**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 classroom  4 hours kaizen | FVCC | 11/29/16 | Chapter: 1 & 2  Pages: 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 classroom  4 hours kaizen | FVCC | 1/10/16 | Pages: 87-91  (2nd Edition)  Pages: \_\_\_\_\_  (3rd Edition) | Chapter: 3 | Pages: 125-127, 133-150 | Entire Book |
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| 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: 6  Pages: 107-115  (2nd Edition)  Pages: \_\_\_\_\_  (3rd Edition) | Chapter: 13  Pages: 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 |