



4 Day - Lean Green Belt Certification Training

Specially held At

Deluxe Corporation (Groton, MA)



Become certified as a Lean Green Belt and start changing your company's culture and making an immediate impact in your business TODAY!

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 \$23 million in cost savings, taught more than 3,000 Lean Thinkers, conducted over 350 Kaizen & 5S events, created 7 Lean patent pending products and helped Bronson hospital achieve #1 USA hospital status.



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 & 5S Pocket Handbook
- 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 25 forms to deploy an effective Kaizen Event
- 6. Hands-on training:** Exercises that include coffee making, value finding, airplane making and stat trials
- 7. Roadmap:** Your own work plan to execute your company's Lean initiatives or Kaizen events

Call Matt Morrissette (603-801-3923) or register On-line: <http://www.moreeffective.com/Workshops.html>

LEAN THINKING

LEAN THINKING GREEN BELT CERTIFICATION

Class ID#	Dates	Days & Times	Cost
LeanGBcert	4 days	8:00am – 5:00pm	\$3,000

Earn the most respected business certification in practice today. If you are in supervision, management, service, quality, training, design/engineering, manufacturing, warehousing or a growing enterprise then become certified in Lean Thinking and help your company become more competitive and more customer and employee driven. A typical annual return on investment with Lean Thinking certification is between 3:1 and 8:1 ROI.



Lean Thinking Green Belt Certification 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 front line staff – thinks about eliminating waste, streamlining processes and assuring that every task or 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 national companies. More than 50% of class time is hands on. You'll receive numerous books, tools and a handbook that you can use after the course to immediately train and lead your employees. Learn to drive teams and uniquely apply improvement techniques using calculations, technical analysis, MS Excel™ and hands-on exercises.

All industries are welcome! "Lean Thinking" applies to all industries (banking, service, manufacturing, warehousing, retail, IT, insurance, etc.)! Your trainer will teach the class with specific examples in your industry, & coaches you so you leave with high confidence!



More Effective Consulting, LLC.
7 Old New Boston Road
Mont Vernon, NH 03057

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



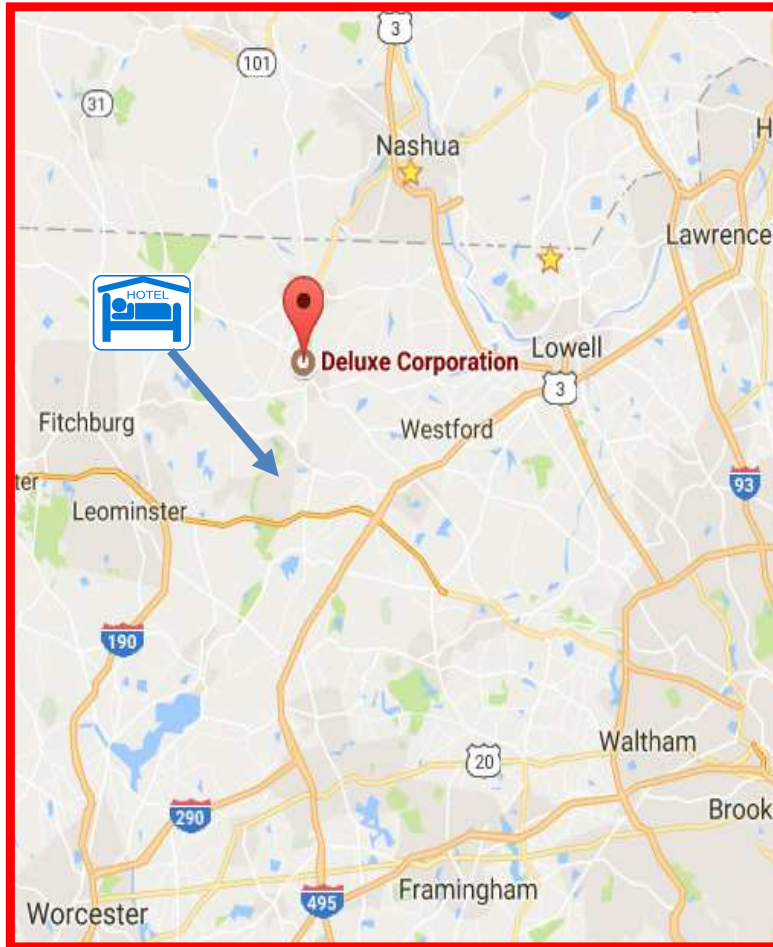
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Below is general information for the event.



