

Advanced Process Improvement Training

Course Outline: November 2, 2020 – January 29, 2021 Cohort

Note: All sessions, huddles and reflections start at 7:30 am Pacific Standard Time.

Day of Week	Week 1 Nov 2-6	Week 2 Nov 9-13	Week 3 Nov 16-20	Week 5 Nov 30- Dec 4	Week 6 Dec 7-11	Week 7 Dec 14-18	Weeks 8 & 9 Dec 21-Jan 1	Week 10 Jan 4-8	Weeks 11 & 12 Jan 11-22	Week 13 Jan 25-29
Monday	Introduction and Prerequisite Assignments (Pre-recorded introduction webinar)		Session 1 3.0 Hours	Cohort Huddle 30 min.	Cohort Huddle 30 min.	Cohort Huddle 30 min.	(Optional) Cohort Huddle 30 min.	Cohort Huddle 30 min.	(Optional) 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 3.0 hours		Session 8 3.0 hours	
Wednesday			Cohort Huddle 30 min.						Session 9 3.0 hours	
Thursday			Session 2 3.0 Hours					Session 7 3.0 hours	Session 10 2.5 hours	
Friday			Reflection 1 hour	Reflection 1 hour	Reflection 1 hour	Reflection 1 hour	(Optional) Reflection 1 hour	Reflection 1 hour	(Optional) Reflection 1 hour	Reflection 1 hour
Assignments	<ul style="list-style-type: none"> Reading material and study questions 	<ul style="list-style-type: none"> Complete reading material and study questions Process Study and Improvement Project Scoping Tool 	<ul style="list-style-type: none"> Waste Walk Flows of Medicine 	<ul style="list-style-type: none"> Visual Control Mistake Proofing Root Cause Analysis 	<ul style="list-style-type: none"> Lead Time Observations Cycle Time Observations Takt Time 	<ul style="list-style-type: none"> Value Stream Map Percent Load Chart Standard Work Combination Sheet for each cycle 	<ul style="list-style-type: none"> Focus on completing field work 	<ul style="list-style-type: none"> Kanban Setup Reduction 	<ul style="list-style-type: none"> Focus on completing field work Preparing teach back content 	<ul style="list-style-type: none"> 3 Teach Backs**: ○ 1 Random ○ 1 Standard Operations ○ 1 VMPS House* <p>*for groups of six or less</p> <p>** only 2 Teach Backs for groups of more than 6</p>

Session by Session Content

Introduction and Prerequisite Assignments

- Registration
- Prerequisite 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
- Setup 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