

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

Lean Management Professional



LAPT — London Academy of Professional Training

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Reference MSPC-LM-01 • Management Centres

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AT A GLANCE

REFERENCE	MSPC-LM-01
AWARD	Certificate
ASSESSMENT	430 marks — 258 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1

Change Management in Lean

5 chapters · 30 classes65 marks

• 1 Understanding Change in Lean Environments — 6 classes

› 1.1 Define Change Management Concepts in Lean

› 1.2 Identify Drivers of Change in Lean Environments

› 1.3 Analyze Resistance to Change in Lean Practices

› 1.4 Explore Strategies for Effective Change Communication

› 1.5 Implement Change Management Tools in Lean Projects

› 1.6 Evaluate the Impact of Change Initiatives on Lean Performance

• 2 Lean Tools and Techniques for Change Implementation — 6 classes

› 2.1 Identify Key Lean Tools for Change Management

› 2.2 Analyze the Impact of Change Using Value Stream Mapping

› 2.3 Implement Kaizen for Continuous Improvement in Change Processes

› 2.4 Create Standard Operating Procedures to Support Change

› 2.5 Utilize the 5 Whys Technique to Address Change Resistance

› 2.6 Develop an Action Plan for Sustaining Change with Lean Principles

• 3 Communication Strategies During Change — 6 classes

› 3.1 Identify Key Stakeholders in Change Communication

› 3.2 Develop Clear Communication Objectives for Transition

› 3.3 Choose Effective Communication Channels for Diverse Audiences

› 3.4 Crafting Messages That Resonate: Language and Tone

› 3.5 Facilitate Feedback Loops to Enhance Engagement

› 3.6 Evaluate Communication Effectiveness and Adapt Strategies

• 4 Engaging Teams in Lean Change Processes — 6 classes

› 4.1 Understand the Importance of Engaging Teams in Lean Change

› 4.2 Identify Common Barriers to Team Engagement in Lean Processes

› 4.3 Explore Techniques for Effective Communication in Change Initiatives

› 4.4 Develop Strategies to Foster Team Collaboration in Lean Projects

› 4.5 Implement Feedback Mechanisms to Enhance Team Involvement

› 4.6 Evaluate the Impact of Team Engagement on Lean Change Outcomes

• 5 Measuring the Impact of Change in Lean Systems — 6 classes

› 5.1 Identify Key Performance Indicators for Change Measurement

› 5.2 Analyze Baseline Metrics Before Implementing Change

› 5.3 Implement Data Collection Techniques in Lean Systems

› 5.4 Evaluate the Impact of Change Using Qualitative Methods

› 5.5 Conduct Quantitative Analysis Post-Change Implementation

› 5.6 Develop Action Plans Based on Change Measurement Findings

• 1 Understanding Lean Principles and Philosophy — 6 classes

- › 1.1 Define Lean Principles and Their Importance
- › 1.2 Explore the History and Evolution of Lean Thinking
- › 1.3 Identify Key Lean Tools and Techniques
- › 1.4 Analyze the Benefits of Lean Implementation
- › 1.5 Assess Common Challenges in Lean Adoption
- › 1.6 Develop a Personal Action Plan for Lean Implementation

• 2 Identifying Value and Mapping Value Streams — 6 classes

- › 2.1 Define Value from the Customer's Perspective
- › 2.2 Identify Key Value Deliverables in Your Process
- › 2.3 Analyze Current State Value Streams
- › 2.4 Map Value Streams Using Value Stream Mapping Techniques
- › 2.5 Identify Waste in Value Streams for Improvement Opportunities
- › 2.6 Develop an Action Plan to Enhance Value Streams

• 3 Eliminating Waste: Lean Tools and Techniques — 6 classes

- › 3.1 Identify and Define Types of Waste in Lean Management
- › 3.2 Analyze the Value Stream to Spot Improvement Opportunities
- › 3.3 Utilize 5S Methodology for Workplace Organization
- › 3.4 Apply Kaizen Principles for Continuous Improvement
- › 3.5 Implement Just-In-Time (JIT) Practices to Reduce Inventory Waste
- › 3.6 Evaluate Lean Metrics to Measure Waste Reduction Success

• 4 Creating a Lean Culture: Leadership and Engagement — 6 classes

- › 4.1 Define Lean Culture and Its Importance in Leadership
- › 4.2 Identify Key Leadership Behaviors That Foster Engagement
- › 4.3 Develop Strategies for Communicating Lean Principles Effectively
- › 4.4 Implement Tools for Encouraging Employee Participation in Lean Initiatives
- › 4.5 Analyze Case Studies of Successful Lean Culture Implementations
- › 4.6 Create an Action Plan for Sustaining Lean Culture in Your Organization

• 5 Implementing and Sustaining Lean Strategies — 6 classes

- › 5.1 Identify Key Lean Principles for Effective Implementation
- › 5.2 Analyze Current Processes for Lean Opportunities
- › 5.3 Develop a Lean Implementation Plan with Stakeholder Input
- › 5.4 Utilize Tools and Techniques for Lean Strategy Execution
- › 5.5 Measure and Monitor Lean Strategy Performance Metrics
- › 5.6 Create a Sustainability Plan for Long-term Lean Success

