Advanced Process Improvement Training
Course Outline: June 29 – August 21, 2020 Cohort

Note: All sessions, huddles and reflections start at 8AM PST.

Day of Week	Week 1 June 29-July 3	Week 2 July 6-10	Week 3 July 13-17	Week 4 July 20-24	Week 5 July 27-31	Week 6 August 3-7	Week 7 August 10-14	Week 8 August 17-21
Monday			**Session 1** 2.5 hours	**Cohort Huddle** 30 min.	**Cohort Huddle** 30 min.	**Cohort Huddle** 30 min.	**Cohort Huddle** 30 min.	**Cohort Huddle** 30 min.
Tuesday				**Session 3** 3.5 hours	**Session 4** 3.5 hours	**Session 5** 3.5 hours	**Session 6** 2.5 hours	**Session 8** 2.5 hours
Wednesday	**Prerequisite Assignments**		**Cohort Huddle** 30 min.					**Session 9** 2.5 hours
Thursday			**Session 2** 2.5 hours				**Session 7** 2.5 hours	**Session 10** 2.0 hours
Friday			**Reflection** 1 hour	**Reflection** 1 hour	**Reflection** 1 hour	**Reflection** 1 hour	**Reflection** 1 hour	**Reflection** 1 hour
Assignments	• Reading material and study questions	• Complete reading material and study questions • Process Study and Improvement Project Scoping Tool	• Waste Walk • Flows of Medicine • 5S	• Visual Control • Mistake Proofing • Root Cause Analysis	• Lead Time Observations • Cycle Time Observations • Takt Time	• Value Stream Map • Percent Load Chart • Standard Work Combination Sheet for each cycle	• Kanban • Setup Reduction	• 3 Teach Backs: ○ 1 Random ○ 1 Standard Operations ○ 1 VMPS House

Session by Session Content

Session 0

- Registration
- Pre-Requisite Reading
- Study Questions
- Process Improvement Study Project Scoping

Session 1

- Program Launch
- VMPS House
- Continuous Flow

Session 2

- Value
- Waste
- Flows of Medicine
- 5S

Session 3

- Jidoka, Mistake Proofing, Visual Control and Root Cause Analysis

Session 4

- Understanding and Documenting the Current State: Time, Standard Operations and Process Observation

Session 5

- Value Stream Mapping
- Analysis
  - Percent Load Chart
  - Standard Work Combination Sheet
  - Minimum Number of Operators Needed
  - Standard Work in Process (SWIP)

Session 6

- Kanban
- Set Up Reduction

Session 7

- PQ Analysis
- Level Production

Sessions 8, 9, 10

- VMPS House Teach Back
- Standard Operations Teach Back
- Random Selection Teach Back
- Peer to Peer Feedback and Evaluation