



Lean Healthcare Green Belt Certification Training

Class Schedule:
November 3,4 and 17,18, 2011
Boston Medical Center HP (Boston, MA)



Held locally at Boston Medical Center with More Effective Consulting to provide the best affordable Green Belt Certification training in Lean Healthcare.

Lean Healthcare Green Belt Certification is an industry standard that qualifies you as capable of leading KAIZEN events and initiatives on your own and teaching students basic Lean Healthcare principles.

Taught by Matt Morrisette, Lean Master Black Belt, who has achieved over \$20 million in cost savings, taught more than 1,000 Lean Thinkers and conducted over 400 Kaizen events.



You'll Get:

- Belt:** A personalized Green Belt with your logo on it
- Certificate:** Green Belt Certificate as an industry expert in Lean Healthcare
- Books:** Lean Thinking (audio) & Lean Pocket Toolbook (softcover)
- Workbook:** Powerpoint Slides from our Lean compendium that includes modules for Lean Healthcare: Lean Strategy, Drivers, Setup Time Reduction, Quality Tools, Process Capability, LPMS, Kaizen Teams, Lean Savings, Accountability Tools, 5S, Mapping Tools, and Lean Enterprise Deployment.
- Templates:** Excel Workbook file with more than 25 sheets to deploy an effective Kaizen Event
- Hands-on training:** Exercises that include an emergency department simulation, coffee making, time & motion studies, Lean Video's, Before & after photo's, airplane making and statistical catapult trials
- Roadmap:** Your personal work plan to execute your company's Lean initiatives or Kaizen events

LEAN HEALTHCARE GREEN BELT CERTIFICATION TRAINING:

Class ID#	Dates (6 total days)	Times	Cost
LGBNov'11	Nov. 3,4,17,18	8:00am - 5:00pm	\$2,500

This class is perfect for hospital and healthcare employees who are or plan to be change agents. A change agent is one who is empowered and trusted to teach and lead others toward better ways to improve the environment and outcomes of where they work.

All areas in the health care continuum can apply the principles and techniques of Lean Healthcare including physician practices, Nursing & Home Care businesses and all areas within a hospital system such as education, administration, clinical operations, patient care & quality .



GREEN BELT CERTIFICATION BENEFITS:

- Certified Lean Green Belt's yield at least a 3 to 1 ROI in cost savings on every project they conduct. Projects also yield streamlined processes & improved patient satisfaction.
- Lean Kaizen projects aim to make tangible improvements on the front line that ultimately create systems to pull patients through the process. Areas that especially need pull systems are the ED to inpatient bed process, discharging patients, and outpatient services.
- Lean Kaizen projects emphasize collaborative teams that encourage doctors, nurses and staff to achieve the best outcomes for patient care and employee satisfaction.
- Students are trained by a Lean Healthcare Master Black Belt who has worked in almost every area of a hospital implementing Lean solutions and who will provide great Lean advice!

Register On-line: <http://www.MoreEffective.com/Workshops.html>



More Effective Consulting, LLC.
 10 Chestnut Circle
 Mont Vernon, NH 03057

603-801-3923
www.MoreEffective.com
 Matt@MoreEffective.com





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Below is general information for the event.

Hotel:

- \$175 per night rate available at The Inn at St. Botolph (1 block away)
- Rooms will be reserved until Nov. 1st under the name “More Effective Consulting”
- Several other hotels at a higher rate can be seen on the map below.

Classroom:

- Lunch, coffee, light snacks and refreshments will be provided during the day
- Training starts promptly at 8:00am each day. Specific directions to the training room will be provided.
- Specific times of the day will be reserved for you to handle personal calls and business
- Bringing a laptop is optional, but it is helpful and used on Day 2, 3 and 4



Parking:

- \$25 (for 10 hours) at Copley Place Mall

Subway:

- Take GREEN LINE (MBTA) to Copley Place
- Take ORANGE LINE (Commuter rail) to Back Bay Stn.

