



## **COURSE INFORMATION**

### **1. TITLE OF COURSE / PROGRAMME**

LSSWBC01 Lean Six Sigma White Belt Certification (Classroom)

### **2. DURATION**

**Total duration – 16 hours (2 days including breaks)**

- Classroom Training – 16 hours (8 hours/day)

### **3. TARGET GROUP (BY DESIGNATION)**

This program is for **all level of employee (from workers, clerk to CEO)** who are new to Lean Six Sigma and wanted to nurture their beliefs and interest towards continuous improvement. It is for anyone who wants to learn the basics of continuous improvement, and learn how to lead a Kaizen (continuous improvement) project.

### **4. TARGETED INDUSTRY/INDUSTRIES**

Administration, Banking, Bioengineering, Biotechnical, Computers, Construction, Consulting, Customer Service, Education, Engineering, Finance, Government, Healthcare, Hospitality, Hospitals, Human Resources, Information Systems, Information Technology, Insurance, Law Enforcement, Logistics, Manufacturing, Oil and Gas, Plantation, Public Relations, Purchasing, Quality Assurance, Quality Control, Quality Testing, Software Development, Supply Chain, Training, etc.

### **5. METHODOLOGY**

This training delivery includes classroom lecture, group discussion, practical exercises and video presentation

## 6. CERTIFICATION

- A. Sime Darby Plantation Ecogardens Sdn. Bhd. will issue the **Certificate of Completion** after:
- the completion of the training (minimum 90% attendance)
- B. Sime Darby Plantation Ecogardens Sdn. Bhd. will issue the **Lean Six Sigma White Belt Certification** after:
- the completion of the training (minimum 90% attendance)
  - the completion of a Kaizen Project approved by the trainee's organization and Ecogardens

## 7. COURSE OBJECTIVE

At the end of the training the trainee will be able to:

- Identify the 8 wastes and able to perform waste elimination
- Plan and able to practice 5S within his or her work area
- Understand the concept and approach of Error-proofing
- Understand what the 7 Quality Control (QC) tools are and know when it is use.
- Lead and apply Plan-Do-Check-Act (PDCA) cycle approach in a Kaizen project.

## 8. COURSE OUTLINE

- A. Initiating Continuous Improvement at work
- Understanding the difference between Lean and Six Sigma
  - Understanding what is Kaizen, Muda, Mura and Muri
  - Identifying 8 wastes and Value Add Criteria
  - Identifying and eliminating waste using PDCA cycle
  - Applying kaizen charter and kaizen sheet to a continuous improvement project
- B. Monitoring Quality and its improvements
- Understanding what are 7QC Tools
  - Knowing when to use 7 Quality Control (QC) tools
  - Learning how to develop 7 QC tools
- C. Preventing and Detecting Quality Defects
- Understanding the concept and the purpose of Error-proofing (poka-yoke).
  - Understanding cost of poor quality (COPQ)
  - Reviewing the traditional methods of inspection for mistakes/defects
  - Understanding the approach and level of Error-proofing

D. Implementing 5S and Visual Control

- Understanding 5S and visual control
- Understanding 5S preparation and its guidelines
- Practicing the 5S at the workplace

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