Smallpeice Enterprises
a division of GP Strategies Limited

Lean Six Sigma
Green Belt

Virtual or Onsite Delivery

Open Enrolment Calendar

Fully Accredited

train@smallpeice.com

Introduction

Implementing Lean Six Sigma is the proven strategy to achieve process excellence and optimise customer satisfaction. The focus on delivering improvement projects results in quantifiable benefits and drives positive culture change in the way companies and teams operate.

The **Green Belt** training programme provides a bespoke toolkit to tackle process-based problems by identifying, analysing and eradicating the root causes of errors and variations. Structured problem solving and statistical techniques are blended with change and project management skills to develop high performing and confident business improvement teams and leaders.

2023 programmes include:

- Open enrolment calendar with choice of virtual training dates.
- In-company programmes for group training at your company site.
- Interactive delivery style with case study team exercises to bring alive the technical content and showcase applications to transactional projects.
- Extensive course materials hub including user-friendly Lean Six Sigma toolkit; consolidation learning via supplementary e-learning modules; dozens of templates and proformas ready to use for your project.
- Industry recognised accreditation standards via Smallpeice or our external partnership with the British Quality Foundation.
- Optional add-on coaching packages to guide and fast-track you through your project.

Excel based (with Minitab as an optional add-on):

At Green Belt level, all of the data analysis and graphical presentation can be easily achieved using Excel. This makes the training programme very inclusive for companies who have not invested in Minitab licenses. But for those who have Minitab available – the optional add-on module will ensure you can use the software as the alternative to Excel.

For bookings & enquiries
email train@smallpeice.com
Tel +44 (0)1926 336423 • www.smallpeice.com

Live sessions via MS Teams

DEFINE

e-Learning (30 mins)
- Intro to Programme & Lean Six Sigma
- Overview of the Define Phase
- How to Select Your Project

SESSION 1: 8.30am – 4.30pm

THE DEFINE PHASE
- Writing problem statements
- Setting the project objectives
- Scoping the project
- Mapping the high level process – SIPOC mapping
- Linking the problem to the voice of the customer
- Defining critical to quality characteristics
- Drawing up the project charter

SESSION 2: 8.30am – 12.30pm

MANAGING CHANGE & ENGAGING STAKEHOLDERS
- Analysing enablers/barriers using force field analysis
- Building the business case
- Identifying and engaging key stakeholders & sponsors
- Influencing skills & dealing with initial resistance to change
- Leading a project team
- Developing the project plan

MEASURE

e-Learning (30 mins)
- Overview of the Measure Phase
- Identifying Waste
- Process Mapping

e-Learning (60 mins)
- Using Fishbone Diagram
- Basic Statistics: Describing Data

e-Learning (60 mins)
- Intro to statistical process control
- Process Capability

SESSION 3: 8.30am – 12.30pm

UNDERSTANDING THE CURRENT STATE PROCESS
- Detail process mapping tools overview
- The role of process mapping in DMAIC projects
- Process flow & sequence charting techniques
- Identifying Value and Non Value Add activity and identifying quick wins

SESSION 4: 8.30am – 4.30pm

DATA COLLECTION PLANNING & STATISTICS
- Selecting what to measure
- Key considerations for data collection planning
- Deciding how to collect the data: an introduction to sampling techniques
- Using operational definitions for data collection
- Introduction to basic statistics

SESSION 5: 8.30am – 4.30pm

PROCESS CAPABILITY & PROCESS CONTROL
- Assessing process control
- Use of control charts
- Understanding & calculating process capability for continuous and attribute data
- Selecting appropriate capability metrics & indices

ANALYSE

e-Learning (1 hr 45 mins mins)
- Overview of Analyse
- Root Cause Analysis
- Graphical Analysis

SESSION 6: 8.30am – 4.30pm

ANALYSE PHASE
- Verifying the root cause
- Structured data analysis
- Links to the cause and effect
- 5 Why problem solving
- Stratifying the data (box plots)
- Significance testing
- Tips for presenting the analysis

