

## **Sigma – Yellow / Green Belt Training Programme Outline**

**Summary:** This course is designed to increase skills and confidence in Problem Solving and Process Improvement in a team-based environment. Delegates will be exposed to the DMAIC methodology plus a range of Green Belt level tools. The format of the programme allows delegates to apply their learning to live projects and to take advantage of Capella's expert coaching support enabling bottom-line business benefits to be delivered and a project to be completed within the timeframe of the programme. Delegate's managers are encouraged to join the Launch on the morning of the first day and project reviews at the midpoint and on the final day in order to help ensure maximum success. Delegates completing this course will receive a certificate of attendance and those who fully meet the assessment criteria will receive a Certified Six Sigma Green Belt award.

**Aimed at:** Anyone interested in improving the outputs from their processes (which may be Manufacturing, Technical/Creative or Transactional) and in developing their skills in Problem Solving and Process Improvement

**Prior qualifications/experience:** No specific qualifications/experience required although an interest in figures is beneficial

**Duration and Format:** Scheduled as 1 day per month for 7-8 months

**Software Specification:** The programme incorporates basic training in Minitab and delegates will ideally need access to this during the training and to complete their project for certification

**Objectives:** By the end of the programme, participants will be able to:

- Confidently apply the Six Sigma DMAIC methodology to any problem
- Confidently apply appropriate tools and techniques to improvement projects
- Monitor own and other's progress in the completion of improvement projects

**Content:** Content can be scheduled in 2 ways: (1) DMAIC methodology and basic tools first which leads to Yellow Belt certification and this is followed by the higher-level tools which leads to full Green Belt certification OR (2) DMAIC methodology and all tools.

**(1) Yellow Belt – Green Belt Route**

<p><u>Module 1 – Launch, Introduction and Define (1.5 day)</u>          Launch          Six Sigma overview and benefits          Six Sigma methodology and reporting          Project selection and scoping          Setting up a Project Team          Project Charters and Project Planning          Problem Statements          Voice of Customer tools          FMEA overview          SIPOC and Process Mapping          Cause and Effect tools</p>	<p><u>Module 5 – MSA &amp; Capability Analysis (1 day)</u>          Measurement System Analysis (variable data)          Capability Analysis (variable data)</p>
<p><u>Module 2 – Measure (1 day)</u>          Containment          Measurement and Variation          Data types and Distributions          Measurement System Analysis (attribute data)          Sampling and Data collection planning          Capability Analysis (attribute data)</p>	<p><u>Module 6 – Control Charts and DOE (1 day)</u>          Control Charts (attribute data)          Design of Experiments introduction and exercise</p>
<p><u>Module 3 – Analyse (0.5 day)</u>          Root Cause Analysis          Graphical analysis Project Reviews</p>	<p><u>Module 7 (1 day)</u>          DMAIC consolidation case study and group activity</p>
<p><u>Module 4 – Improve, Control &amp; Replicate and Mid Reviews (1 day)</u>          Cost Benefit Analysis          Pilot studies          Verification          Standardised Work and Error Proofing          Visual Displays and Controls          Control Charts (attribute data)          Control/Reaction plans          Mid Reviews</p>	<p><u>Module 8 Final Reviews (1 day)</u>          Project Reviews</p>

**(2) Green Belt Route**

<p><u>Module 1 – Launch, Introduction and Define (1 day)</u>          Launch          Six Sigma overview and benefits          Six Sigma methodology and reporting          Project selection and scoping          Setting up a Project Team          Project Charters and Project Planning          Problem Statements          Voice of Customer tools          FMEA overview          SIPOC and Process Mapping          Cause and Effect tools</p>	<p><u>Module 5 – Improve, Control &amp; Replicate (1 day)</u>          Cost Benefit Analysis          Pilot studies          Verification          Standardised Work and Error Proofing          Visual Displays and Controls          Control Charts          Control/Reaction plans</p>
<p><u>Module 2 – Measure (1 day)</u>          Containment          Measurement and Variation          Data types and Distributions          Measurement System Analysis          Sampling and Data collection planning          Capability Analysis (attribute data)</p>	<p><u>Module 6 (1 day)</u>          DMAIC consolidation case study and group activity</p>
<p><u>Module 3 – Analyse (1 day)</u>          Root Cause Analysis          Graphical analysis tools including histograms, scatter plots and box plots          DOE</p>	<p><u>Module 7 Final Reviews (1 day)</u>          Project Reviews</p>
<p><u>Module 4 – Mid Review (1 day)</u>          Project Reviews</p>	