

## Center for Excellence in Lean Enterprise (CELE)



### Lean Certification Program

#### How the Program Works

Commitment Level: Prior to acceptance into the Certification Program, your organization must agree to sponsor your efforts. Sponsorship includes times, funds, and a Value Stream to which you can apply the principles and measure improvements so you can start creating a Continuous Improvement culture.

#### How the Program is Structured

This program is specifically designed to teach you about the tools and the Lean implementation model. In each workshop, you will be required to update your Value Stream by providing current and future state maps, action plans for implementation, documentation of improvements implemented, a key measure review, and problems encountered since the last session.

You will learn and gain experience from your implementation as well as those of your classmates. Classroom presentations, Value Stream updates, key measures reviews, and execution/review of countermeasures will broaden your learning experience throughout the entire program.

#### Advocate Certification

Description: Trained and certified in general Lean skills; kaizen team member; Lean contributor

##### The training modules include:

- Lean Overview
- Value Stream Mapping
- Waste Spotter's
- Workplace Organization (5S) & Visual Controls
- Lean Leader Roles/Responsibilities
- Problem Solving & Root Cause Analysis
- Impact of Lean on Culture

##### Certification requirements include:

- Create Current State Value Stream Map
- Create Future State Value Stream Map
- Create Value Stream Map Plan
- Submit final report

The Value Stream Map project must be approved by both the organization's management, as well as RIT. Participants will present progress reports during the training period. Successful completion of this program will result in a Lean Advocate Certification.

## **Center for Excellence in Lean Enterprise (CELE) Lean Certification Program**

### **Agent Certification**

Description: Trained and certified in basic Lean and soft skills; a user of Lean tools; co-lead kaizens; projects more on a local or department level.

#### **The training modules include:**

- Kaizen
- Standard Work
- Line Design
- Mistake Proofing
- *Lean Leadership: Leading Lean Teams*
  - Team Meetings
  - Communicating Vision
  - Resolving team conflict

#### **Certification requirements include:**

- Implement kaizen improvement from Value Stream Map Plan created in Advocate program
  - Must complete kaizen standard work: Area Profile, Target Sheet, and Newspaper
- Submit final report

The kaizen project must be approved by both the organization's management, as well as RIT. Participants will present progress reports during the training period. Successful completion of this program will result in a Lean Agent Certification.

## **Center for Excellence in Lean Enterprise (CELE) Lean Certification Program**

### **Leader Certification**

Description: Trained and certified in Lean and soft skills; advanced user of Lean tools; assigned to breakthrough and inter-organizational projects; lead kaizen events; expected to produce predefined business and customer results; a respected member of the organization

#### **The training modules include:**

- Kanban & Supermarkets
- Total Productive Maintenance (TPM)
- Setup Reduction (SMED)
- *Lean Leadership: Learning from kaizen experience*
  - Cascading Organization-wide learning
  - System to retain lessons learned

#### **Certification requirements include:**

- Implement another kaizen improvement from Value Stream Map Plan from previous program
  - Must complete kaizen standard work: Area Profile, Target Sheet, and Newspaper
- Submit final report

The kaizen project must be approved by both the organization's management, as well as RIT. Participants will present progress reports during the training period. Successful completion of this program will result in a Lean Leader Certification.

The certification training is designed to meet the needs for a variety of companies or can be tailored to meet your organization's specific circumstances and taught on-site. Additional training is available in both a public setting (on RIT campus) or company specific/customized format.

**Center for Excellence in Lean Enterprise (CELE)  
Lean Certification Program – Fall 2009**

<b>Certification</b>	<b>Training Modules</b>	<b>Day</b>	<b>Date</b>
<b>Advocate</b>	Lean Overview	1	9/15/09
	Value Stream Mapping (VSM)		
	Waste Spotter's Analysis		
	Homework: Value Stream Map	HW	
	Review VSM & Work Plan	2	9/22/09
	Lean Leader's Roles/Responsibilities		
	5S & Visual Controls		
	Homework: VSM & Work Plan	HW	
	Problem Solving & Root Cause Analysis	3	9/29/09
	Homework: Complete VSM & Work Plan	HW	
	Impact of Lean on Culture	4	10/13/09
	<i>Present final VSM report</i>		
<b>Agent</b>	Kaizen	5	10/27/09
	Standard Work		
	<i>Lean Leadership: Leading Lean Teams</i>		
	<i>Select Kaizen &amp; prepare Kaizen documentation</i>		
	Homework: Complete Kaizen event	HW	
	Line Design	6	11/10/09
	Mistake Proofing		
	<i>Present final Kaizen report</i>		
<b>Leader</b>	Total Productive Maintenance (TPM)	7	12/1/09
	Setup Reduction (SMED)		
	<i>Select Kaizen &amp; prepare Kaizen documentation</i>		
	Homework: Complete Kaizen event	HW	
	Kanban & Supermarkets	8	12/15/09
	<i>Lean Leadership: Learning from Kaizen experience</i>		
	<i>Present final Kaizen report</i>		