Green Belt Lean & Kaizen Body of Knowledge

1. **Identify Value**
	1. Lean Principles and concepts
	2. TPS
	3. Lean and Agile
	4. 8 Wastes
	5. Kaizen
	6. JIT
	7. World class manufacturing
	8. Muda, Mura , Muri
	9. Identify Losses
	10. Gemba Walks
	11. Lean Champion role.
	12. Project Scope
	13. Process Yield Analysis
	14. Lean metrics & PQCDSM- Boards
2. **Map the Value Stream**
	1. Value stream mapping
	2. Time and motion Study
	3. Value Stream Metrics
	4. Set SMART Targets
	5. future state & Ideal state mapping
	6. Walk and Map out process
	7. Work Balancing and work content.
	8. Monitor Process Cycle Efficiency
	9. One Piece Flow and Little Law
	10. Takt analysis
3. **Create Flow**
	1. Train Team leaders
	2. Standardization & Standard work
	3. A3 Problem Solving
	4. OEE &Six Big Losses
	5. Autonomous Maintenance
	6. Ergonomics
	7. Analysis and Problem solving for each NVA Activities
	8. Right first time
	9. Poka-Yoke
	10. 5 S
	11. Visual Management
	12. SMED
	13. JIDOKA
	14. Accelerating Physical Flow
	15. Continuous Flow and Cell Design
	16. Process Simplification
4. **Establish Pull**
	1. Pull Systems
	2. Establish Pull
	3. Inventory Management Policy
	4. Leveled Volume
	5. Hybrid Systems
	6. Pull vs Push Systems
	7. Kanban in Make to Stock Value Streams
	8. Kanban Types
	9. Kanban Metrics and Management Systems
	10. Standardized WIP, SWIP ratios.
5. **Seek Perfection**
	1. Daily Management System
	2. Report-Out
	3. Ongoing KPI’s
	4. Stabilize Future State
	5. Develop Standards and Cycles
	6. Plan- Do-Check-Act
	7. Lean Culture
	8. Sustaining the whole system.