

Catalyst's Lean Six Sigma Public Training Courses



About Catalyst Consulting

Catalyst Consulting Ltd is a UK based specialist in business improvement techniques. We provide in-company and public Lean Six Sigma Training and Coaching support. Catalyst also provides a range of related services – including Balanced Scorecard, Hoshin Kanri, Kaizen, Process Management, Change Management, Leadership plus EFQM Model support and training.

The company was established in 1995 and has trained literally thousands of people at all levels in Lean and Six Sigma techniques. Catalyst was selected by GE as European Trainer for their Black Belt and Master Black Belt programmes and the only external organisation accredited by GE Capital to provide Master Black Belt training in Europe.

Our client list includes over 70 'blue chip' organisations including GE, BAA, Sun Microsystems, Lloyds TSB, O2, Siemens Medical, Yell, Diageo, BUPA, Dyson, Saint Gobain, Abbey National, BT, FLS Aerospace, NHS Trusts, Local Authorities, Financial Ombudsman Service, Novartis, Volvo and Rolls Royce. The majority of this work has come as a direct result of recommendation from client to client.

The Catalyst Lean Six Sigma public training programme

This programme has been carefully designed to meet the needs of European based organisations building on Catalyst's extensive Lean Six Sigma experience working inside organisations across Europe. All our courses are accredited by the British Quality Foundation.

Clients who have attended this programme include: Siemens Medical, BMW, Ericsson, Jordan's Cereals, AstraZeneca, Research Machines, UBS, BSI, Arizona Chemical, Barclays Capital, Yell, BT, Pindar, Exel Logistics, Travelex, Centrica, HJ Heinz, Airbus, Carillion, Citigroup, Oxfordshire County Council, Surrey County Council, Vehicle and Operator Services Agency, BAE, & the NHS.

How does it work?

This modular programme can take you to either Green Belt (Foundation or Advanced), or Black Belt level.

- **Foundation Green Belt**
- **Foundation Green Belt Plus Effective Change Management**
- **Advanced Green Belt** achieved on completion of Foundation Green Belt plus Statistics 1 and Statistics 2
- **Black Belt** achieved on completion of Foundation Green Belt, Change Management, Statistics 1 and 2 and Advanced Black Belt Tools
- **Design for Six Sigma** for details of this and our other more specialist courses please see our Specialist Courses brochure.

We run the programmes in Waves. You may choose whichever dates and locations suit you best.

Please call us and one of our experts can talk you through the best option to meet your specific requirements.

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Course Outlines

Catalyst's Lean Six Sigma Awareness Workshop

This one day workshop will provide delegates with a comprehensive understanding of the background, principles and fundamentals of Lean Six Sigma.

Delegates will learn about the roles and responsibilities of organisations and individuals in Lean Six Sigma projects as well as the project structure and methodology of Lean Six Sigma through presentations, discussion and exercises.

Issues involved in planning for and implementing a deployment in delegates' organisations will also be covered.

This course is designed for anyone who needs to learn the basics about Lean Six Sigma. In addition to the workshop activities, each delegate will receive a copy of the training materials - Slide set, Champion's Guide, pocket guides.

Lean Six Sigma Foundation Green Belt

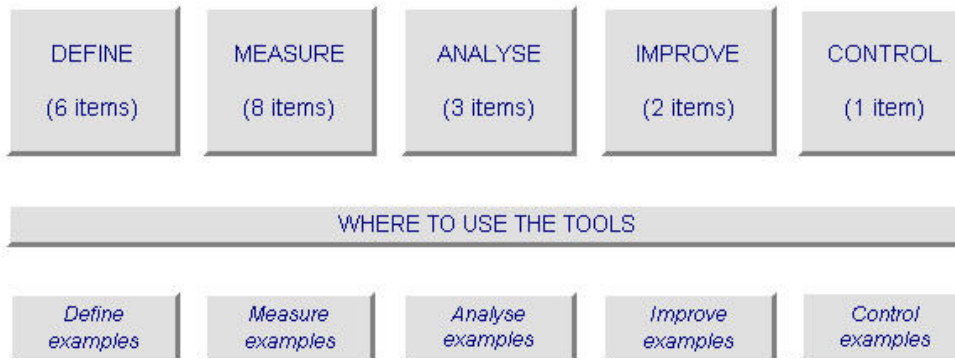
This four day course will suit anyone who needs a thorough understanding of what Lean Six Sigma is, and how it works in practice without yet requiring the more advanced statistical tools. It is ideal for members of project teams, project sponsors or those who need to learn about the everyday tools of Six Sigma and Lean. The course includes practical training on the most commonly used Six Sigma and Lean tools and on completion of this course delegates will be able to work effectively as members of Six Sigma DMAIC projects. This course has proved to be equally relevant to manufacturing and service/ transactional environments. Each participant receives a comprehensive delegate pack including a copy of Catalyst's Lean Six Sigma Improvement Journey tool book.

