



# Lean Six Sigma Excursions



“We Simplified Our Universe...  
So That You Could Improve Yours”



A division of CMA Enterprise  
Incorporated



## Greetings

We are proud to introduce our Innovation Center. **The Breakthru Institute (TBI)** is designed to serve as your Conduit to reducing and/or eliminating roadblocks that occasionally arise in our clients' business, talent base, leadership (any level), or processes. Our training experiences focus on best practices, techniques. We also bring into your universe practical tools that are easy to implement in your organization.

Our Training Institute is a wholly owned subsidiary of CMA Enterprise Incorporated and is called The Breakthru Institute. It houses approximately six academies of which one of them is our Lean Six Sigma Academy. Descriptions of the Lean courses follow this correspondence. It is an expansion of our current 25 year old brand and it gives us the latitude to "Explore the Obvious" through Edu-tainment.

We are in the classroom... We are virtual... And We are here to coach you when you want independent study. Our TBI website is [www.breakthruinstitute.biz](http://www.breakthruinstitute.biz)

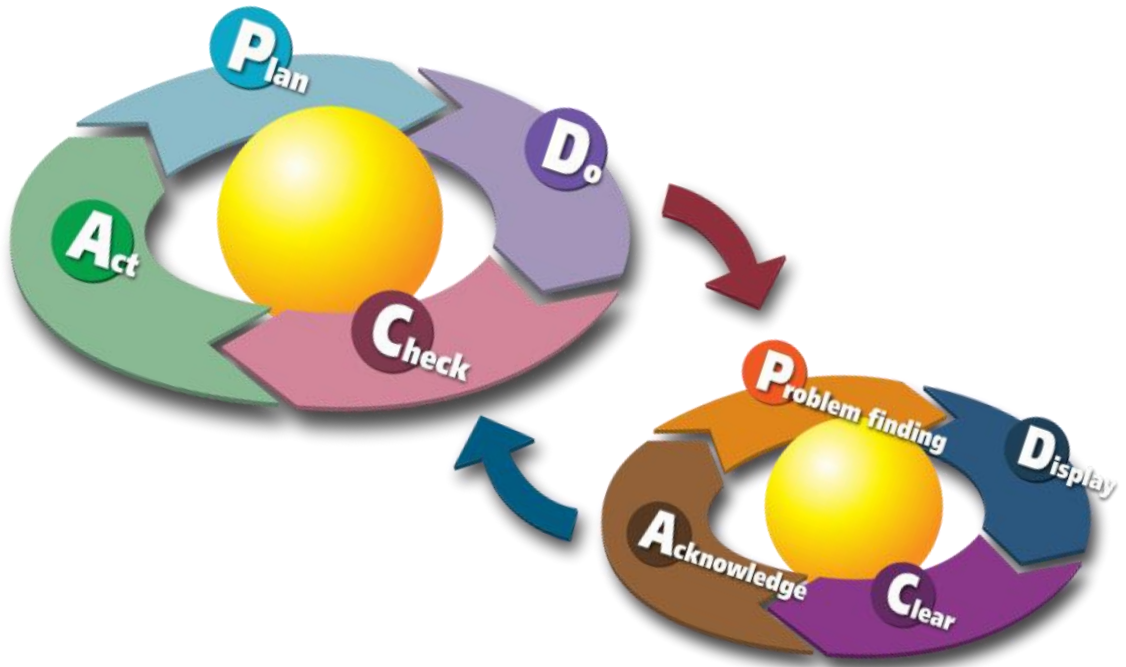
We look forward to your favorable response and if you have any questions, please contact the undersigned at 954-476-3525 or Oliver Williams at 786-286-0010.

