



# Lean Manufacturing Training Registration Form

## 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 time, 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 Lean implementation model and lean tools that will assist your organization. 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.

The certification training is designed to meet the needs of 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 the RIT campus) and company specific/customized format.

| Certification   | Training Modules  | Day   | Date          |               |
|---|---|---|---------------|---------------|
| <b>Advocate</b><br><b>Description:</b> Trained and certified in general Lean skills; kaizen team member; Lean contributor   | Lean Overview   | 1   | Jan. 12, 2010 |               |
|   | Stream Mapping (VSM)  |   |               |               |
|   | Waste Spotter's Analysis  |   |               |               |
|   | Assignment: Value Stream Map Assignment   |   |               |               |
|   | <b>Agent</b><br><b>Prerequisite:</b> Advocate Certification<br><b>Description:</b> 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   | Review VSM & Work Plan                          | 2             | Jan. 19, 2010 |
|   |   | Lean Leader's Roles/Responsibilities            |               |               |
|   |   | 5S & Visual Controls                            |               |               |
|   |   | Assignment: VSM & Work Plan Assignment          |               |               |
|   | <b>Leader</b><br><b>Prerequisites:</b> Advocate and Agent Certification<br><b>Description:</b> 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 | Problem Solving & Root Cause Analysis           | 3             | Jan. 26, 2010 |
|   |   | Assignment: Complete VSM & Work Plan Assignment |               |               |
| Impact of Lean on Culture   |   | 4   | Feb. 9, 2010  |               |
| <i>Present final VSM report</i>   |   |   |               |               |
| <b>Agent</b><br><b>Prerequisite:</b> Advocate Certification<br><b>Description:</b> 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   | Kaizen  | 5   | Feb. 16, 2010 |               |
|   | Standard Work   |   |               |               |
|   | <i>Lean Leadership: Leading Lean Teams</i>  |   |               |               |
|   | <i>Select kaizen &amp; prepare kaizen documentation</i>   |   |               |               |
|   | Assignment: Complete kaizen event Assignment  | 6   | Mar. 2, 2010  |               |
|   | Line Design   |   |               |               |
| <b>Leader</b><br><b>Prerequisites:</b> Advocate and Agent Certification<br><b>Description:</b> 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 | Mistake Proofing  | 7   | Mar. 16, 2010 |               |
|   | <i>Present final Kaizen report</i>  |   |               |               |
|   | Total Productive Maintenance (TPM)  | 8   | Mar. 30, 2010 |               |
|   | Setup Reduction (SMED)  |   |               |               |
|   | <i>Select kaizen &amp; prepare kaizen documentation</i>   |   |               |               |
|   | Assignment: Complete kaizen event Assignment  |   |               |               |
| <b>Leader</b><br><b>Prerequisites:</b> Advocate and Agent Certification<br><b>Description:</b> 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 | Kanban & Supermarkets   | 8   | Mar. 30, 2010 |               |
|   | <i>Lean Leadership: Learning from kaizen experience</i>   |   |               |               |
|   | <i>Present final Kaizen report</i>  |   |               |               |

### YOUR INFORMATION:

|   |  |                             |                                 |
|---|--|-----------------------------|---------------------------------|
| Name  |  | Today's Date                |                                 |
| Title   |  | Company Name                |                                 |
| Address   |  | City/State/Zip              |                                 |
| Phone   |  | E-Mail Address              |                                 |
| Please indicate any special dietary requirements. |  | <b>SPONSOR INFORMATION:</b> |                                 |
|   |  |                             | Management Sponsor Name & Phone |

*How did you learn of this offering? Please circle all that apply.*

CIMS-CELE web site    past participant    newspaper ad/article    trade publication    word of mouth

Mail or fax completed form with payment to: Grant Osman, Partnership Development Mgr. 585-475-6235 [gmoasp@rit.edu](mailto:gmoasp@rit.edu) RIT  
 — Center for Integrated Manufacturing Studies • 111 Lomb Memorial Drive • Rochester, NY 14623 • fax: 585.475.5250



# Lean Manufacturing Training Payment Method Form

## Payment Information

This sheet is to be filled out and faxed with payment directly to the RIT Finance Department at 585-475-5307 indicating that you will be attending the following Lean Certification sessions at the Center for Integrated Manufacturing Studies (select the level you will be attending):

- Advocate Level Cost: \$1,250
- Agent Level Cost: \$2,100 (includes Advocate)
- Leader Level Cost: \$2,700 (includes Advocate & Agent)

**Payments** may be made by check or credit card, and must be submitted at the time of registration.

**Refunds** will be issued for cancellations received and confirmed at least 10 business days prior to the program date. No refunds will be issued for cancellations received after that time.

### FORM OF PAYMENT — SELECT ONE:

- Check (made payable to RIT)
- MC # \_\_\_\_\_ Exp \_\_\_\_\_
- Visa # \_\_\_\_\_ Exp \_\_\_\_\_

\_\_\_\_\_  
Name as it appears on credit card

|         |  |                |  |
|---------|--|----------------|--|
| Name    |  | Today's Date   |  |
| Title   |  | Company Name   |  |
| Address |  | City/State/Zip |  |
| Phone   |  | E-Mail Address |  |