Hotel (Hilton Garden Inn Devens Common):

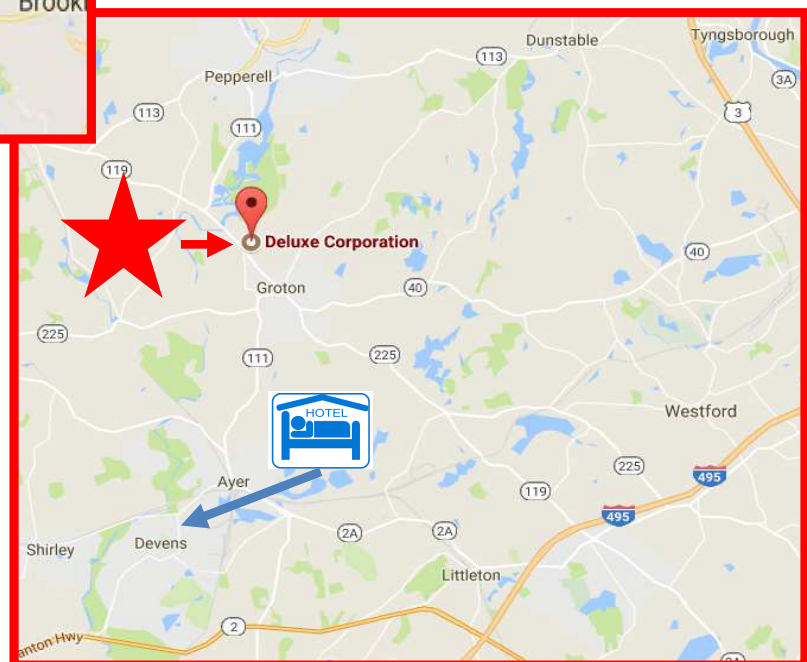
- Typ \$150/night rate (king bed) (plus tax/fees). Reserve a room as quickly as possible.
- Key amenities include free continental breakfast and free wireless internet access

Classroom:

- Lunch, coffee, light snacks and refreshments will be provided during the day
- Training will start promptly at 8:00am each day. Signs at entrance of main building will guide you to the training room
- You may need a laptop with Adobe Reader and Microsoft Excel (2003 or newer). You may share a laptop with another person.
- Specific times of the day will be reserved for you to handle personal calls and business

Directions:

- Using Route 3, take exit 35 (Rte 113 Dunstable exit). Take rte 113 west to Groton Street south to Chicopee Row to Hollis Street and rte 111 west.
- Using Route 495, take exit 31 (Littleton) north. Take rte 119 north to 225 west to rte 111 west.
- You will drive into the main parking lot (park anywhere) behind building and enter at the main entrance.
- 500 Main Street, Groton, MA 01450



Use google map or GPS for actual and up to date directions. Give an extra 5 minutes for morning "bus" and related small town traffic.



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Green Belt Certification

Below is the detailed class schedule for the event.

Notice a 2 week delay between Day 2 and Day 3 (gives you time to work on project)