Kindest regards,



Gail P. Birks, EMBA, LMBB, IATA  
Managing Director  
Mediator

## What is a Kaizen?



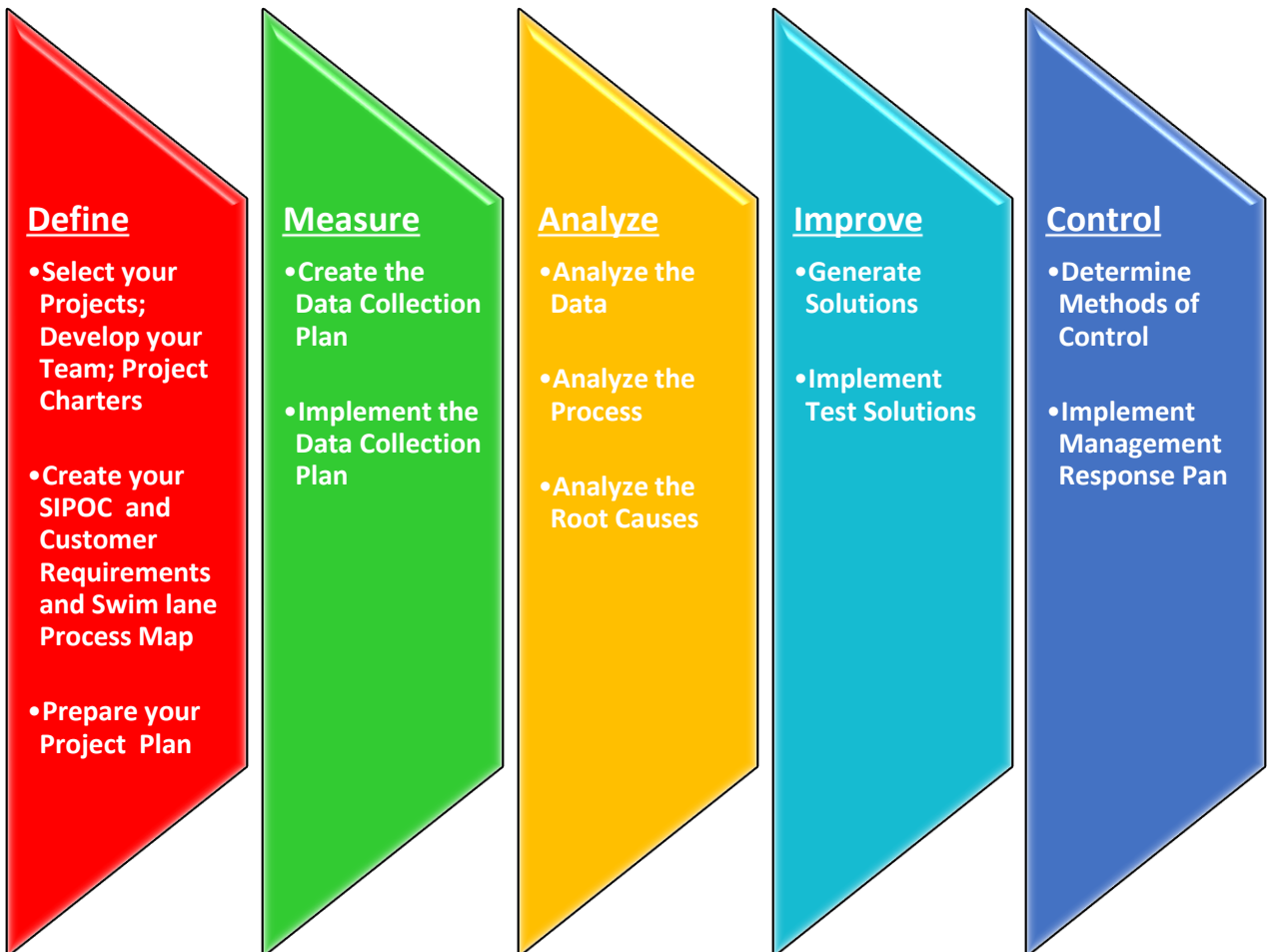
This process is used to identify **small improvement projects (a.k.a. KAIZENS)** that will give you some initial impact and connect to other areas that lead to global impact and ultimately organization and cultural transformation.

When used in the business sense and applied to the workplace, kaizen refers to activities that continually improve all functions, and involves all employees from the CEO to the front line workers.