IMPROVE

e-Learning (1 hr 45 mins mins)
- Overview of the Improve Phase
- Process Analysis
- Pull & Flow

SESSION 7: 8.30am – 4.30pm

DEVELOPING THE IMPROVEMENT
- Generating alternative solutions
- Selecting the best solution
- Developing the future state
- Managing risk using FMEA
- Piloting & solution introduction

CONTROL

e-Learning (45 mins)
- Overview of the Control Phase
- Control Planning
- Mistake Proofing

SESSION 8: 8.30am – 12.30pm

DEVELOPING THE CONTROL PLAN
- Confirming the improvement
- Different types of process control
- Principle of mistake proofing
- Monitoring effectiveness
- Closing the project

SESSION 9: 8.30am – 12.30pm

MANAGING RESISTANCE & EMBEDDING CHANGE
- Emotional responses to change
- Rationalising resistance
- Handling conflict
- Sustaining change through the Improve & Control phases
- Facilitating handover

OPTIONAL MODULES

OPTIONAL MODULE 1: 8.30am – 4.30pm

MEASUREMENT SYSTEM ANALYSIS
- Checking the measurement system
- Understanding measurement system variation
- Gauge repeatability and reproducibility
- Gauge R&R in Excel for variables and attribute measurement systems

OPTIONAL MODULE 2: 8.30am – 4.30pm

MINITAB MASTERCLASS
- Introduction to Minitab & its use in DMAIC projects
- What does Minitab do better than Excel?
- Basic Statistics in Minitab – understanding the distribution of the data
- Conducting MSA studies with Minitab
- SPC and Capability in Minitab
- Graphical Analysis Tools in Minitab

Calendar

	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8	Session 9	Optional MSA	Optional Minitab
September course	Sep 25	Oct 3	Oct 16	Oct 18	Oct 31	Nov 13	Nov 27	Nov 28	Nov 28	Oct 30	Nov 14
November course	Nov 20	Nov 23	Dec 7	Dec 14	Jan 4	Jan 11	Jan 18	Jan 29	Feb 15	Dec 20	Jan 15

Cost

The cost per participant for the Green Belt virtual programme is £1750+VAT. This fee is fully inclusive of:
- 7 days of live training via MS Teams
- Access to materials hub
- The full accreditation process: exam plus project assessment and certification

How to Book

Training Fee

Virtual programme

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Options

Coaching Support

This can be provided via a series of 3 x 1-hour 1-to-1 sessions, delivered via MS Teams. These can be scheduled to suit the progress of your project. The cost of the coaching package is £495+VAT.

Optional Modules

The cost per participant for attending the optional modules on Minitab and Measurement System Analysis is £195+VAT per module.

Accreditation via British Quality Foundation (BQF)

The option for accreditation via the internationally recognised body of the British Quality Foundation is available for an additional fee of £250+VAT.

Booking Process

Please email Smallpeice via train@smallpeice.com with your enquiry/ requirements.

Our experienced Lean Six Sigma booking team will then send you a booking form. Following enrolment, we will onboard participants to the programme platform which will provide a detailed menu of activities and preparation.

Payment Terms

- An invoice will be issued following receipt of a confirmed booking.
- Payment is due 30 days from the invoice date.
- Payment can be made via credit card or bank transfer. Payment details can be found on the invoice.

Cancellation Terms

If you should have to cancel a registration, the following options are available:

- Send a substitute delegate at no additional charge
- Incur a cancellation fee based on the following timescales:
  - If you cancel prior to 30 working days before the course you will be charged a cancellation fee of 20% of the course fee
  - If you cancel less than 30 working days, but prior to 10 working days before the course, you will be charged a cancellation fee of 50% of the course fee
- We regret that we cannot accept cancellations that are received less than 10 working days before the course start date.
- Please confirm your cancellation in writing.

Smallpeice Enterprises reserves the right to cancel courses if necessary. Delegates will be given advance notice of any such changes. Please do not send payment with this form – an invoice will be despatched.

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