

Join us for our Lean Sigma Office Specialist Program!

Earn your Advanced Professional Skills Lean Office Practitioner & Six Sigma Green Belt Certificates

Purdue University Technical Assistance Program (TAP) - Manufacturing Extension Partnership (MEP) can help you prepare to be part of the next generation of Indiana Workforce. To become a Lean Sigma Office Specialist, complete both the Advanced Professional Skills Lean Office Practitioner and Six Sigma Green Belt certificates. Hear from Manufacturing Specialists, working in industry daily, what it is about Lean and Six Sigma that makes work rewarding and at the same time profitable and enduring.

Advanced Manufacturing (Lean) Practitioner I Certificate: Areas of focus include: Principles of Lean Office with simulation, Office Value Stream Mapping with simulation, 5S The Visual Workplace with simulation, Standard Work/ Error Proofing, Problem Solving and Culture Change.

Six Sigma Green Belt Certificate: Training is for employees at all levels of an organization. Six Sigma combines a detailed roadmap (DMAIC: Define, Measure, Analyze, Improve and Control) with powerful statistical tools to attack and resolve your most critical business issues. Successful Six Sigma projects produce measurable results and help increase a company's skill in process optimization and continuous improvement.



Upon successful completion each attendee receives a Purdue University Lean Sigma Office Specialist Certificate. This certificate is based on the National Institute of Standards and Technology's (NIST) prescribed tools and training methods, a widely accepted national standard in workforce development, and is offered in Indiana only through Purdue University .

*If utilizing DWD funds approval must be gained from your local office prior to registering for a workshop. These workshops are listed in the Indiana Department of Workforce Development Database of Education and Training Sources: GO TO <http://www.in.gov/dwd/> On the left side under PARTNERS click **WORKFORCE SERVICES** select 4th choice middle of the page **EDUCATION AND TRAINING CHOICES**. Search the site under **PROGRAM NAME:** Lean Sigma Office Specialist or **ETC Program ID 8401**

Rev 10-28-09

Advanced Professional Skills Lean Office Practitioner Descriptions:

Principles of Lean Office with Live Simulation

This full-day workshop combines classroom-style learning with an interactive “live” simulation -during which class participants become managers and workers within a fictitious company. Workshop participants learn lean definitions and techniques, and apply those techniques to assimilated office, which is ultimately transformed in three “stages”.

Principles of Value Stream Mapping (VSM)

Learn how to create a value map of a current- and future-state process. Understand the total flow of the value stream, see the sources of waste, determine common language about the process, show linkage of information and process, develop an improvement plan, and prioritize activities.

5S System – The Visual Workplace

Experience how the 5S System reduces waste in a simulated production facility. Participants learn the concepts of the 5S System and then apply them to transform a cluttered, disorganized area into a clean, organized and orderly workplace.

Standard Work

Provides you with the information and practice you need to participate in implementing standardization and standard work in your workplace. This workshop presents an approach to implementing standardization and standard work methods designed to eliminate waste from office processes. The methods and goals discussed in this workshop are closely related to the lean office system.

Error Proofing

Using simple, usually low-cost devices, fixtures, and procedures to reduce/eliminate errors. Stops errors before defective parts are created. Frees up the need for human vigilance and memory.

Problem Solving

Sets the framework for problem solving within the organization by discussing the basic steps and methodologies.

Culture Change

Learn the aspects of a lean culture and how to transform into a lean enterprise through interactive exercises and case studies. Excellent introduction/overview for all associates.

Lean Sigma Office Specialist Price: \$3,000

To Register: Workshops are being scheduled in your area. For a complete listing go to: www.mep.purdue.edu/events. Registration information is available at this site.

For More Information: E-mail MEPworkshops@purdue.edu or call (800) 877-5182 ext. 620.

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Green Belt Certificate Course Description:

Green Belts assist Black Belts on Six Sigma teams and may lead projects, as well. Participants will understand the Six Sigma philosophy and process. Through lectures, exercises and simulations, they will learn the DMAIC methodology and the tools needed to implement it at the Green Belt level.

Six Sigma is one of the most potent strategies developed to accelerate improvements in processes, products, and services, and to reduce manufacturing and/or administrative costs and improve quality. It achieves this by focusing on eliminating waste and reducing defects and variations.

Six Sigma is a process improvement methodology using data and statistical analysis to identify and fix problem/opportunity areas. Six Sigma also refers to a deployment model that aligns employees with a series of high-impact projects. "Sigma" is a statistical term that measures how far a given process deviates from perfection. If you can measure how many "defects" you have in a process, you can systematically plan how to eliminate them and get as close to "zero defects" as possible.

Leading-edge companies are applying this strategy to every function in their organizations -- from design and engineering to manufacturing to sales and marketing to supply management -- for dramatic savings.

Benefits of Six Sigma include:

- Enables your organization to become more cost-effective, efficient, and resilient to change.
- Focuses on improving quality by reducing waste and increasing customer satisfaction.
- Provides a methodology for managing improvement projects.

A Green Belt Training Certificate is granted to those participants that attend all 6 days of training and pass the Green Belt exam.

Green Belt Certification is granted to attendees who have received the Green Belt Training Certificate and successfully completed a Green Belt project.

Lean Sigma Office Specialist Price: \$3,000

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