

# LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

## Lean Process Improvement Professional



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### LAPT — London Academy of Professional Training

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**Reference** MSPC-LM-03 • Management Centres

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AT A GLANCE

|               |                                                |
|---------------|------------------------------------------------|
| REFERENCE     | MSPC-LM-03                                     |
| 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 Initiatives

5 chapters · 30 classes 65 marks

• 1 Understanding Change Management Principles in Lean — 6 classes

› 1.1 Define Change Management in Lean Initiatives

› 1.2 Identify Key Principles of Change Management

› 1.3 Analyze the Role of Leadership in Change Management

› 1.4 Assess Resistance to Change in Lean Environments

› 1.5 Develop Effective Communication Strategies for Change

› 1.6 Create an Action Plan for Implementing Change in Lean Projects

• 2 Identifying Stakeholders and Their Roles in Lean Change — 6 classes

› 2.1 Identify Key Stakeholders in Lean Initiatives

› 2.2 Analyze Stakeholder Interests and Influence

› 2.3 Map Stakeholder Relationships in Change Management

› 2.4 Define Stakeholder Roles and Responsibilities

› 2.5 Develop Strategies for Engaging Stakeholders

› 2.6 Assess the Impact of Stakeholder Engagement on Lean Success

• 3 Developing a Change Management Strategy for Lean Initiatives — 6 classes

› 3.1 Identify Key Stakeholders for Lean Change Initiatives

› 3.2 Assess Organizational Readiness for Change

› 3.3 Develop Communication Strategies for Lean Initiatives

› 3.4 Create a Change Management Action Plan

› 3.5 Implement Change Management Techniques in Lean Projects

› 3.6 Evaluate and Sustain Change in Lean Initiatives

• 4 Overcoming Resistance to Change in Lean Environments — 6 classes

› 4.1 Identify Sources of Resistance in Lean Change

› 4.2 Analyze The Impact of Resistance on Lean Initiatives

› 4.3 Develop Strategies to Address Resistance in Teams

› 4.4 Communicate Change Effectively to Stakeholders

› 4.5 Engage Employees in the Change Process

› 4.6 Evaluate and Sustain Change through Feedback Loops

• 5 Measuring Change Impact and Sustaining Lean Improvements — 6 classes

› 5.1 Define Key Performance Indicators for Measuring Change Impact

› 5.2 Analyze Baseline Data to Establish Improvement Benchmarks

› 5.3 Utilize Qualitative and Quantitative Methods to Assess Change

› 5.4 Develop a Framework for Sustaining Lean Improvements Over Time

› 5.5 Conduct Regular Reviews to Measure Long-Term Change Effectiveness

› 5.6 Create an Action Plan for Continuous Improvement and Adaptation

**• 1 Understanding Leadership Styles in Lean Management** — 6 classes

- › 1.1 Identify Key Leadership Styles in Lean Management
- › 1.2 Analyze the Impact of Leadership Styles on Team Dynamics
- › 1.3 Evaluate Personal Leadership Style Using Self-Assessment Tools
- › 1.4 Explore the Role of Transformational Leadership in Lean Contexts
- › 1.5 Implement Situational Leadership Techniques in Team Scenarios
- › 1.6 Develop a Personal Action Plan for Effective Leadership in Lean Management

**• 2 Building High-Performing Teams** — 6 classes

- › 2.1 Identify Characteristics of High-Performing Teams
- › 2.2 Assess Team Dynamics and Roles
- › 2.3 Foster Effective Communication Strategies
- › 2.4 Establish Trust and Accountability within Teams
- › 2.5 Implement Conflict Resolution Techniques
- › 2.6 Develop Action Plans for Team Improvement

**• 3 Effective Communication in Lean Environments** — 6 classes

- › 3.1 Understand Lean Communication Principles
- › 3.2 Identify Barriers to Effective Communication
- › 3.3 Explore Active Listening Techniques
- › 3.4 Practice Clear and Concise Messaging
- › 3.5 Apply Feedback Mechanisms in Teams
- › 3.6 Use Communication Tools for Lean Collaboration

**• 4 Conflict Resolution and Problem-Solving Techniques** — 6 classes

- › 4.1 Identify Sources of Conflict in Teams
- › 4.2 Analyze Conflict Styles and Their Impacts
- › 4.3 Apply Active Listening Techniques for Resolution
- › 4.4 Explore Collaborative Problem-Solving Methods
- › 4.5 Develop a Conflict Resolution Action Plan
- › 4.6 Implement and Evaluate Conflict Resolution Strategies

**• 5 Empowering Team Members and Encouraging Continuous Improvement** — 6 classes

- › 5.1 Identify Key Empowerment Strategies for Team Members
- › 5.2 Develop Communication Techniques to Foster Team Trust
- › 5.3 Implement Tools for Encouraging Continuous Improvement
- › 5.4 Analyze Team Dynamics to Identify Improvement Opportunities
- › 5.5 Create Action Plans for Team Empowerment and Development
- › 5.6 Evaluate the Impact of Empowerment on Team Performance