Green Belt Class is in a training room at Boston Medical Center-Healthnet Plan, 2 Copley Place, Suite #600, (617) 748-6000



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**Below is the detailed class schedule for the event.
(a larger detailed PDF schedule will be e-mailed to students)**

WEEKS PRIOR	DAY 1 and 2 OF TRAINING		DAY 3 and 4 OF TRAINING		WEEKS AFTER
PREP WORK	MON 11/3/11 BMCHP Classroom	TUE 11/4/11 BMCHP Classroom	MON 11/17/11 BMCHP Classroom	TUE 11/18/11 BMCHP Classroom	FRIDAY 12/30/11
<p>October PREPARATION - Register for CLASS ID: LGBNov'11</p> <p>Class Name: "Lean Green Belt Certification"</p> <p>Call Matt Morrissette at 603-801-3923 and pay \$2,500.</p> <p>- Provide Matt (Matt@MoreEffective.com) your company Logo in JPEG format to embroider it on your green belt.</p> <p>- Make reservation for a hotel (IF NEEDED) The Inn at St. Botolph, (617) 236-8099</p> <p>ACTIVITY HIGHLIGHTED GREEN indicates a time when each student will use a laptop. One they brought, one they borrowed from MEC or one they share with another student.</p>	<p>08:00 - 8:30 INTRODUCTIONS & OVERVIEW</p> <p>8:30 - 9:15 LEAN OVERVIEW (Lean 101) (Have a Lean "Elevator" speech)</p> <p>9:15 - 9:20 BREAK - 5min</p> <p>9:20 - 10:50 LEAN DRIVERS (Lean 102)</p> <p>10:50 - 11:00 BREAK - 10min</p> <p>11:00 - 12:00 Airplane Simulation #1 (train, run and then Debrief issues)</p> <p>12:00 - 12:20 LUNCH With class, on-site catered.</p> <p>12:20 - 12:30 PERSONAL TIME Time to do activity away from class</p> <p>12:30 - 1:00 Airplane Simulation #2 (Analyze issues, CT-TT bar chart, brainstorm solutions)</p> <p>1:00 - 1:30 Airplane Simulation #2 (implement solutions)</p> <p>1:30 - 2:00 QUIZ #1 (Lean 101)</p> <p>2:00 - 2:35 MAPPING TOOLS module</p> <p>2:35 - 2:50 MAPPING EXERCISE (Review/De-brief their SIPOC diagram for their project)</p> <p>2:50 - 3:00 BREAK</p> <p>3:00 - 3:40 QUALITY TOOLS (Lean 201)</p> <p>3:40 - 3:45 BREAK - 5min</p> <p>3:45 - 4:30 PROCESS ANALYSIS (Lean 201)</p> <p>4:30 - 4:45 Kaizen Project work ("problem statement" & one on one help)</p> <p>4:45 - 5:00 DAY 1 SUMMARY</p> <p>5:00pm CLASS DAY COMPLETE</p> <p>5:00 - 5:30 AFTER CLASS OPEN DISCUSSION</p>	<p>08:00 - 8:30 ICE BREAKER & HUMAN SIDE OF CHANGE</p> <p>8:30 - 8:50 SETUP REDUCTION (Lean 201)</p> <p>8:45 - 9:00 SETUP REDUCTION Airport Gate VIDEO LEARNING</p> <p>9:00 - 9:15 SETUP REDUCTION HANDS-ON Stop Watch Observation Learning</p> <p>9:15 - 10:00 SETUP REDUCTION SIMULATION (Coffee hands-on setup simulation)</p> <p>10:00 - 10:10 BREAK</p> <p>10:10 - 10:30 SETUP REDUCTION House Video & your Kaizen charter goals/objectives</p> <p>10:30 - 11:15 5S & 5S KAIZEN TYPES (Lean 201)</p> <p>11:15 - 12:00 POKA-YOKE, MISTAKE PROOFING & AUTOMATION (worksheet exercise)</p> <p>12:00 - 12:20 LUNCH With class, on-site catered.