



LEAN Manufacturing Consulting, Inc.
27022 Via Banderas
San Juan Capistrano, CA 92675
www.leanmanufacturingconsulting.com

949-433-9713 Cel

Evolver On-Line Lean Certification Syllabus

Course Date: Courses begin on Monday's. When you submit your bio (see below) please include your desired start date.

Welcome! My name is Vincent Amaro. I am the author of Evolver and am very pleased to be your instructor for this course. As you know, this is a 4 week intensive course; therefore, there will be a lot of material to review. I encourage you to read the first three chapters of the course material prior to the course start date.

Since this is an on-line course, the majority of our communication will be conducted via email. I check my email several times throughout the day and make myself readily available to all course participants. However, should you ever have any questions about the course materials, exams that you feel require a phone call, please do not hesitate to call me. I have provided my contact information below:

Vincent A. Amaro, Jr. (Please call me Vince - Thanks!)
Phone Number – 949-433-9713
Email – vamaro@cox.net

Prior to the course start date, I am requesting that you please prepare me a biography of your work experience. Your bio should contain the following information: 1) your contact information, 2) a brief description of your work history (prior positions held), and 3) some details about your current position (if employed), including a brief company profile (including products/services offered), your functional title, your department in the organization, and your scope of responsibilities. Finally, I would appreciate receiving some insight about your personal goals and expectations of the course. When you forward your bio, please entitle the email, "EVOLVER ON-LINE CLASS BIO", in the subject heading. My bio can be found in the Evolver book.

Course Objectives - The objective of the Evolver on-line training course is to train participants in the identification and facilitation of lean manufacturing events. This is accomplished through the weekly reading of the course material, lectures, weekly discussion questions, written examinations.

As I mention in Evolver, there are numerous lean trainers who are well-rehearsed in the classroom, but lack the ability to apply lean concepts in a practical application. It is my intention to provide enough information for participants to begin identifying and eliminating waste in their places of business. Of course, no one expects you to become a lean expert in 4 weeks;

however, if you begin by facilitating smaller projects, with practice anyone can become proficient in lean manufacturing. Lean manufacturing is nothing more than the application of common sense combined with a new “lean tool” or a new way of “looking” at a manufacturing process.

Testing – The sole purpose of the exams is to ensure that participants not only understand the course material, but can also apply the material in a practical application. Exams are graded pass or fail. Examinations are designed to measure your ability to apply the concepts covered in the Evolver program. They are not intended to torture participants. When a test question is not answered correctly, this will be an opportunity to explore particular methodologies or concepts in greater detail.

Certification - Those who successfully complete this on-line certification course will be awarded with an Evolver professional certificate. Each Evolver certificate is numbered and registered with Lean Manufacturing Consulting, Inc. Employers and other interested parties will be able to verify the authenticity of the certification by contacting Lean Manufacturing Consulting, Inc.

Optional Lean Project Details – After completing the exams, you will have the option to select and complete your first lean project with my assistance. I will also assist you in the selection of your first project. NOTE: THIS IS NOT A COURSE REQUIREMENT.

The success of the first project is important because what happens here will determine the success or failure of the remainder of your lean program. Let me explain. When you first begin the implementation of lean manufacturing, in addition to the negative rumors of job loss, etc., you will be faced with more than your fair share of non-believers and “nay sayers.” Normally, the perception of the employees is that this “lean thing” is bad and it will cost us our jobs.

With this in mind, it is important to ensure that the first project succeeds in order to change the perception of the non-believers. Success cannot be merely based on the technical results alone, as it must include the establishment of trust between the lean facilitator (you), management and the employees. Should you fail at your first attempt in implementing lean manufacturing, the negative attitudes and self-fulfilling prophecies of the resistant employees will become a reality. This problem can be avoided by beginning your lean transition with smaller, more manageable projects. I will do everything that I can to ensure that you select the correct project and that your project succeeds. (Note: We will also cover change management and team building during the course. These topics are also covered in the Evolver slide presentation.)

Project Selection Suggestions – If this is your first exposure to lean manufacturing, pick a smaller project that you know will have great results and cause minimal disruption in the workplace for your employees. A smaller and thus more manageable project allows you to make improvements while you gain experience. Examples include: 5S events, mak-

ing small changes to an existing layout, standardizing workbenches or work instructions, etc. Remember, most lean projects require both technical and soft skills.

After the successful implementation of your initial project, use this project as the momentum for future projects. Begin another small project, complete it and continue moving forward. Before you know it, your facility will slowly, but surely, begin the transformation to a lean enterprise. It's as simple as that! No complications, no hassles, just results.

Optional Project Requirements

Part 1. Describe the following:

- Current status – What is the current status of the area or product line that you are trying to improve?
- To the best of your ability, describe the problems in detail.
- What do you see as potential problems or roadblocks? For example: Is there any equipment to move? Are there time constraints? Are there personnel or management issues to address?
- What are the objectives of your project?

Part 2. Develop a plan of attack: During this phase of the project, we will develop a plan on how to address the problems. For this reason, it is very important to do a thorough job in Part 1.

Part 3. Working the plan: During this phase, we will begin working closely together on completing the project. I will expect you to write and submit a brief paragraph on each phase of the project. It is not my intention to turn this into a laborious writing assignment. I merely want to ensure that you identify and develop a course of action to correct the problems, as well as that you apply the course materials.

Part 4. Project results: During this phase, we are interested in measuring your overall results and describing your improvements. Results can be quantitative or non-quantitative. For example, you may want to show a reduction in transportation waste (quantitative) and/or describe how you addressed some issues requiring interpersonal skills (non-quantitative).

It is my hope that this course will be a positive and enjoyable learning experience. I look forward to receiving your bio prior to the course start date.