Curriculum Outline This course is an accelerated foundation course concentrating on the Six Sigma methodology. For delegates with little or no previous knowledge of Lean Six Sigma, we recommend they attend the 1-day Lean Six Sigma Awareness Workshop described above. The four day foundation course then explores the Six Sigma Project Structure to include: change management; project definition, charters, stakeholder analysis; process mapping; voice of the customer, Critical-To-Quality (CTQ), input/output measures, data collection; control charts, root cause analysis and basic non-statistical tools. A number of individual and team exercises are used to reinforce the concepts and encourage use of the tools. This course provides sufficient background for delegates to begin refining, in detail, their own projects. Each delegate receives a comprehensive materials pack including the Catalyst memory stick containing a host of useful templates, guides, and full copies of Flowmap (for process mapping), SPC Plus (for Control Charts) and CPM Critical Path project planning. A screen image from the Catalyst memory stick follows:

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Templates & Spreadsheets



Lean Six Sigma Advanced Green Belt

This 10-day course includes the Green Belt Foundation programme described above as its first module and goes on to cover the majority of statistical tools needed for DMAIC projects (Stats Tools 1 & 2).

This programme has proven to be very popular, as it is ideal for Lean Six Sigma project team leaders and team members who need to be able to apply a wide range of tools on real life projects. The course has proved to be equally relevant to manufacturing and service/ transactional environments. The mix of delegates on the training is one of the attractions of attending this open programme.

The course is very 'hands on' with practical activities throughout the programme. This course includes comprehensive training and use of MINITAB™ Statistical Software. Delegates will need to bring a laptop computer to Stats Tools 1 & 2.

Catalyst can provide a demonstration version of MINITAB™ but delegates are encouraged to purchase copies of MINITAB™ directly from MINITAB™ Ltd. Catalyst can provide advice if required. No prior knowledge of MINITAB™ is needed. A full practical introduction is included at the start of this programme. Each participant receives a comprehensive delegate pack including Catalyst's Lean Six Sigma Improvement Toolbook, Statistical Tool guides, Worksheets, project examples and support materials for use in MINITAB™.

Lean Six Sigma Black Belt

This 16 day modular course includes a practical introduction and then training on the full range of Six Sigma and Lean tools. On completion of this course delegates will be able to work as leaders of Six Sigma DMAIC projects. This course has proved to be equally relevant to manufacturing and service/ transactional environments.

This programme includes training on the advanced (statistical) tools required to execute the full range of Six Sigma DMAIC projects. Practical exercises are incorporated to provide relevant scenarios for delegates. During these modules each delegate will be required to use statistical software. The course is equally relevant to manufacturing and service/ transactional environments. The mix of delegates on the training is one of the attractions of attending this open programme.

Catalyst's Lean Six Sigma Public Training Courses



Each participant receives a comprehensive delegate pack including Catalyst's Lean Six Sigma Improvement toolkit, Statistical Tool guides, Worksheets, Project examples and support materials for use in MINITAB™.

The Black Belt course modules are:

Lean Six Sigma Foundation.

This introduces the Lean Six Sigma principles and methodology. Delegates then cover the Define, Measure, Analyse, Improve, Control [DMAIC] phases in depth including: change management; project definition; charters; stakeholder analysis; process mapping; voice of the customer; Critical-To-Quality (CTQ); input/output measures; data collection; control charts; root cause analysis and basic non-statistical tools. Lean techniques including Value Stream Maps, 5S, Flow are integrated into the programme to show how the two approaches can work together and complement each other. Several individual and team exercises are used to reinforce the concepts and encourage use of the tools.

Change Management

Covers the “softer” change management tools required to lead successful Lean Six Sigma projects. Topics included in this 3-day module include change management, team building, and conflict resolution. This module is delivered through a combination of presentation, case studies, videos and hands-on exercises.

Stats Tools 1

Topics include an Introduction to MINITAB™ software followed by Normality (Central Limit Theorem, P-values, Transforming Data), Sampling (Random and Process Sampling, Determining Sample Sizes, Selecting Samples), Measurement System Analysis (Data Types, Gauge R&R, Attribute Agreement Analysis) and Introduction to Hypothesis Tests (Z- and t-tests).

