

## Immediate Impact Series - Yellow Belt

### Trying to solve problems in your business?

The Immediate Impact Series - Yellow Belt training shows participants the fundamentals of CI and works the class through Lean tools to scope and start a project to be completed after training.

Participants will apply the tools learned in class to an actual problem in the workplace. This will allow them to break down the problem during class and get guidance toward the root cause.

**Participants will start a project in class they complete after the class ends.**

### Six Sigma Yellow Belt

This 16 hour course gives people the tools needed to follow the Six Sigma DMAIC Methodology to solve problems they encounter. Tools covered include 5S and flow, standard work, Gemba boards, and communication using A3 to manage the project.

Participants will be able to follow the A3 methodology of executing projects to completion upon finishing this course. They will know how Lean and Six Sigma tools work together, and what tools to use in a given situation. Incorporate Lean thinking using the Paul Akers approach with 2 Second Lean, making a difference every day.

### Course Format

The format is flexible depending on the needs of the organization. Training topics meet the group where they are and apply the learning needed to be successful with their issue.

### Goals of this class

Participants can complete projects within their span of control:

- 5S tools and supplies
- Return equipment to “like-new” standards
- Apply Standard Work to the operation

## Agenda for Yellow Belt

| Week | Topic                                                                                          |
|------|------------------------------------------------------------------------------------------------|
| 1    | DMAIC and PDCA Overview   A3 and SIPOC   Mind Maps   Problem Statement and Objective           |
| 2    | Collecting and analyzing data using pivot tables and charts<br>DiSC Personality Profile survey |
| 3    | Root Cause   5 Whys and Cause Mapping   Fishbone Diagrams   Lean Tools - 5S and Standard Work  |
| 4    | Lean Tools   5 Minute Meetings and Gemba Boards   Setup Reduction   Project Planning           |

### Notes:

- 2 sessions each day with AM and PM cohorts
- Homework is expected, to continue working in the areas outside of class
- Adding additional coaching time helps projects get completed on time

## FAQ

### 1) What do people learn in Yellow Belt training?

*Your employees will learn CI principles and approach using teams.*

- A Continuous Improvement mindset; thinking Lean every day
- Team skills; learning to communicate effectively and succeed as a team
- How to implement improvements within their own span of control

### 2) What does the Yellow Belt training equip my people to do?

*Participants are equipped to complete projects within their span of control:*

- 5S tools and supplies
- Return equipment to "like-new" standards
- Apply Standard Work to the operation

*They can execute projects within their span of control and support larger efforts.*

### 3) What's the difference between 8 and 16 hours of training?

*It depends on your goals and if the participants will be practitioners or supporting larger efforts.*

- **8 hours** - "Here is the info and a chance to practice as a group in class" or
- **16 hours** - "Plus the addition of a project and homework between sessions"

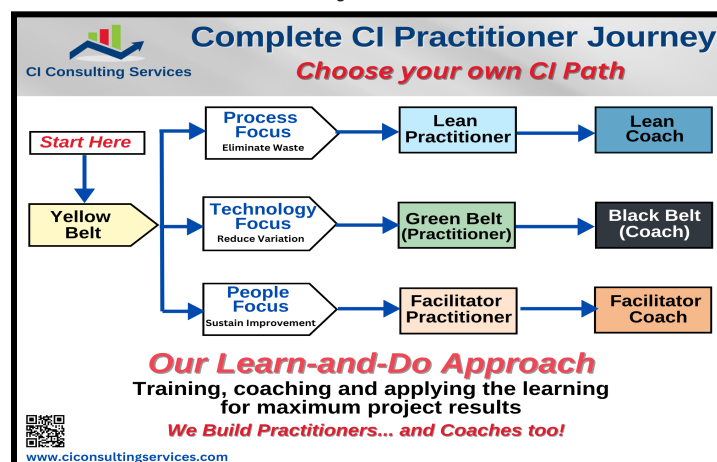
*16 hours per cohort is best for creating practitioners as they walk through their own problem analysis for training ROI.*