</p> <p>12:20 - 12:40 PERSONAL TIME Time to do activity away from class</p> <p>12:40 - 1:40 KAIZEN OVERVIEW (Lean 301) - Types of Kaizens - The 8 Kaizen steps - How to prepare for & conduct one</p> <p>1:40 - 2:20 KAIZEN TOOLBOX (excel)</p> <p>2:20 - 2:30 BREAK</p> <p>2:30 - 3:00 WASTE WALKS - 7 Wastes, 5S</p> <p>3:00 - 4:00 KAIZEN PROJECT WORK-OUT - Baseline worksheet</p> <p>4:00 - 4:30 KAIZEN PLANS - De-brief & Team Presentations</p> <p>4:30 - 4:45 QUIZ #2 (Lean 201)</p> <p>4:45 - 5:00 DAY 2 SUMMARY</p> <p>5:00pm CLASS DAY COMPLETE</p> <p>5:00 - 5:30 AFTER CLASS OPEN DISCUSSION</p>	<p>08:00 - 8:15 RE-AQUAINTANCE - Goals & agenda for next two days</p> <p>8:15 - 9:15 KAIZEN FOLLOW-UP, PROJECT REVIEW - Gap Analysis - Focus areas for the next two days</p> <p>9:15 - 10:00 ADVANCED SIMULATION TRAINING - Basic & Advanced Lean Topics (Lean 401)</p> <p>10:00 - 10:10 BREAK</p> <p>10:10 - 10:45 SIMULATION CONT'D HANDS-ON Exercises</p> <p>10:45 - 12:00 SIMULATION CONT'D</p> <p>12:00 - 12:20 LUNCH W/class, catered.</p> <p>12:20 - 12:30 PERSONAL TIME Time to do activity away from class</p> <p>12:30 - 1:00 ADVANCED LEAN SIMULATION SUMMARY - Continue advanced Lean simulation de-brief and work-outs</p> <p>1:00 - 2:00 LEAN SAVINGS</p> <p>2:00 - 2:30 KAIZEN PROJECT WORK-OUT - Metrics & Savings worksheet</p> <p>2:30 - 2:40 BREAK</p> <p>2:40 - 3:40 MATERIALS MANAGEMENT</p> <p>3:40 - 4:10 MATERIAL MANAGEMENT EXERCISE</p> <p>4:10 - 4:30 QUIZ #3 (Lean 301)</p> <p>4:30 - 5:00 DAY 2 SUMMARY</p> <p>5:00pm CLASS DAY COMPLETE</p> <p>5:00 - 5:30 AFTER CLASS DISCUSSION</p>	<p>08:00 - 8:05 ICE BREAKER - by one of the students</p> <p>8:05 - 9:00 LPMS (Lean 401) - Students brainstorm how it applies to them</p> <p>9:00 - 10:00 LEAN ENTERPRISE (Lean 401) - Students brainstorm how a steering committee can get started where they work</p> <p>10:00 - 10:10 BREAK</p> <p>10:10 - 11:10 DESIGN FOR LEAN (Lean 401) EXERCISE - Choose an advanced Lean Topic</p> <p>11:10 - 11:30 LEAN DESIGN PRESENTATIONS</p> <p>11:30 - 11:50 LUNCH With class, catered.</p> <p>11:50 - 12:00 PERSONAL TIME Time to do activity away from class</p> <p>12:10 - 12:30 LEAN QUIZ #4 (Lean 401)</p> <p>12:30 - 1:00 LEAN QUIZ Review - Lean Black Belt - Difficult Lean Topics</p> <p>1:00 - 1:30 FINAL GROUP KAIZEN PROJECT - work out</p> <p>2:00 - 2:10 BREAK</p> <p>2:10 - 3:40 FINAL PROJECT PREP</p> <p>3:45 - 4:30 PARTICIPANT PRESENTATIONS</p> <p>4:30 - 5:00 FINAL REVIEW & GREEN BELT CEREMONY</p> <p>5:00pm CLASS DAY COMPLETE</p> <p>5:00 - 5:30 AFTER CLASS OPEN DISCUSSION</p>	<p>December FOLLOW UP - Send e-mail to Matt (Matt@MoreEffective.com) with your FINAL Actual Kaizen results by Friday, December 30, 2011 (6 weeks after training)</p> <p>JULY '12 - Register or inquire about Lean Black Belt Certification Training</p> <p style="text-align: center;"> Computer related work Quiz related work Kaizen project related work Worksheet & Hands-on related work </p>

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