• 1 Understanding Lean Principles in Leadership — 6 classes

- › 1.1 Define Lean Principles and Their Relevance to Leadership
- › 1.2 Identify Key Lean Leadership Characteristics and Behaviors
- › 1.3 Analyze the Impact of Lean Principles on Team Dynamics
- › 1.4 Explore Tools and Techniques for Lean Leadership Practices
- › 1.5 Develop Strategies for Implementing Lean Principles in Teams
- › 1.6 Evaluate the Effectiveness of Lean Leadership in Real-world Scenarios

• 2 Building High-Performing Lean Teams — 6 classes

- › 2.1 Identify Key Characteristics of High-Performing Lean Teams
- › 2.2 Analyze Roles and Responsibilities within Lean Teams
- › 2.3 Foster Effective Communication Strategies in Lean Teams
- › 2.4 Implement Techniques for Continuous Improvement in Team Performance
- › 2.5 Develop Conflict Resolution Skills for Lean Team Dynamics
- › 2.6 Assess Team Performance Metrics to Drive Lean Success

• 3 Cultivating a Lean Culture: Communication and Engagement — 6 classes

- › 3.1 Understand the Foundations of Lean Culture
- › 3.2 Identify Key Communication Strategies for Lean Leadership
- › 3.3 Engage Teams through Active Listening Techniques
- › 3.4 Foster Collaboration with Open Feedback Mechanisms
- › 3.5 Develop Action Plans for Sustaining Lean Engagement
- › 3.6 Measure and Reflect on Team Dynamics in Lean Practices

• 4 Conflict Resolution and Problem Solving in Lean Teams — 6 classes

- › 4.1 Identify Sources of Conflict in Lean Teams
- › 4.2 Analyze the Impact of Conflict on Team Dynamics
- › 4.3 Explore Conflict Resolution Strategies for Lean Management
- › 4.4 Role-Play Scenarios to Practice Resolution Techniques
- › 4.5 Develop a Problem-Solving Framework for Team Challenges
- › 4.6 Implement Lean Principles in Real-world Conflict Situations

• 5 Sustaining Lean Leadership: Continuous Improvement and Adaptation — 6 classes

- › 5.1 Identify Key Principles of Lean Leadership
- › 5.2 Analyze the Role of Continuous Improvement in Team Dynamics
- › 5.3 Develop a Framework for Sustaining Lean Practices
- › 5.4 Implement Feedback Loops for Team Adaptation
- › 5.5 Create Action Plans for Lean Leadership Challenges
- › 5.6 Evaluate Team Performance in Lean Environments

• 1 Understanding Lean Metrics: Foundations and Definitions — 6 classes

- › 1.1 Define Key Lean Metrics and Their Importance
- › 1.2 Explore the Differences Between Lead and Lag Metrics
- › 1.3 Identify Common Lean Measurement Tools and Techniques
- › 1.4 Analyze the Role of Value Stream Mapping in Lean Metrics
- › 1.5 Apply Lean Metrics to Assess Process Performance
- › 1.6 Develop a Personal Action Plan for Implementing Lean Metrics

• 2 Identifying Key Performance Indicators (KPIs) for Lean Success

— 6 classes

- › 2.1 Define Lean Success: Understanding the Role of KPIs
- › 2.2 Identify Essential Elements of Effective KPIs
- › 2.3 Evaluate Current Performance Metrics: What to Keep and What to Discard
- › 2.4 Establish SMART Criteria for KPI Development
- › 2.5 Analyze Industry Benchmarks: Setting Realistic KPI Targets
- › 2.6 Develop a KPI Dashboard: Visualizing Lean Success Metrics

• 3 Data Collection Methods for Effective Measurement — 6 classes

- › 3.1 Explore Different Data Collection Techniques in Lean Management
- › 3.2 Identify Key Metrics for Lean Measurement Success
- › 3.3 Analyze the Role of Qualitative vs Quantitative Data
- › 3.4 Implement Surveys and Questionnaires for Data Gathering
- › 3.5 Develop Effective Observation Strategies for Data Collection
- › 3.6 Apply Collected Data to Inform Lean Management Decisions

• 4 Analyzing and Interpreting Lean Metrics — 6 classes

- › 4.1 Define Key Lean Metrics for Effective Measurement
- › 4.2 Collecting and Organizing Lean Data Effectively
- › 4.3 Analyzing Lean Metrics to Identify Waste
- › 4.4 Interpreting Trends in Lean Performance Data
- › 4.5 Using Lean Metrics to Drive Continuous Improvement
- › 4.6 Presenting and Communicating Lean Findings Effectively

• 5 Continuous Improvement: Applying Metrics for Strategic Growth

— 6 classes

- › 5.1 Define Continuous Improvement and Its Importance
- › 5.2 Identify Key Lean Metrics for Measurement
- › 5.3 Analyze Data to Assess Current Performance
- › 5.4 Set Strategic Growth Goals Using Metrics
- › 5.5 Develop Action Plans Based on Metric Insights
- › 5.6 Evaluate Outcomes and Adjust Strategies After Implementation

