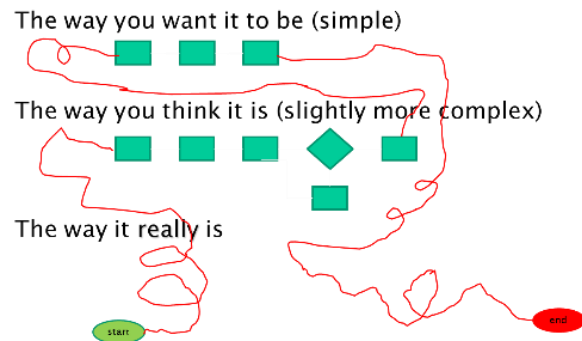


Process Mapping Course: Essentials for Creating a Culture of Improvement

Continual improvement is all about engaging and empowering all organization members in actively improving their workplace and work processes every day, in order to achieve sustainable success beyond historical norms and what is even thought possible. This Essentials for Creating a Culture of Improvement course, “Process Mapping” focuses on the Improvement Champion role.

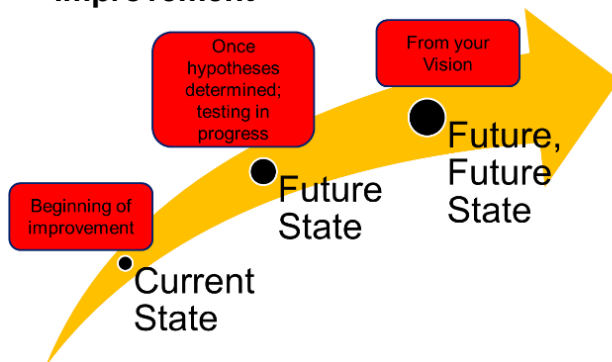
Course Goal:

Participants will develop additional knowledge and skills in documenting and analyzing work processes and activities using the Tell/Show/Do/Recycle learning approach. Education and classroom practice is focused on the process mapping methods (Value Stream Mapping, Sub Process Mapping, Information Circles) and analyzing the value and waste of the work process.



So that:

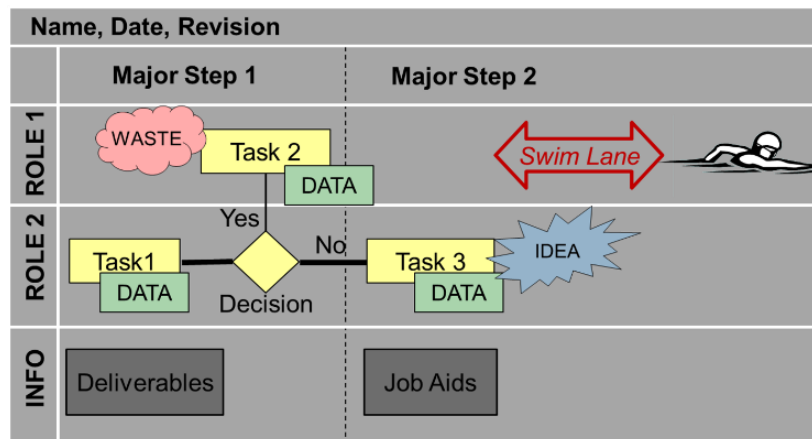
- Participants can be successful in applying improvement to problems
- Improvements efforts are more focused
- Results are improved at a rate greater than in the past
- Participants and other team members are involved and eager to create more improvement



Time frame: 8 hours

Knowledge and Skills Gained:

- Understanding the concept of mapping levels and different types of maps used in continual improvement
- Applying the approach and template for creating an effective value stream map
- Applying the approach and template for creating an effective sub-process map
- Understanding how to perform a waste analysis on the process and prioritizing opportunities



Who Should Participate:

- Improvement Champions (those specially selected to lead the effort to embed improvement in the organization)
- Individuals seeking to grow and expand in their role

“Going from current to future state blew my mind – you have to experience it.” kaizen team member



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Agenda:

1. What is Process Mapping
2. Value Stream Mapping (Training, Exercise)
3. Waste / Value Analysis
4. Sub Process Mapping (Training, Exercise)
5. Waste / Value Analysis (Training, Exercise)

This course is offered in conjunction with other Improvement Champion courses so that participants can learn and immediately apply those learnings to an improvement project. See “Essentials for Creating a Culture of Improvement: Improvement Champion”. The Improvement Champion training includes

- Introduction to Improvement: Seeing the Possible
- Foundational Continual Improvement
- Process Mapping
- Problem Solving and Solution Identification
- Kaizen
- And Improvement Planning.

Recommended Prerequisites:

- Introduction to Improvement: “Seeing the Possible” Overview of improvement with hands on simulation of running an organization, seeing the changes that are possible and receiving a basic understanding of QI techniques
- Individual Contributor - Essentials for Participating in a Culture of Improvement (Hands-on training to identify, evaluate, and implement individual or small team workplace and work process improvements)

Recommended Next Steps:

- Map out a process, look for and analyze waste
- Participate in a personal improvement project
- Learn more about improvement (reading, training, conferences)
- Receive additional Improvement Champion - Essentials for Creating a Culture of Improvement training



Process Mapping Course: Essentials for Creating a Culture of Improvement

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- Foundational Continual Improvement
 - Problem Solving and Solution Identification
 - Facilitating the Kaizen Process & techniques
 - Improvement Planning