



## Rapid Process Improvement For Facilitators/Leaders

---

<b>OBJECTIVE</b>	Provide a structured and disciplined process for redesigning work processes that achieves breakthrough improvement quickly.
<b>COURSE SUMMARY</b>	<ul style="list-style-type: none"> <li>• Facilitation &amp; Leadership Skills</li> <li>• Selecting the process(es) to be redesigned</li> <li>• Selecting the Improvement team &amp; sponsor</li> <li>• Project logistics planning &amp; management</li> <li>• Developing baseline &amp; redesign process maps</li> <li>• Identification of a process measurement system</li> <li>• Value-added analysis for cycle time reduction</li> <li>• Barriers identification and resolution</li> <li>• Problem solving for defect reduction</li> <li>• Creative idea generation</li> <li>• Designing the new process and procedures</li> <li>• Efficient project documentation</li> <li>• Implementation planning</li> <li>• On-going monitoring and improvements</li> </ul>
<b>KEY TOPICS</b>	<ol style="list-style-type: none"> <li>1. Project Genesis</li> <li>2. Process mapping</li> <li>3. Value-added analysis</li> <li>4. Barrier Identification and Resolution</li> <li>5. Project documentation</li> <li>6. Computer skills (Excel + Visio)</li> <li>7. Facilitation Skills</li> </ol>
<b>TARGET GROUP</b>	Facilitators, Managers, Supervisors and employees who may be involved in a Rapid Process Improvement project. Best when “Just In Time” training in conjunction with an improvement project.
<b>CLASS SIZE</b>	10 maximum, 8 preferred
<b>RECOMMENDED DURATION</b>	1 week including Friday project
<b>PREREQUISITE</b>	Process Management Design suggested
<b>INSTRUCTIONAL FORMAT</b>	Case study based for maximum participant involvement. Case studies from various industries provides out-of-industry insight
<b>COMPANION COURSES</b>	Benchmarking, How Do I Know What to Measure, Managing Yourself Through Change, and Systematic Problem Solving