### 4) Why split my people up into 2 cohorts?

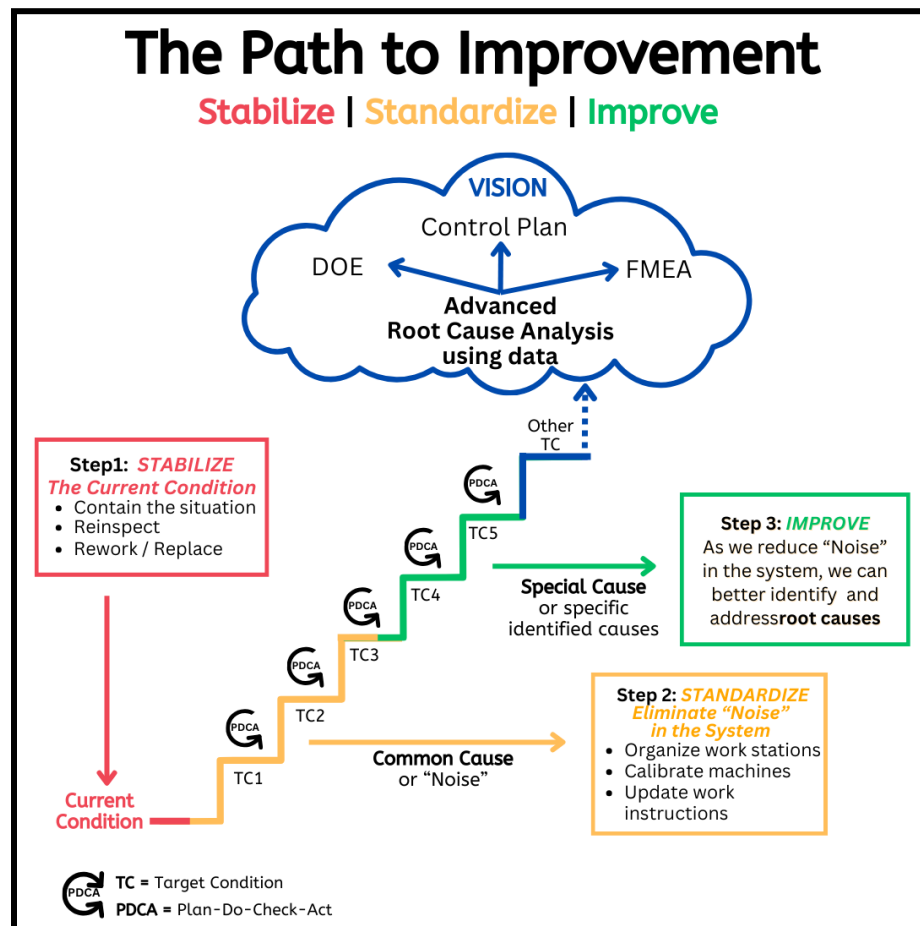
*We recommend no more than 4 hours of training per cohort at a time.*

- 4-hour weekly sessions provide time to do their jobs as they work on projects in their areas.
- Teams help keep each other accountable for moving the projects along.

***The real ROI comes from developing practitioners and teams who think Lean daily, within a month's time.***



**Table 1: The Complete Practitioner Journey**



**Table 2 : The Path to Improvement shows the journey to sustainable results with teams**

Organizations start down to the path of improvement when they're unhappy with operations and results. Depending on where they're starting from, some companies start at **Stabilize**, in which they work to "stop the bleeding," or "noise," and get out of the current crisis.

Others begin the journey at **Standardize**, to reduce the variability, or noise, in the system and build a foundation of improvement. As the organization progresses, real root causes start to become apparent.

Teams working together with a "We" over "Me" mindset are the basis of building sustainable organizational performance by creating a culture of daily improvement featuring working people together mindfully.

Since processes are documented and controlled, companies can build on the foundation of culture the organization to truly **Improve** its understanding and execution of processes and teams, which drives sustainable results.

Yellow Belt training gives people a good understanding of the steps to improvement and equips them to complete projects within their span of control that help standardize the process. Yellow Belts often participate in larger efforts as subject matter experts who support CI goals.

*The goal is to thoroughly understand the processes and specifications that bring value to the organization and carefully control processes and procedures to ensure the desired results and then sustain those results with teams.*