



**Smallpeice Enterprises**  
a division of GP Strategies Limited



# Lean Six Sigma **Yellow Belt Training**

Virtual Open Enrolment Classes

In-Company Group Training

Practical Problem Solving Focus

Fully Accredited

[train@smallpeice.com](mailto:train@smallpeice.com)

# Introduction

Yellow Belt is a great starting point for learning more about Lean Six Sigma. It provides a toolkit that can be immediately applied to empower teams to identify and eliminate non value-added activities within their own processes and to take a structured, data driven approach to continuous improvement in the workplace.

The Yellow Belt programme is also suitable for Managers who need to take the role of local champions and facilitators of continuous improvement activity. The course provides a practical toolkit to enable attendees to see their processes through fresh eyes and be able to immediately start to identify and implement C.I opportunities.

You can choose an open enrolment class that is delivered virtually via live MS Teams sessions, or an in-company class delivered at your company.

## The Yellow Belt Role:

A Yellow Belt is equipped with knowledge of the foundation tools and techniques of Lean and Six Sigma to enable them to lead small, everyday improvement activities and projects within their local work area.

Typical improvement projects focus on reducing process waste to make local work processes easier to do; faster; more efficient and more effective for customers. Projects typically take around six to eight weeks to deliver and start immediately after the first training session.

Yellow Belts may also participate as team members in a Green or Black Belt project and the training provides a good basic awareness of the DMAIC methodology.

“

*This was a great course! I am excited to implement Lean Six Sigma changes to my workplace, and to complete Yellow Belt accreditation.*

”

“

*The course provided an interesting view on problem finding. It was particularly beneficial in understanding the overall process of improving performance by finding and dealing with root causes.*

”



**train@smallpeice.com**  
**+44 (0)1926 336423**

# Open Enrolment Programme Live sessions via MS Teams



## Self-Study e-Learning Modules

(30 minutes)

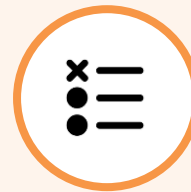
- Introduction to the programme & certification process
- What is Lean Six Sigma & introduction to Lean thinking
- The DMAIC approach



## I-Day Live Training via MS Teams

The trainer will lead the class through the key steps in: Defining a Yellow Belt project; Capturing the current state process performance; Taking a team-based approach to finding the root cause; Developing permanent preventive actions. Interactive activities will enable delegates to explore the tools live in class and illustrative examples will bring the tools to life.

See dates below /  
programme on next page



## Final Knowledge Check (30 minutes)

- Online multi-choice test
- 20 questions



## Accreditation linked to Project Delivery

Candidates are encouraged to lead and deliver an improvement project using the methodology to deliver a real measurable benefit and demonstrate the Lean Six Sigma Knowledge, Skills and Behaviours required for accreditation as a Yellow Belt.

## 2024 Open Enrolment Class Dates

**February 13th 2024**

8.30am to 4.30pm GMT/UTC

**March 25th 2024**

8.30am to 4.30pm GMT/UTC

**May 10th 2024**

8.30am to 4.30pm BST (7.30am to 3.30pm GMT/UTC)

**July 22nd 2024**

8.30am to 4.30pm BST (7.30am to 3.30pm GMT/UTC)

## In-Company

- Yellow Belt training is ideal for group training which can take place 'in-class' at your company site. This method establishes a shared approach across teams to problem solving and continuous improvement.
- The programme can be customised to link to your existing problem solving and Lean Six Sigma frameworks – or be used as the ideal starter level to introduce a culture of improvement and problem solving. The training duration ranges between 1 and 2 days – depending on the mix of tools and activities that is right for your company.
- Groups of up to 12 delegates are recommended.
- Please contact us on [train@smallpeice.com](mailto:train@smallpeice.com) to request a call to discuss your requirements.

# Programme Content

## Workshop Objectives

- To provide a thorough understanding of the DMAIC cycle
- To provide a practical working knowledge of basic Lean and Six Sigma tools
- To introduce the key tools and steps to deliver successful activities
- To provide an accreditation route with knowledge test and project assessment

### Overview of Problem Solving

- Problem solving vs. fire-fighting explained
- Explaining the stages of DMAIC
- The role of a Lean Six Sigma Yellow Belt

### Define: Setting the Foundations

- 5S workplace organisation
- Understanding customer expectations
- Using Pareto – the 80/20 rule
- Constructing problem statements

### Measure: Knowing the Facts

- Mapping a process
- Identifying waste & sources of variation
- Planning effective data collection

### CASE STUDY PART 1

- Practical case study to practise using the Define & Measure tools

### Analyse: What Drives the Process

- Drill down using 5 Why's
- Using cause & effect
- Graphical display & trend identification

### Improve: Making the Changes

- Generating & selecting solutions
- Piloting & validating solutions

### Control: Sustaining the Gains

- Control plan requirements
- Standard operating procedures
- Mistake proofing
- Locking in the change

### CASE STUDY PART 2

- Second part of the case study to test understanding of the Analyse-Improve-Control tools



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# How to Book

## Training Fee

Open enrolment  
virtual programme

The cost per participant is £395+VAT.

Fees are fully inclusive of:

- Live training via MS Teams
- Supporting course materials
- Final knowledge check
- Accreditation linked to project delivery

## In-company programme

Please contact us on [train@smallpeice.com](mailto:train@smallpeice.com)  
to request a call to discuss your  
requirements.

## Booking Process

Please email Smallpeice via  
[train@smallpeice.com](mailto: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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