



**May 6,7,20,21 2009
Manchester, NH**



A collaboration between Manchester Community College and More Effective Consulting to provide local affordable Green Belt Certification in Lean Thinking.

Lean Green Belt Certification is an industry standard that ensures you are capable of leading KAIZEN events on your own and teaching Lean Students the basics of Lean Thinking.

Taught by Matt Morrissette, Lean Master Black Belt, who has achieved over \$20 million in cost savings, taught more than 1,000 Lean Thinkers and conducted over 150 Kaizen events.



You'll Get:

1. **Belt:** A personalized Green Belt with your logo on it
2. **Certificate:** Green Belt Certificate as an industry expert in Lean Thinking
3. **Books:** Lean Thinking (audio) & Lean Pocket Toolbook (softcover)
4. **Workbook:** Powerpoint Slides from our Lean compendium that includes modules for Lean Thinking, Lean Drivers, Setup Time Reduction, Quality Tools, Process Capability, LPMS, Kaizen Teams, Lean Savings, Accountability Tools, 5S, Mapping Tools, and Lean Enterprise Deployment
5. **Templates:** Excel Workbook file with more than 20 sheets to deploy an effective Kaizen Event
6. **Hands-on training:** Exercises that include coffee making, patient serving, airplane making and stat trials
7. **Roadmap:** Your own work plan to execute your company's Lean initiatives or Kaizen events

Call CindyLou (below) or register On-line: <http://www.manchestercommunitycollege.edu/WDC/registration.aspx>

LEAN THINKING

LEAN THINKING GREEN BELT CERTIFICATION

Class#	Course#	Dates, Times	Cost
20428	NCPD253	May 6,7,20,21 Wed., Thu. 8:00am - 5:00pm	\$1,995

This course is best suited for production, healthcare and quality managers, supervisors, engineers, technicians and trainers in manufacturing, hospitals, warehouses and growing enterprises.

Earn the most popular and respected management certification today. Companies like Motorola, Freudenberg-NOK, General Electric, Sun Microsystems, Amazon.com, and thousands of others view it as an asset that yields more than three-to-one ROI in annual cost savings.



Lean Thinking Green Belt gives you the edge in leading people to make incremental process and operational changes that ultimately create systems that will increase productivity and reduce costs. Once implemented, Lean Thinking permeates all levels of an organization, changing the way everyone – from senior management to the administrative staff and the production floor – thinks about eliminating waste, streamlining processes and assuring that every company activity adds value to the customer.

You'll be taught by a Lean Sensei and Master Black Belt with extensive experience consulting to and training NH companies. More than 40% of class time is hands on. You'll receive numerous books, tools and a handbook that you can use after the course immediately to train and lead other employees. Learn to drive teams and learn projects and apply process improvement techniques using Microsoft Excel, Lean software and hands-on exercises.