A Kaizen could last 5 minutes in duration or 30 days. These are **called “Quick and Easy” Kaizens.**

# What is a DMAIC Process?

The DMAIC Process Stations contain activities that your subject matter experts are engaged in that assist you in building sustainable success at all levels and areas. It is the key in building a business case for intermediate and long term transformation.



# Kaizen / Small Improvements



## Why do Kaizens with TBI?

TBI offers a unique remedy that provides our clients with the ease of understanding the concepts and methodologies introduced. By simplifying our universe, we have been able to help you improve yours with sustainable results. Our Kaizen Excursions are customized to provide your team with the tools needed to complete the improvements in your processes and performance being sought and build a more inclusive and effective workplace operating strategy.

- Asking the right questions to visualize the entire business workplace
- Assess and weight the Risk of maintaining status quo
- Prioritize and target high-impact kaizen activity
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- Building solutions from a subject matter expert perspective
- See the link between information flow, customer interaction, and internal customer-supplier dependencies
- Quickly collect data and identify waste elements that exist
- Integrating continuous improvement and monitoring strategies
- Give individuals and teams a common language for looking at their processes and Lean Improvement efforts
- Identify improvement opportunities based on direct process observation
- Conduct an accelerated root cause analysis
- Create action plans for Targeted Kaizens
- Understand how to apply Lean principles for flow-focused improvement
- See the link between information flow, customer interaction, and internal customer-supplier dependencies

## What is the Kaizen Methodology?



Wikipedia says... **“that 5S describes how to organize a workspace for efficiency and effectiveness by identifying and storing the items used maintaining the areas and sustaining new order.”**

# What are the Kaizen Excursions?

**Investment:**

- Classroom: \$4500.00 per class
- Online: \$300.00 per person
- Blended (Online and Classroom): request a quote
- Concierge: request a quote
- Materials : \$50.00
- Coaching: 300.00 per hour

The Workplace Kaizen Excursions focuses on the process of observing and understanding the current workplace conditions and employing Lean Improvement tools, such as 5Ss, Poka-Yoke, and Kaizen-blitzes, that become the blueprint for a Lean Workplace implementation.

This course gives participants the knowledge, the basic tools and the opportunity to use them in a “real time” work environment from a Subject Matter Expert’s perspective.

**What Will I Learn?**

- Types of Kaizen Improvement tools and when to use them
- Draw a KAIZEN Workplace diagram
- Draw or expand upon a Process Map / Swim Lane Map
- Direct Process Observation
- Identify the 8 types of waste and develop a Workplace Root Cause Improvement plan
- Identify Lean Improvement metrics: Safety, Quality, Delivery and Cost opportunities
- Establish Poke Yokes to achieve the future state

**Participant Criteria?**

- Participants do not need to be a Certified Lean Six Sigma Professional, but you are encouraged to have someone who is knowledgeable of this discipline as a coach or team member.
- The desire to learn analytical method to problem solving and decision making

**Excursion Duration?**

- Kaizen Excursions vary based on the type of excursion requested.

## What are the Quick and Easy Tools?

Like our other Lean Six Sigma Excursions, we have a basic toolbox for your Kaizen Excursions. It will differ however for each Journey, because each improvement will have different requirements. But these are usually the tools that can be used at any level.

Any Lean tool can be used in a Kaizen if it applies, but these are small excursions and may not need more than a few tools to complete your investigations. Kaizens can also be done using the different levels of Certification Tools if that is a focus of the group or a combination of all levels based on the complexity of the project. **The most commonly used TBI tools** that we recommend to our clients include but are not limited to...

