



BUSINESS SIX SIGMA GREEN BELT

6-Day Programme ~ commences July 12th 2010 ~ Leamington Spa



PROGRAMME CONTENT

This 6-day modular programme is specifically designed for Green Belts who will be running transactional projects within business functions.

Following the DMAIC structure, the training focuses on the tools that are appropriate for business-based improvement activities.

Minitab is introduced, along with user-friendly sessions in data collection & statistics. Business project examples are used throughout. Full certification path included.

TRAINING FORMAT

Experienced Six Sigma trainers and professional Human Resources specialists will deliver six days of training that is structured to be interactive and participative with practical exercises to develop delegates' skills.

ACCREDITATION PROCESS

Smallpeice offer an Accreditation process for Business Green Belt trainees, which incorporates undertaking a multi-choice examination.

PROGRAMME FEES

£1,950+VAT, includes:

- All materials, plus lunches & refreshments
- Accreditation process

PROGRAMME OBJECTIVES

Experienced Six Sigma trainers will deliver ten days of training that is structured to be interactive and participative with practical exercises to help delegates to quickly develop their skills to:

- Lead projects that deliver tangible organisational benefits
- Be familiar and confident with the key tools and techniques of Six Sigma and understand how to use them within day-to-day activities
- Be effective team members on any Six Sigma or improvement project team

PROGRAMME CONTENT

July 12	July 13	July 14
<p>Introduction to Six Sigma</p> <ul style="list-style-type: none"> • Goals • Six Sigma methodology • DMAIC roadmap • Roles & responsibilities <p>Problem Definition</p> <ul style="list-style-type: none"> • Project selection & scoping • Problem statement evolution • Understanding the Voice of the Customer • High-level process mapping (SIPOC) • Project charter 	<p>Essentials of Six Sigma Project Management</p> <ul style="list-style-type: none"> • Effective project planning • Building an effective team • Identifying & managing key stakeholders • Communication planning <p>Identifying sources of variation</p> <ul style="list-style-type: none"> • Process mapping techniques • Cause & effect matrix • 5 Why 	<p>Data Collection</p> <ul style="list-style-type: none"> • Understanding variation • Prioritising what to measure • Data collection tools • Measurement system variation • Operational definitions • Attribute agreement analysis <p>Describing Data</p> <ul style="list-style-type: none"> • Introduction to basic statistics • Measures of location & variation • Communicating statistics to a non-technical audience
August 2	August 3	August 4
<p>Process Analysis Tools</p> <ul style="list-style-type: none"> • FMEA • Understanding value & waste <p>Data Analysis Tools</p> <ul style="list-style-type: none"> • What shape is the data: histograms & normality • Is my process stable ? <ul style="list-style-type: none"> – Run charts / control charts • How good is my process ? <ul style="list-style-type: none"> – Process capability metrics • Stratifying data: box plots • Can I see relationships ? <ul style="list-style-type: none"> – Scatterplots & correlation • Analysis of count data <ul style="list-style-type: none"> – Pareto & run charts 	<p>Introduction to Hypothesis Testing</p> <ul style="list-style-type: none"> • Forming a hypothesis from graphical analysis • Hypothesis statements • Confidence intervals • Relationship between sample size & risk • Test for variance: means & proportion <p>The Improvement Strategy</p> <ul style="list-style-type: none"> • Facilitating team creativity • Idea generation techniques • Solution evaluation • Piloting & solution introduction 	<p>Implementation Planning</p> <ul style="list-style-type: none"> • Implementing the solution • Control planning • Project handover <p>Control Mechanisms</p> <ul style="list-style-type: none"> • Mistake proofing • Visual management • Control charts <p>Documentation & Translation</p> <p>Revision Session</p> <p>Accreditation Part 1:</p> <ul style="list-style-type: none"> • Multi-Choice Examination