**Lean Enterprise Certification Program – Agenda – Trainer: Bill Nicholson**

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| **#** | **Description** | **Time** | **Location** | **Date** | **Reading Assignment***(to be completed prior to session)* |
| Lean Production Simplified | Gemba Kaizen | Lean Thinking | Learning to See |
| 1 | **Principles of Lean Manufacturing**Lean Overview with live simulation | 8 hours | Proven Graphics - Kal | 11/9/16 |  |  |  |  |
| 2 | **Workplace Organization (5S) / Point of Use / Visual Controls**1. Binder Overview
2. Reading Assignment Review
3. Classroom Discussion
4. Mini-Kaizen Event – 5S
 | 4 hours classroom4 hours kaizen | FVCC | 11/29/16 | Chapter: 1 & 2Pages: 29-39 (2nd Edition)Pages: \_\_\_\_\_ (3rd Edition) | Chapter: 1 & 2 |  |  |
| 3 | **Standardized Operations**1. Quiz #1
2. Reading Assignment Review
3. Classroom Discussion
4. Team Exercise: Std. Ops Problem
 | 8 hours | FVCC | 12/6/16 | Chapter: 4 | Chapter: 4-6 |  |  |
| 4 | **Total Productive Maintenance / Setup Reduction / Batch Reduction**1. Quiz #2
2. Reading Assignment Review
3. Classroom Discussion
4. Team Exercise - optional
5. Min-Kaizen Event – Setup Reduction
 | 8 hours | FVCC | 12/13/16 | Pages: 39-48, 115-119(2nd Edition)Pages: 53-61,154-16 (3rd Edition) | Chapter: 7 & 8 | Chapter: 1-5 |  |
| 5 | **Pull Systems / Cellular Manufacturing / Layout / Level Loading**1. Quiz #3
2. Reading Assignment Review
3. Classroom Discussion
4. Team Exercise – optional
5. VSM Assignment – Teams
 | 8 hours | FVCC | 12/20/16 | Chapter: 5 | Chapter: 11 & 12 | Chapter: 6 |  |
| 6 | **Value Stream Mapping** 1. Quiz #4
2. Reading Assignment Review
3. Classroom Discussion
4. Mini-Kaizen Event – VSM Assignment
 | 4 hours classroom4 hours kaizen | FVCC | 1/10/16 | Pages: 87-91(2nd Edition)Pages: \_\_\_\_\_ (3rd Edition) | Chapter: 3 | Pages: 125-127, 133-150 | Entire Book |
| **#** | **Description** | **Time** | **Location** | **Date** | **Reading Assignment**(to be completed prior to session) |
| Lean Production Simplified | Gemba Kaizen | Lean Thinking | Learning to See |
| 7 | **Problem Solving / Mistake Proofing / Teams**1. Quiz #5
2. VSM Report Outs
3. Reading Assignment Review
4. Classroom Discussion
	1. Pull “Kaizen Events” in if time allowing
 | 8 hours | FVCC | 1/17/16 | Chapter: 6Pages: 107-115(2nd Edition)Pages: \_\_\_\_\_ (3rd Edition) | Chapter: 13Pages: 89-90 | Pages: 180-182, 201-252 |  |
| 8 | **Lean Leadership / Policy Deployment / A3 / Kaizen Events / Review**1. Quiz #6
2. Reading Assignment Review
3. Classroom Discussion
4. Practice Exam #1
5. Practice Exam Discussion
6. Formula Sheet
7. Formula Take home quiz
8. Bronze Review – 60 questions – homework
 | 8 hours | FVCC | 1/24/16 | Chapter: 8 & 9 | Chapter: 9 & 10 | Pages: 266-267, 304-340 |  |
| 9 | **Review / Practice Exam 2**1. Review Take home quiz
2. Review Bronze 60 questions
3. Review Sessions 1 – 8
4. Lean Bronze Review
5. Practice Exam #2
6. Review Practice Exam
7. Test Taking Strategies
 | 8 hours | FVCC | 1/31/17 | Review |
| 10 | **SME Exam**1. 170 questions – multiple choice
2. Takt Time = 1 minute
 | 3 hours | FVCC | 2/7/16 | Exam |

**Lean Enterprise Certification Program – Books (Participants to purchase on their own)**

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| * Lean Production Simplified by Pascal Dennis
* Gemba Kaizen by Masaaki Imai
 | * Learning to See by Mike Rother & John Shook
* Lean Thinking by James Womack & Daniel Jones
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