

LEAN PRACTITIONER DIGITAL COURSE CATALOG



Learning to See Waste

Lean Principles & PDCA Cycles	10 min
Common Metrics & Measurements	15 min
Defining a Process & Problem	12 min
How to Write a Problem Statement Part 1	7 min
How to Write a Problem Statement Part 2	17 min
Identify Value Add & Non-Value Add Activities	10 min
Defining and Finding the Eight Wastes	10 min

Creating Process Maps

Types of Maps	11 min
Creating a Spaghetti Diagram	10 min
Process Map Prework - Charters	19 min
Three Types of Value Stream Maps	4 min
Create Value Stream Maps	28 min
Create Process Maps	9 min

Getting to the Root Cause

What is Root Cause Analysis	3 min
Defining Symptoms & Causes	2 min
The 5-Why Method	14 min
The Fishbone Method	22 min

Kaizen Rapid Improvement

Kaizen Defined	7 min
Planning for Success	20 min
Facilitation Best Practices	13 min
Completing Actions & Communicating Results	15 min

Visual Management & 5S

How Visual Management & 5S Support CI	3 min
What is 5S	12 min
Barriers to Success	5 min
Eight Steps to Apply 5S	16 min
5S Audits	9 min
What is Visual Management	12 min
Where to Start	5 min

Standard Work

What is Standard Work	4 min
Implementing Standard Work	11 min
Time Observations	10 min
Time Observations & Stacked Bar Charts	32 min
Lowest Repeatable	3 min
Standard Work & Combination Tables	20 min
Manage & Improve Documentation	5 min
Common Pitfalls	5 min

SUPERVISION FUNDAMENTALS

DIGITAL COURSE CATALOG



The Role of the Leader

Why Your Leadership Matters	8 min
The Primary Job Of A Leader	10 min
Why Do You Want To Be A Leader?	15 min
Moving Into Management	12 min
Delegating Work Effectively	15 min
Gaining Buy-In To New Ideas	15 min
Trust - What Builds It & What Destroys It	10 min

Leadership Style & Versatility

Where Tension Comes From	10 min
How Differences In Social Styles Cause Tension	10 min
Two Dimensions Of Human Behavior	5 min
The Four Communication Styles	20 min
Strengths And Blind Spots Of Each Style	15 min
How Versatility Improves Effectiveness	15 min
How to Adapt Your Leadership Style	15 min

Conflict Communication & Collaboration

Defining Different Types of Conflict	10 min
Preventing Unproductive Conflict	10 min
Fostering Open Communication & Discussions	10 min
Managing Media Communication	10 min
Addressing Third Party Conflict	10 min
Conflict Handling Strategies	12 min
How To Raise An Issue	10 min
Active Listening Skills	10 min
Collaboration Defined	10 min
Win/Win Negotiations	12 min

Employee Performance Management & Coaching

Performance Management Defined	10 min
Starting New Team Members Right	10 min
Communicating A Sense Of Purpose	10 min
Setting Goals	20 min
Effective On The Job Training	15 min
Effective Day To Day Feedback	12 min
Sustaining High Levels Of Motivation	15min
Addressing Poor Performance	20 min
Preparing For A Serious Conversation	12 min
Performance Reviews	15 min

Maximizing Team Performance

Building Teams	15 min
High Performing Teams	20 min
Team Decision Making	10 min
Running Team Meetings	12 min
Managing Relationships	10 min

Leading People Through Change

Change And Transitions	10 min
Moving Yourself Through Change	15min
Typical Responses To Change	15 min
Your Role As A Transition Leader	10 min
Guiding Others Through Change	10 min
Mastering Moving Towards Goals	10 min