

Following is a brief description of 24 modules that can be drawn from depending on the needs of the organisation. R-PDCA refers to Recognize (project / initiative identification and prioritization), Plan, Do, Check, Act cycle. P=Primary; S=Secondary

Module number	Module	Description	Duration	R	P	D	C	A
1	PDCA Model	In this course, participants will learn how to use the Plan, Do, Check, Act (PDCA) Model for process improvement.	32 min	S	P	S	S	S
2	Recognize Phase	In this course, participants will learn to recognize, prioritize and select process improvement opportunities.	1 hr	P				
3	A3 Storyboards	In this course, participants will learn what a Storyboard is and when to use it. They will review each element of a typical Storyboard and learn how to populate each.	55 min		P	S	S	S
4	Planning Worksheets	In this course, participants will learn the value of Planning Worksheets and how to complete a Worksheet effectively.	1 hr 28 min		P	S	S	S
5	Event/Effort planning	In this course, participants will learn to effectively prepare for a Lean Event or Rapid Improvement Effort.	30 min		P			
6	Communication Plan	The course prepares participants to compile and execute an effective communication plan, taking into account different stakeholders and their needs.	45 min		P	S	S	S
7	Stakeholder Analysis	In this course, participants will learn how to identify, prioritize, analyze and proactively manage key stakeholders.	1 hr 15 min		P	S	S	S
8	Teams and Teamwork	In this course, participants will learn to create and support an effective Lean Event or Rapid Improvement Effort team.	1 hr 31 min		P	S	S	S
9	Lean Metrics	In this course, participants will learn to calculate process Flow, Quality, Cost and Employee Satisfaction metrics.	36 min		P	S	S	S
10	Team Presentation and Management Review	In this course participants will learn to prepare for and deliver an effective management review presentation.	1 hr		P	S		S
11	Root Cause Analysis	In this course, participants will learn how to use root causes analysis to identify the root cause of a problem.	1 hr 48 min			P		
12	Standard Work	This course introduces the participants to the principles and elements of standard work. It creates awareness of the importance of good quality documentation that is supporting the process and training rather than a	1 hr			P		S

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		document that is stored or never used						
13	Visual Workplace	The course introduces participants to the concept of a Visual Workplace.	1 hr 10 min			P		
14	5S – foundation for applying lean Principles	The course explains the rationale of using 5S as the foundation for Lean initiatives and guides the participants through the steps to implement 5S.	1 hr			P		
15	Continuous Flow	In this course, participants will learn the fundamentals of Continuous Flow along with tools to ensure Flow.	1 hr 8 min			P		
16	Quick Changeover	This course provides the participant with the skills to improve changeovers in his / her environment by eliminating wasteful steps and changing other activities so that they can be done while the resource is still producing product / jobs.	50 min			P		
17	Mistake Proofing	In this course, participants will learn to use Mistake Proofing as a tool to prevent errors from occurring in a process.	1 hr			P		
18	Layout for Flow	In this course, participants will basic guidelines to improve workplace layout to enable Flow.	36 min			P		
19	Work Simplification	In this course, participants will learn techniques to simplify a complex process.	30 min			P		
20	Value Stream Mapping	In this course, participants will learn to map a Value Stream, identify waste and prepare a plan to eliminate waste.	3 hours			P		
21	Other PDCA tools	In this course, participants will learn other PDCA tools to analyze problems and check results of solutions. The course can be delivered as a single unit or be broken up and delivered in individual tool segments to meet specific needs.	3 hrs 30 min			S	P	S
22	Pilot	In this course, participants will learn the value of executing an effective Pilot to test solutions that are intended to yield process improvements.	1 hr			P		

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23	Check Phase	In this course, participants will review elements of a Data Collection Plan and then learn how to evaluate the effectiveness of an improvement through analysis of process stability and capability using control charts. Participants will also learn the key elements of an effective full scale implementation plan.	1 hr				P	
24	Act Phase	The course explains all the aspects with regards to the ACT Phase for a Lean Event or a Rapid Improvement Effort. Various tools are discussed to assist the participant for the successful completion of an improvement activity.	1 hr					P