**• 1 Understanding Lean: History and Principles** — 6 classes

- › 1.1 Explore the Origins of Lean Principles
- › 1.2 Identify Key Historical Milestones in Lean Development
- › 1.3 Define Core Lean Principles and Their Importance
- › 1.4 Analyze the Role of Waste in Lean Thinking
- › 1.5 Discuss the Evolution of Lean Methodologies
- › 1.6 Apply Lean Principles to Real-World Scenarios

**• 2 Identifying Waste: The Eight Types of Waste** — 6 classes

- › 2.1 Define and Understand the Eight Types of Waste
- › 2.2 Identify Overproduction and Its Impact on Efficiency
- › 2.3 Recognize Waiting Time and Strategies to Minimize It
- › 2.4 Analyze Transport Waste in Your Organization
- › 2.5 Evaluate Excess Inventory and Implement Control Measures
- › 2.6 Apply Lean Techniques to Reduce Waste in a Real-World Scenario

**• 3 Value Stream Mapping: Tools for Analysis** — 6 classes

- › 3.1 Define Value Stream Mapping and Its Significance
- › 3.2 Identify Components of a Value Stream Map
- › 3.3 Analyze Current State: Creating a Value Stream Map
- › 3.4 Identify Waste in the Current State Map
- › 3.5 Design a Future State Value Stream Map
- › 3.6 Develop an Action Plan for Implementing Improvements

**• 4 Lean Methodologies: Kaizen and 5S Implementation** — 6 classes

- › 4.1 Understand Kaizen: The Philosophy of Continuous Improvement
- › 4.2 Identify the Key Principles of 5S Methodology
- › 4.3 Assess Current Processes for Kaizen Opportunities
- › 4.4 Implementing the 5S System: Steps and Best Practices
- › 4.5 Engage Teams: Fostering a Culture of Kaizen
- › 4.6 Measure Success: Evaluating Kaizen and 5S Outcomes

**• 5 Sustaining Lean Practices: Culture and Leadership** — 6 classes

- › 5.1 Identify Key Leadership Traits for Lean Sustainability
- › 5.2 Analyze Organizational Culture's Impact on Lean Initiatives
- › 5.3 Develop Strategies to Foster a Lean Mindset Among Teams
- › 5.4 Implement Communication Techniques for Lean Success
- › 5.5 Design a Continuous Improvement Framework for Lean Practices
- › 5.6 Evaluate and Adjust Leadership Approaches for Lean Sustainability

### • 1 Understanding Lean Principles and Tools — 6 classes

- › 1.1 Identify Core Lean Principles for Process Improvement
- › 1.2 Analyze Waste Types in Business Processes
- › 1.3 Apply the 5S Methodology for Workplace Organization
- › 1.4 Utilize Value Stream Mapping to Enhance Efficiency
- › 1.5 Implement Kanban Systems for Improved Workflow
- › 1.6 Measure Success with Key Performance Indicators in Lean

### • 2 Value Stream Mapping and Analysis — 6 classes

- › 2.1 Define Value Stream Mapping and Its Importance
- › 2.2 Identify Key Components of a Value Stream Map
- › 2.3 Analyze Current State Value Streams
- › 2.4 Identify Waste in Value Streams Using Lean Principles
- › 2.5 Develop Future State Value Streams for Improvement
- › 2.6 Create a Value Stream Mapping Action Plan

### • 3 The 5S Methodology for Workplace Organization — 6 classes

- › 3.1 Define and Explain the 5S Methodology in Lean Management
- › 3.2 Identify the Five Steps of 5S: Sort, Set in Order, Shine, Standardize, Sustain
- › 3.3 Analyze the Benefits of Implementing 5S in the Workplace
- › 3.4 Conduct a 5S Audit: Assess Current Workplace Organization
- › 3.5 Develop an Action Plan for Each Step of 5S Implementation
- › 3.6 Create a 5S Sustainability Strategy for Ongoing Improvement

### • 4 Kaizen: Continuous Improvement Strategies — 6 classes

- › 4.1 Understand the Principles of Kaizen for Continuous Improvement
- › 4.2 Identify Opportunities for Kaizen in Your Workplace
- › 4.3 Implement Kaizen Practices: Tools and Techniques Overview
- › 4.4 Facilitate a Kaizen Event: Steps to Success
- › 4.5 Measure and Analyze the Impact of Kaizen Initiatives
- › 4.6 Cultivate a Kaizen Culture: Engaging Your Team in Continuous Improvement

### • 5 Implementing Lean Tools in Projects — 6 classes

- › 5.1 Identify Key Lean Tools for Project Implementation
- › 5.2 Analyze Project Constraints and Opportunities for Lean Application
- › 5.3 Develop a Lean Tool Selection Matrix for Your Project
- › 5.4 Create a Plan for Integrating Lean Tools into Project Workflow
- › 5.5 Measure and Monitor Lean Tool Effectiveness in Real-Time
- › 5.6 Iterate and Improve: Adjust Lean Tools Based on Project Feedback