WEEKS PRIOR	DAY 1 and 2 OF TRAINING		DAY 3 and 4 OF TRAINING		4-6 WEEKS
PREP WORK	DAY 1	DAY 2	DAY 3	DAY 4	After Class
PREPARATION - Register for CLASS ID: LGBC Class Name: "Lean Green Belt Certification" Call Matt Morrisette at 603-801-3923 for Q&A - Provide Matt (Matt@MoreEffective.com) your company Logo (for certifications) - Make reservation for a hotel (IF NEEDED)	08:00 - 8:30 INTRODUCTIONS & OVERVIEW 8:30 - 9:15 LEAN OVERVIEW 9:15 - 9:20 BREAK 9:20 - 10:50 LEAN DRIVERS 10:50 - 11:00 BREAK 11:00 - 12:00 Simulation #1 12:00 - 12:15 LUNCH With class, on-site catered 12:15 - 12:30 PERSONAL TIME Time to do activity away from class 1:00 - 2:00 MAPPING TOOLS module 2:00 - 2:15 MAPPING EXERCISE 2:15 - 2:45 SETUP REDUCTION module 2:45 - 3:00 SETUP REDUCTION 3:00 - 3:15 SETUP REDUCTION HANDS-ON 3:15 - 3:25 BREAK 3:25 - 4:15 SETUP REDUCTION SIMULATION 4:15 - 4:45 QUIZ #1 (Lean 101) 4:45 - 5:00 DAY 1 SUMMARY 5:00pm CLASS DAY COMPLETE 5:00 - 5:30 AFTER CLASS OPEN DISCUSSION	08:00 - 8:30 ICE BREAKER & HUMAN SIDE OF CHANGE 8:30 - 9:00 Kaizen Project Work 9:00 - 10:00 WASTE WALKS 10:00 - 10:10 BREAK 10:10 - 11:00 PROCESS ANALYSIS 11:00 - 11:15 5S/5S KAIZEN TYPES 11:15 - 12:00 POKA-YOKE, MISTAKE PROOFING & AUTONOMATION 12:00 - 12:30 LUNCH With class, on-site catered 12:30 - 12:40 PERSONAL TIME Time to do activity away from class 12:40 - 1:30 KAIZEN OVERVIEW (Lean 301) 1:30 - 2:00 KAIZEN TOOLBOX 2:00 - 2:10 BREAK 2:10 - 3:00 QUALITY TOOLS 3:00 - 3:45 KAIZEN TRAINING EXERCISE 3:45 - 4:15 KAIZEN PLANNING 4:15 - 4:45 QUIZ #2 (Lean 201) 4:45 - 5:00 DAY 2 SUMMARY 5:00pm CLASS DAY COMPLETE 5:00 - 5:30 AFTER CLASS OPEN DISCUSSION	08:00 - 8:15 RE-AQUAINTANCE 8:15 - 9:15 KAIZEN FOLLOW-UP, PROJECT REVIEW 9:15 - 10:00 ADVANCED SIMULATION TRAINING 10:00 - 10:10 BREAK 10:10 - 10:45 SIMULATION CONT'D HANDS-ON Exercises 10:45 - 12:30 SIMULATION CONT'D 12:30 - 12:45 LUNCH W/class, catered 12:45 - 1:00 PERSONAL TIME Time to do activity away from class 1:00 - 2:00 LEAN SAVINGS 2:00 - 2:30 KAIZEN PROJECT WORK-OUT 2:30 - 2:40 BREAK 2:40 - 3:45 MATERIALS MANAGEMENT 3:45 - 4:15 (OPTION 1) MATERIAL MANAGEMENT EXERCISE 3:45 - 4:15 (OPTION 2) VSM MAPPING EXERCISE 4:15 - 4:45 QUIZ #3 (Lean 301) 4:45 - 5:00 DAY 3 SUMMARY 5:00pm CLASS DAY COMPLETE 5:00 - 5:30 AFTER CLASS DISCUSSION	08:00 - 8:05 ICE BREAKER 8:05 - 9:00 LPMS 9:00 - 10:00 LEAN ENTERPRISE 10:00 - 10:10 BREAK 10:10 - 11:10 DESIGN FOR LEAN EXERCISE 11:10 - 12:00 LEAN DESIGN PRESENTATIONS 12:00 - 12:30 LUNCH With class, catered 12:30 - 12:45 PERSONAL TIME Time to do activity away from class 12:45 - 1:15 QUIZ #4 (Lean 401) 1:15 - 1:30 LEAN QUIZ Review 1:30 - 2:15 FINAL KAIZEN WORK 2:15 - 2:25 BREAK 2:25 - 3:15 TEAM PRESENTATIONS 3:15 - 4:40 FINAL CHALLENGE 4:40 - 5:00 GREEN BELT CEREMONY 5:00pm CLASS DAY COMPLETE 5:00 - 5:30 AFTER CLASS DISCUSSION	Within 4 wks FOLLOW UP - Send e-mail to Matt (Matt@MoreEffective.com) with your FINAL Actual Kaizen results after you've completed your kaizen event. After 6 months - Register or inquire about Lean Black Belt Certification Training

Do some general research on YOUTUBE for "lean" in your specific industry and/or the department you work in and/or the products/services you work with. Bring some questions to the class!



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