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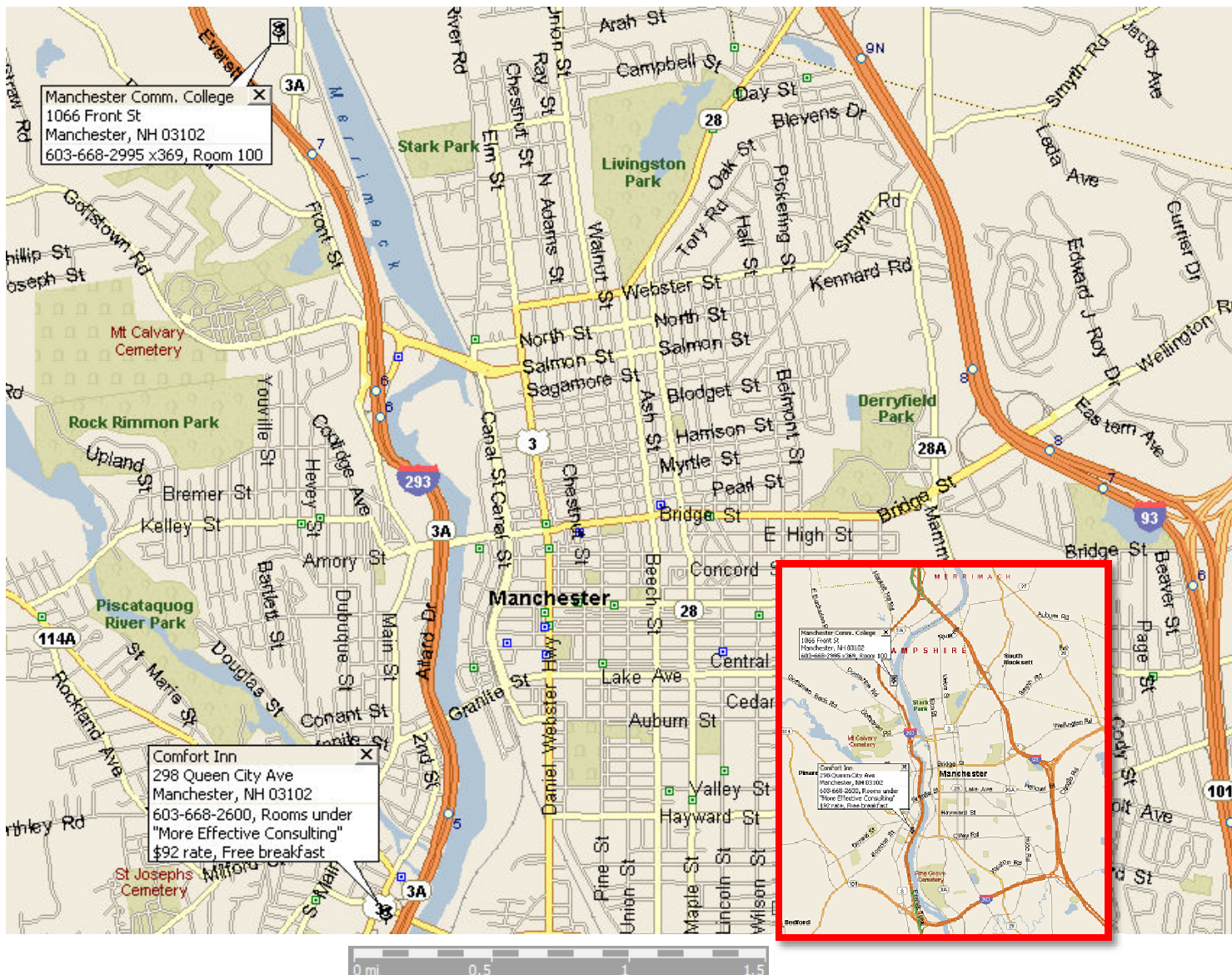
Below is general information for the event.

Hotel:

- \$92 per night rate reserved (king bed room)
- 5 rooms reserved (until 5/4/09) under the name “More Effective Consulting”
- Key amenities include free continental breakfast, free wireless internet access, free shuttle to/from airport

Classroom:

- Lunch, coffee, light snacks and refreshments will be provided during the day
- Training will start promptly at 8:00am each day. Signs at college entry will guide you to your room each day.
- Specific times of the day will be reserved for you to handle personal calls and business



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Below is the detailed class schedule for the event.