### • 1 Understanding Root Cause Analysis Concepts — 6 classes

- › 1.1 Define Root Cause Analysis and Its Importance
- › 1.2 Explore Common Root Cause Analysis Techniques
- › 1.3 Identify Key Terminology in Root Cause Analysis
- › 1.4 Analyze Case Studies Demonstrating Root Cause Analysis
- › 1.5 Apply Root Cause Analysis in Real-World Scenarios
- › 1.6 Evaluate the Effectiveness of Root Cause Analysis Strategies

### • 2 Tools and Techniques for Root Cause Identification — 6 classes

- › 2.1 Identify Key Concepts of Root Cause Analysis
- › 2.2 Explore the 5 Whys Technique for Problem Solving
- › 2.3 Apply Fishbone Diagram for Visual Analysis
- › 2.4 Utilize Pareto Chart for Prioritizing Causes
- › 2.5 Assess the Role of Failure Mode and Effects Analysis (FMEA)
- › 2.6 Develop an Action Plan Based on Root Cause Findings

### • 3 Data Collection and Analysis for Root Cause Analysis — 6 classes

- › 3.1 Identify Key Data Sources for Root Cause Analysis
- › 3.2 Design Effective Data Collection Methods
- › 3.3 Analyze Collected Data for Patterns and Trends
- › 3.4 Utilize Statistical Tools to Interpret Data
- › 3.5 Validate Data Integrity and Reliability
- › 3.6 Apply Findings to Develop Actionable Insights

### • 4 Implementing Solutions and Countermeasures — 6 classes

- › 4.1 Identify Potential Solutions for Root Causes
- › 4.2 Evaluate Solution Feasibility and Impact
- › 4.3 Design Effective Countermeasures
- › 4.4 Develop an Implementation Plan for Solutions
- › 4.5 Monitor and Adjust Solutions Post-Implementation
- › 4.6 Document Lessons Learned and Best Practices

### • 5 Evaluating Effectiveness and Continuous Improvement — 6 classes

- › 5.1 Assess Current Performance Metrics
- › 5.2 Identify Gaps in Process Effectiveness
- › 5.3 Implement Root Cause Analysis Techniques
- › 5.4 Develop Action Plans for Improvement
- › 5.5 Monitor and Measure Improvement Outcomes
- › 5.6 Foster a Culture of Continuous Improvement

**• 1 Understanding Value Streams: Definitions and Importance** — 6

classes

- › 1.1 Define Value Streams and Their Components
- › 1.2 Explain the Importance of Value Stream Mapping
- › 1.3 Identify Different Types of Value Streams
- › 1.4 Describe the Role of Stakeholders in Value Streams
- › 1.5 Analyze the Impact of Inefficiencies in Value Streams
- › 1.6 Create a Value Stream Map for a Simple Process

**• 2 Identifying Current State: Mapping Techniques and Tools** — 6

classes

- › 2.1 Define Current State: Understanding Value Stream Mapping Basics
- › 2.2 Identify Key Elements: Components of a Value Stream Map
- › 2.3 Select Mapping Techniques: Tools for Effective Visualization
- › 2.4 Gather Data: Collecting Relevant Information for Mapping
- › 2.5 Create a Value Stream Map: Step-by-Step Mapping Process
- › 2.6 Analyze Current State: Identifying Waste and Opportunities for Improvement

**• 3 Analyzing Value Stream Maps: Identifying Waste and Opportunities** — 6 classes

- › 3.1 Understand the Fundamentals of Value Stream Mapping
- › 3.2 Identify Key Components of a Value Stream Map
- › 3.3 Analyze Current State and Spot Inefficiencies
- › 3.4 Categorize Types of Waste in Value Streams
- › 3.5 Develop Future State Value Stream Improvement Strategies
- › 3.6 Create an Action Plan to Implement Improvements

**• 4 Designing Future State Value Streams: Best Practices** — 6 classes

- › 4.1 Analyze Current State Value Streams
- › 4.2 Identify Value-Adding Activities in Processes
- › 4.3 Define Customer Value and Requirements
- › 4.4 Visualize Future State Value Streams
- › 4.5 Develop Strategies for Eliminating Waste
- › 4.6 Create an Action Plan for Implementation

**• 5 Implementing Changes: Action Plans and Performance Metrics** —

6 classes

- › 5.1 Develop Action Plans for Effective Change Implementation
- › 5.2 Identify Key Performance Metrics for Tracking Improvements
- › 5.3 Align Action Plans with Strategic Organizational Goals
- › 5.4 Engage Stakeholders in the Change Process
- › 5.5 Monitor Performance Metrics for Continuous Improvement
- › 5.6 Evaluate the Impact of Changes on Value Streams