

## **I. Level II: Lean Facilitator Certification Training Series**



## **II. Training Series Purpose**



- Gain the requisite Lean knowledge and skills to effectively facilitate daily huddles, meetings, value stream mapping exercises, and rapid improvement events throughout an organization.

## **III. Training Series Pre-Requisites**

- All attendees must have successfully completed Lean Jax's Level I: Lean practitioner certification training or a received comparable certification (*i.e.*, Lean Six Sigma Green Belt) from another entity.

## **IV. Lean Facilitator Certification Training Components**



1. 6-month training cycle.
2. 20-hours of active, in-person classroom instruction from experienced Lean facilitators.
3. Tailored homework and reading assignments on application of Lean principles, systems, and methods.
4. 72-hours of RIE observation, co-facilitation, facilitation, and championing.
5. One-on-one coaching sessions, multiple site visits/Gemba walks at each participant's facility; and ongoing RIE support. (Instructor will serve as co-facilitator at first RIE).
6. Access to on-line course portal with all course materials and Lean Jax's standard work library (videos, templates, instructions, examples, etc.)
7. Serve as co-facilitator, champion, and facilitator on total of three (3) RIE.
8. Pass Lean facilitator certification examination.
9. Maintain and present Lean facilitation portfolio to instructor(s) and company leadership.

## V. Lean Facilitator Core Competencies



- Clear understanding Lean principles, systems, and methods
- Value Stream Mapping
- Visual Management
- Standard Work
- Teaching Lean principles, systems, and methods
- Problem identification and target setting.
- A3 Problem Solving and Root Cause Analysis
- Meeting Facilitation
- Communication
- Lean Leadership and Culture
- Change Management
- Conflict Management
- Discipline and Accountability



## **VI. Certified Lean Facilitator Requirements**



1. Fulfill the necessary training series requirements (attend all training and coaching sessions; complete all assignments, RIE, and certification portfolio; pass the certification exam; and meet Lean facilitator implementation criteria.).
2. Demonstrate a clear understanding of the Lean facilitator core competencies.
3. Follow Lean Jax RIE facilitation standard work.
4. Instruct RIE team members on Lean principles, systems, and methods.
5. Guide cross-functional RIE teams and everyday improvements.
6. Share knowledge and lessons learned throughout the company.



## VII. Training Series Benefits

For Participants	For Companies
 <p>Receive certification as a Lean facilitator, a highly respected credential that promotes career advancement.</p>	 <p>Improve end-to-end value streams that will generate compelling results in productivity, cost, delivery, quality, customer satisfaction, and safety.</p>
<p>Gain the requisite technical and socio-technical Lean knowledge and skills to drive tangible improvements in multiple areas of a business.</p>	<p>Provide participants with the knowledge and skills needed to effectively lead cross-functional continuous improvement teams.</p>
<p>Lean how to effectively facilitate and champion cross functional RIE teams.</p>	<p>Share and spread leadership and change management skills throughout the enterprise.</p>
<p>Receive helpful resources, tailored coaching, and continuous feedback from experienced Lean facilitators.</p>	<p>Receive robust ROI by having participants lead impactful projects aligned with your enterprise's goals.</p>
<p>Accelerate development as Lean improvement event leaders and enterprise change agents.</p>	<p>Gain the internal capability to successfully accelerate your company's Lean journey.</p>

## **VIII. Training Series Cost**

### **Participants from Non-LeanJax Member Companies**

- \$4,000 per attendee.

### **Participants from Lean Jax Member Companies**

- \$3,000 per attendee.

### **Min/Max**

- Minimum of two (2) attendees per company; maximum of six (6).

## **IX. Training Series Location**

- For companies that register a minimum of three (3) attendees, we offer the training sessions exclusively on-site at your facility.
- For companies with fewer than three (3) attendees, the training sessions will be held at a TBD location in the Jacksonville area.
- All RIE will be facilitated at the attendee's facility.

## **X. Training Series Schedule**

<b>Activity</b>	<b>Category</b>	<b>Timing</b>
<b>Intermediate Lean Methods</b>	<b>Training Session</b>	<b>Week 1</b>
<b>Homework Assignment #1</b>	<b>Assignment</b>	<b>Week 3</b>
<b>Rapid Improvement Events</b>	<b>Training Session</b>	<b>Week 3</b>
<b>Homework Assignment #2</b>	<b>Assignment</b>	<b>Week 5</b>
<b>Reading Assignment #1 quiz due</b>	<b>Assignment</b>	<b>Week 5</b>
<b>Lean Facilitation Skills</b>	<b>Training Session</b>	<b>Week 5</b>
<b>Conduct RIE #1</b>	<b>RIE</b>	<b>Week 7</b>
<b>Reading Assignment #2 quiz due</b>	<b>Assignment</b>	<b>Week 9</b>
<b>Lean Culture</b>	<b>Training Session</b>	<b>Week 9</b>
<b>Off-site RIE Observation</b>	<b>RIE</b>	<b>Week 10, 11, or 12</b>
<b>Conduct RIE #2</b>	<b>RIE</b>	<b>Week 14</b>
<b>RIE #2 A3 and value stream maps due</b>	<b>Assignment</b>	<b>Week 16</b>
<b>Lean Leadership and Change Management</b>	<b>Training Session</b>	<b>Week 16</b>
<b>Conduct RIE #3</b>	<b>RIE</b>	<b>Week 21</b>
<b>RIE #3 A3 and value stream maps due</b>	<b>Assignment</b>	<b>Week 22</b>
<b>Reading Assignment #3 quiz due</b>	<b>Assignment</b>	<b>Week 23</b>
<b>Facilitator certification exam due</b>	<b>Assignment</b>	<b>Week 23</b>
<b>Facilitation Portfolio due</b>	<b>Assignment</b>	<b>Week 24</b>
<b>Report Out and Graduation</b>	<b>Presentation</b>	<b>Week 24</b>

## **XI. Training Series Notes**



- All Training sessions will be conducted live in the Jacksonville, Florida area at a TBD location.
- Attendees **MUST COMPLETE ALL** homework and reading assignments to be eligible for recertification.
- Each of the five (5) live, in-person training sessions runs for four (4) hours.
- Attendees **MUST ACHIEVE A SCORE OF 85% OR HIGHER** on the open book/note certification examination and complete a Lean facilitation to be eligible for certification.
- Attendees must observe a RIE for at least one (1) day at an off-site location.
- Attendees **MUST COMPLETE THREE (3)** RIE, one (1) as a co-facilitator, one (1) as a facilitator, and (1) as a champion.
- RIE #1 and #2 **MUST LAST A MINIMUM OF TWO (2) FULL DAYS (NOT INCLUDING** necessary prep.



## **XII. For More Information**

- Please reach out to the training series coordinator, James Bussell, at (904) 742-2547 and [james@leanjax.org](mailto:james@leanjax.org) for more information on how you or your employees can benefit from participating in this training series.
- For more information on the Jacksonville Lean Consortium, please visit [www.leanjax.org](http://www.leanjax.org).