Stats Tools 2

Topics include Hypothesis Tests (Analysis of Variance and Chi-Square Tests), Regression (Simple, Multiple, Binary Logistic), Control Charts (Continuous and Attribute Data Charts), Process Sigma (Short- and Long-Term Sigma, Determining Process Shift, Improvement Strategies) and an introduction to Designed Experiments (Full and Fractional Factorial Designs).

Black Belt Advanced Tools

Covers more advanced statistical analysis tools. This module will begin with a challenging case study that will take the delegates from initial project charter development through a designed experiment. Subsequent advanced training in regression analysis (with indicator variables, curvilinear regression and logistic regression), hypothesis testing (non-parametric), control charts (non-Shewhart) and Design of Experiments (Taguchi) complete this module.

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Certification

Catalyst offers British Quality Foundation examinations and certification at Green, Black and Master Black Belt levels. Passing the exam shows you have assimilated what you learned during your training. Becoming BQF Certified shows you have demonstrated a level of achievement in your projects and your success is recognised by Europe's largest corporate membership organisation promoting performance improvement and excellence. In these uncertain times, it is a useful addition to anyone's CV.

All certification candidates need to pass an open book exam, a one and a half hour exam for Green Belts or a three hour exam for Black Belts. This will earn you a Catalyst certificate saying you have passed the exam, which constitutes part one of the certification. Attendance at the Catalyst Foundation training ensures you have covered all the topics you need for Green Belt certification. The Black Belt syllabus covers Advanced Stats. and Change Management too. To gain full BQF certification, delegates also need to demonstrate success in leading projects: one project for Green Belt and two projects for Black Belts. (For Master Black Belt there are additional competencies to be demonstrated). We also offer assessment dates for delegates to book an appointment to take the exam and/or have their projects reviewed.

Venues

Our Public Training courses are held in Stratford upon Avon, Edinburgh, London, Leeds and Paris.

Stratford upon Avon courses take place at the Swans Nest Hotel, a beautiful riverside location with many excellent restaurants and plenty to see and do 'after training,' especially visiting the home of the Royal Shakespeare Company, all within walking distance of the training facilities.

Edinburgh courses take place at the Offices of Quality Scotland ten minutes from Princes Street.

London courses take place in The Institute of Engineers Building 2 Savoy Place in the heart of the centre, close to Covent Garden and the West End.

Paris courses take place at the Minitab SARL training centre, 1 Cite Paradis, 75010 Paris. This training facility is situated very close to the Gare du Nord, Gare de l'Est and Gare St. Lazare.

Leeds courses take place at Bewleys Hotel less than 2 minutes drive from the M621 Junction 3 and less than 10 minute walk from Leeds City railway station.

Belfast courses take place at the Jurys Inn, Belfast. For further details please view: <http://belfasthotels.jurysinns.com/>.

To book places on our training programmes and assessment days or for further information, please contact us:

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+44 845 345 2282 (outside the UK)
email: info@catalystconsulting.co.uk

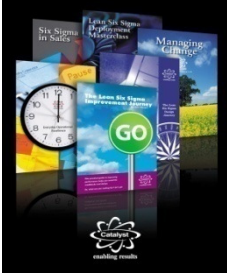
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"The course attracted a mix of international delegates from service and manufacturing organisations which stimulated great discussions that helped to absorb the application of Lean SS Techniques. The main tutor, Jim Stephenson, delivered the course to an exceptionally high standard, carefully paced and with good balance between classroom and practical sessions. He was a highly experienced Master BB who had great mastery of Minitab and the ability to de-mystify the statistical side along with extensive consulting exposure. His teaching used many real life examples. He showed keen interest in each delegate and the challenges they faced in their projects offering ideas and helping to get started and build confidence. The course also included a really valuable session on the soft aspects of change management. Thank you Catalyst."

Sue Birch, Synergetic Ltd

Support Materials

 The image shows the cover of the book 'Lean Six Sigma for Dummies'. The cover is yellow and black with the title in large, bold letters. There is a small image of a hand holding a pencil at the bottom right.	<p>We have a large range of highly acclaimed supporting materials to help us achieve our mission to enable results both for our clients and participants.</p>	 A collage of various training materials including book covers, a clock, and a 'GO' sign. The Catalyst logo is visible at the bottom of the collage.
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To see more customer quotes visit our website at: www.catalystconsulting.co.uk