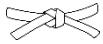
<ul style="list-style-type: none"> <li>Quick and Easy Kaizen Summary Template</li> </ul>	<ul style="list-style-type: none"> <li>Counter Measures (Risk Assessment)</li> </ul>
<ul style="list-style-type: none"> <li>Issue Prioritization Grid</li> </ul>	<ul style="list-style-type: none"> <li>Action Plan</li> </ul>
<ul style="list-style-type: none"> <li>Swim Lane Map or Value Stream Map or Deming Organization System</li> </ul>	<ul style="list-style-type: none"> <li>SIFOC</li> </ul>
<ul style="list-style-type: none"> <li>Ishikawa (Fishbone)</li> </ul>	<ul style="list-style-type: none"> <li>SCAMPER</li> </ul>
<ul style="list-style-type: none"> <li>5 Whys</li> </ul>	<ul style="list-style-type: none"> <li>Poke Yokes</li> </ul>
<ul style="list-style-type: none"> <li>5 S Audit Worksheet</li> </ul>	<ul style="list-style-type: none"> <li>FMEA</li> </ul>
<ul style="list-style-type: none"> <li>Waste and Fail Points Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Control Charts</li> </ul>
<ul style="list-style-type: none"> <li>Pareto Charts</li> </ul>	



Note: Belt specific kaizens can be customized for our clients upon request.



# TBI Lean Six Sigma Training Universe



**White Belt:** Assists with process mapping



**Yellow Belt:** Front line Team Members handle The data collection



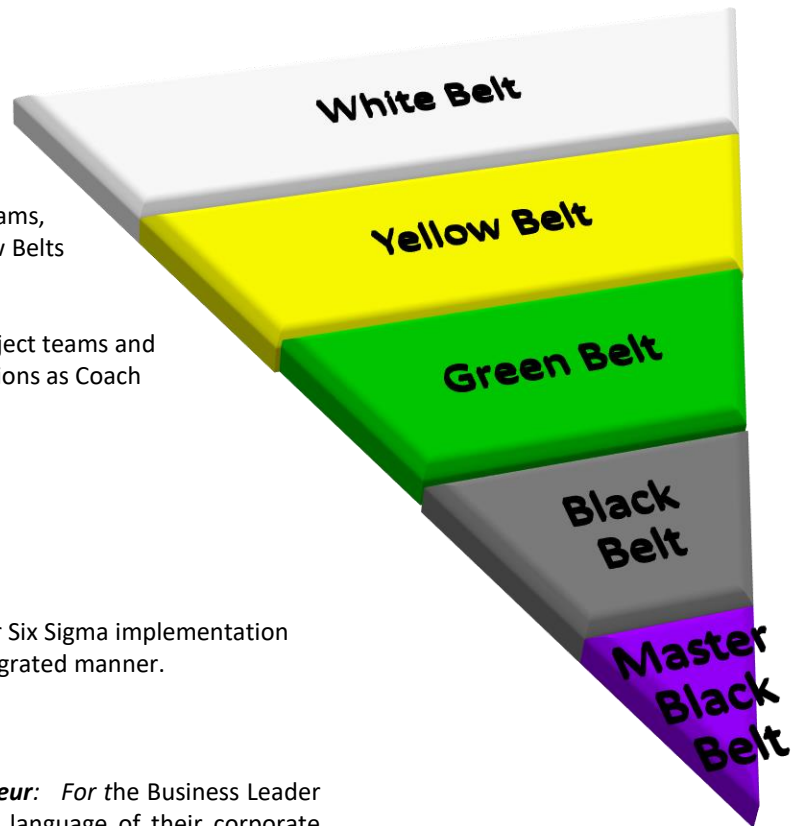
**Green Belt:** Lead Teams, focus on analysis



**Black Belt:** Solutionists, Lead Teams, Train and Coach green and Yellow Belts



**Master Black Belt:** Oversees Project teams and associated Team dynamics, functions as Coach to other levels



## Other Certificate Training



**Champions** take responsibility for Six Sigma implementation across the organization in an integrated manner. (Organization Leadership)



**Lean Business Leader/Entrepreneur:** For the Business Leader who must be able to speak the language of their corporate and government clients in order to close the deal.



**Lean Practitioner (Kaizens):** Run your own projects with the tools that will assist you in mobilizing project teams, project management, handoff and monitoring for sustainable integration

### Lean Six Sigma Mini-Excursions:

Bite sized excursions in Lean Six Sigma for the individual, organization or department that is not quite ready to commit to a full belt certification experience. You can take it one tool at a time at your own pace.