WEEKS PRIOR	DAY 1 and 2 OF TRAINING		DAY 3 and 4 OF TRAINING		WEEKS AFTER
April PREP WORK	WED 5/6/09 Computer Lab 151 / Classroom	THU 5/7/09 Computer Lab 151 / Classroom	WED 5/20/09 Computer Lab 151 / Classroom	THU 5/21/09 Computer Lab 151 / Classroom	FRIDAY 6/19/09
APRIL PREPARATION - Register for CLASS ID: CRN-20428, Course-NCPD253 "Lean Green Belt Certification". Call Cindy Lou McInnis at 603-668-2995 x369. Pay \$1,995.	08:00 - 8:20 INTRODUCTIONS & OVERVIEW Introduce everyone, their lean knowledge level, lean training goals and review the 4 day schedule and today's agenda.	08:00 - 8:15 ICE BREAKER & HUMAN SIDE OF CHANGE	08:00 - 8:15 RE-AQUANTANCE - PROJECT REVIEW	08:00 - 8:05 ICE BREAKER	JUNE FOLLOW UP - Send e-mail to Matt (Matt@MoreEffective.com) with your FINAL Actual Kaizen results by Friday, JUNE 19, 2009 (4 weeks after training)
<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) Comfort Inn, Manchester, 603-668-2600. 5 rooms blocked under "More Effective Consulting"</p>	8:20 - 9:10 LEAN OVERVIEW (Lean 101)	8:15 - 8:45 SETUP REDUCTION (Lean 201)	8:15 - 9:15 KAIZEN FOLLOW-UP	8:05 - 9:00 LPMS (Lean 401)	<p>JULY 09 - Register or inquire about Lean Black Belt Certification Training</p>
	9:10 - 10:00 LEAN DRIVERS (Lean 102)	8:45 - 9:00 SETUP REDUCTION VIDEO LEARNING	9:15 - 10:00 HANDS-ON SIMULATION TRAINING (Lean 401)	9:00 - 10:00 LEAN ENTERPRISE (Lean 401)	
	10:00 - 10:10 BREAK	9:00 - 9:15 SETUP REDUCTION HANDS-ON LEARNING	10:00 - 10:10 BREAK	9:00 - 10:00 LEAN ENTERPRISE (Lean 401)	
	10:10 - 11:10 LEAN 101/102 SIMULATION	9:15 - 10:00 SETUP REDUCTION SIMULATION	10:10 - 11:30 ADVANCED LEAN SIMULATION	10:00 - 10:10 BREAK	
	11:10 - 11:30 QUIZ #1 (Lean 101)	10:00 - 10:10 BREAK	10:10 - 11:30 DESIGN FOR LEAN (Lean 401) EXERCISE	10:10 - 11:10 DESIGN FOR LEAN (Lean 401) EXERCISE	
	11:30 - 12:00 LUNCH With class, on-site catered	10:40 - 11:40 SS & 5S KAIZEN TYPES (Lean 201)	11:30 - 12:00 LUNCH With class, on-site catered	11:10 - 11:30 LEAN DESIGN PRESENTATIONS	
	12:00 - 12:10 PERSONAL TIME Time to do activity away from class	11:40 - 12:00 POKA-YOKE, MISTAKE PROOFING & AUTOMATION SLIDE SHOW	12:00 - 12:10 PERSONAL TIME Time to do activity away from class	11:30 - 12:00 LUNCH With class, on-site catered	
	12:10 - 12:40 MAPPING TOOLS (Lean 201)	12:00 - 12:10 PERSONAL TIME Time to do activity away from class	12:10 - 12:30 LEAN SAVINGS	12:00 - 12:10 PERSONAL TIME Time to do activity away from class	
	12:40 - 1:00 MAPPING TOOL-Vision Map® (Lean 201)	12:10 - 1:15 CELL LAYOUT (Lean 201)	12:10 - 1:30 LEAN SAVINGS	12:10 - 12:30 LEAN QUIZ #5 (Lean 401)	
	1:00 - 1:30 MAPPING EXERCISE 1	1:15 - 2:00 KAIZEN OVERVIEW (Lean 301)	1:30 - 2:00 LOT SIZING	12:30 - 1:30 FINAL GROUP DESIGN PROJECT	
	1:30 - 2:00 MAPPING EXERCISE 2	2:00 - 2:10 BREAK	2:00 - 2:10 BREAK	1:30 - 2:00 TEAM PRESENTATIONS	
	2:00 - 2:10 BREAK	2:10 - 3:10 QUALITY TOOLS (Lean 201)	2:10 - 2:45 KAIZEN TOOLBOX	2:00 - 2:10 BREAK	
	2:10 - 3:10 PROCESS ANALYSIS (Lean 201)	3:10 - 3:40 PROCESS ANALYSIS EXERCISE	2:45 - 3:40 KAIZEN TRAINING EXERCISE	2:10 - 3:40 FINAL PROJECT PREP	
	3:40 - 3:45 BREAK	3:40 - 3:45 BREAK	3:40 - 3:45 BREAK	3:40 - 3:45 BREAK	
3:45 - 4:20 PROCESS ANALYSIS EXERCISE	3:45 - 4:20 KAIZEN ACTION PLANNING EXERCISE	3:45 - 4:20 MATERIAL MANAGEMENT SIMULATION EXERCISE	3:45 - 4:30 PARTICIPANT PRESENTATIONS		
4:20 - 4:50 QUIZ #2 (Lean 201)	4:20 - 4:50 QUIZ #3 (Lean 301)	4:20 - 4:50 QUIZ #4 (Lean 301)	4:30 - 5:00 GREEN BELT CEREMONY		
4:50 - 5:00 DAY 1 SUMMARY - Summary of Lean 101, 102 & Analytical Tools; "How do these tools apply to your operations"?	4:50 - 5:00 DAY 2 SUMMARY - Summary of Setup Time Reduction, 5S & Kaizen Teams; "How do these tools apply to your operations"?	4:50 - 5:00 DAY 2 SUMMARY - Summary of Savings & Materials Mgmt; "How do these tools apply to your operations"?	5:00pm CLASS DAY COMPLETE		
5:00pm CLASS DAY COMPLETE	5:00pm CLASS DAY COMPLETE	5:00pm CLASS DAY COMPLETE	5:00 - 5:30 AFTER CLASS OPEN DISCUSSION - Open time to ask advice on your special Lean plans or challenges.		
5:00 - 5:30 AFTER CLASS OPEN DISCUSSION	5:00 - 5:30 AFTER CLASS OPEN DISCUSSION	5:00 - 5:30 AFTER CLASS OPEN DISCUSSION			



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