The course will take place over 4 webinars, each of 4 hours duration. Total contact hours = 16 hours. Within one month of the final module, candidates present their team projects for certification.

Before the course starts, you will select a project on which to work during the online course. The course tutor will be happy to help with project selection and scope.

Candidates will use the secure online forum, to share A3 problems, process issues, application of techniques and discuss potential solutions.

## **5. Certification standard and process**

Certification is achieved through completion of assignments, which are spaced evenly throughout the course, and presentation of a project of the required standard.

The course curriculum is based on the following ISO standards:

- *ISO 14085 Quantitative methods in process improvement — Six Sigma — Competencies for key personnel and their organizations in relation to Six Sigma and Lean implementation*
- *ISO 13053-1 Quantitative methods in process improvement — Six Sigma — Part 1: DMAIC methodology*

Assignments and the certifying project are 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 Yellow Belts.

## **6. Who is this course for?**

The CLYB 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 CLYB training and participate in a team based continuous improvement project.

## **7. Can this course be tailored for your organisation?**

If you would like to customise a course specially for your organisation, this can be easily arranged. Please contact us to discuss your needs.

## **8. Where can you find out more?**

Please contact Bernie Rushe at Lean Ireland,  
Galway Technology Centre, Mervue Business Park, Galway  
Telephone: +353 91 870708, mob. +353 87 2837810,  
e-mail: [info@leanireland.ie](mailto:info@leanireland.ie), web site: [www.leanireland.ie](http://www.leanireland.ie)