

AGENDA – Facilitator Guide

| Time | Agenda Item | Facilitator notes |
|--------|--|--|
| 5 min | Welcome and Introductions | <ul style="list-style-type: none"> • Introductions – name, role, dream vacation or other ice-breaker (if required) • Explain purpose of session: to learn about Lean Six Sigma and the Pursuing Quality & Excellence Program – OALoS project |
| 40 min | What is Lean Six Sigma? | <p>Provide brief education on the following using either the standard Lean 101 PowerPoint presentation or one-pagers and a flipchart/whiteboard:</p> <ul style="list-style-type: none"> • What is Lean? What is Six Sigma? • Process flow game • The 8 Wastes (exercise: ask them to identify examples in their own area) • 5 Principles of Lean • DMAIC Cycle (include PDSA cycles) • Examples of success from previous projects completed are available on the Lean shared drive in the report out presentations <p>Provide the website address for further information or to access the one-pagers: http://healthpei.ltsee.com</p> |
| 10 min | Pursuing Quality & Excellence Program Overview | <ul style="list-style-type: none"> • Share PQE Fact Sheet and OALoS project one-pagers • Share metrics specific to the site/service area • Discuss what this means to you (coming into your area to do a project, maybe asked to be a team member, maybe asked to collect measures) |
| 5 min | Wrap-up | Answer any final questions |