• 1 Foundations of Lean Principles and Philosophy — 6 classes

- › 1.1 Define Lean: Understand Key Concepts and Terminology
- › 1.2 Explore the Origins: Historical Context of Lean Principles
- › 1.3 Identify the Core Principles: Value, Value Stream, Flow, Pull, and Perfection
- › 1.4 Analyze Waste: The 7 Types of Waste in Lean Management
- › 1.5 Examine the Role of Leadership in Lean Philosophy
- › 1.6 Apply Lean Principles: Case Studies and Real-World Examples

• 2 The Five Lean Principles: Value, Value Stream, Flow, Pull, and Perfection — 6 classes

- › 2.1 Define Value in Lean Management
- › 2.2 Identify the Value Stream in Your Process
- › 2.3 Analyze Flow and Eliminate Waste
- › 2.4 Implement Pull Systems for Efficiency
- › 2.5 Strive for Perfection Through Continuous Improvement
- › 2.6 Integrate the Five Principles in Real-World Scenarios

• 3 Tools and Techniques for Lean Implementation — 6 classes

- › 3.1 Identify Key Lean Tools for Process Optimization
- › 3.2 Analyze the Role of Value Stream Mapping in Lean
- › 3.3 Explore 5S Methodology for Workplace Organization
- › 3.4 Implement Kaizen for Continuous Improvement Strategies
- › 3.5 Apply Root Cause Analysis to Eliminate Waste
- › 3.6 Develop Action Plans for Effective Lean Deployment

• 4 Leading Lean Transformation: Culture and Change Management

— 6 classes

- › 4.1 Identify Essential Lean Principles for Cultural Transformation
- › 4.2 Analyze Organizational Barriers to Lean Adoption
- › 4.3 Develop Strategies for Engaging Stakeholders in Lean Change
- › 4.4 Implement Communication Techniques to Foster Lean Mindset
- › 4.5 Evaluate Metrics for Measuring Lean Culture Progress
- › 4.6 Create an Action Plan for Sustaining Lean Transformation

• 5 Advanced Lean Concepts: Lean Six Sigma and Beyond — 6 classes

- › 5.1 Define Lean Six Sigma Principles and Methodologies
- › 5.2 Identify Key Differences Between Lean and Six Sigma
- › 5.3 Explore the DMAIC Framework for Process Improvement
- › 5.4 Apply Statistical Tools in Lean Six Sigma Projects
- › 5.5 Develop a Lean Six Sigma Project Charter
- › 5.6 Evaluate Case Studies of Successful Lean Six Sigma Implementations

• 1 Understanding Lean Principles and Practices — 6 classes

- › 1.1 Define Lean Principles and Their Importance
- › 1.2 Identify Key Lean Tools and Their Functions
- › 1.3 Explore Value Stream Mapping Techniques
- › 1.4 Analyze the Role of Waste Elimination in Lean
- › 1.5 Implement 5S Methodology in Workplace Organization
- › 1.6 Evaluate the Impact of Continuous Improvement Cycles

• 2 Mapping the Value Stream: Tools and Techniques — 6 classes

- › 2.1 Understand Value Stream Mapping Basics
- › 2.2 Identify Key Elements of the Value Stream
- › 2.3 Analyze Current State of Value Stream
- › 2.4 Identify Waste within the Value Stream
- › 2.5 Develop Future State Value Stream Map
- › 2.6 Implement Action Plans to Optimize Value Stream

• 3 Implementing 5S for Workplace Organization — 6 classes

- › 3.1 Define and Understand the 5S Methodology
- › 3.2 Identify Key Tools for Each Step of 5S
- › 3.3 Conduct a 'Sort' Audit in Your Workplace
- › 3.4 Develop a 'Set in Order' Plan for Efficient Layout
- › 3.5 Establish 'Shine' Standards for Workplace Cleaning
- › 3.6 Create a Sustaining Strategy for Ongoing 5S Success

• 4 Applying Kaizen for Continuous Improvement — 6 classes

- › 4.1 Understand the Principles of Kaizen for Continuous Improvement
- › 4.2 Identify Areas for Improvement Using the Kaizen Approach
- › 4.3 Apply the PDCA Cycle in Kaizen Initiatives
- › 4.4 Develop a Kaizen Action Plan for Team Engagement
- › 4.5 Measure the Effectiveness of Kaizen Implementations
- › 4.6 Sustain Continuous Improvement Through Kaizen Culture

• 5 Advanced Lean Tools: Kanban and Just-In-Time — 6 classes

- › 5.1 Understand Kanban Principles and History
- › 5.2 Identify Different Types of Kanban Systems
- › 5.3 Implementing Kanban Boards for Visual Management
- › 5.4 Explore Just-In-Time (JIT) Concepts and Benefits
- › 5.5 Analyze the Impact of JIT on Inventory Management
- › 5.6 Integrate Kanban and JIT for Streamlined Production