

# Lean 101 Sessions Overview & Process

## Goal

To provide high level education and information sessions to prepare staff for Lean Six Sigma projects coming into their area

## Timelines

To be completed before projects begin

## Scope

All staff in sites/service areas where Lean Six Sigma projects are taking place

## Session Delivery

Two standard options are available to deliver the session:

1. PowerPoint presentation, or
2. Present from the one-pagers using a flipchart or whiteboard

Both are located on the website (<http://healthpei.ltsee.com>) under the Lean 101 folder

It is helpful to share the success of past projects that took place in a specific site/service area. Examples from previous projects are available on the Lean shared drive in the report out presentations.

## Who Delivers Sessions

- Green Belts/Black Belts will deliver sessions to senior management, Department of Health & Wellness, PMAC/LMAC or other high-level strategic groups
- Yellow Belts (and Green Belt/Black Belts if necessary) can deliver sessions to front-line staff and middle management
- Yellow Belts are eligible to deliver sessions if:
  - They have completed a YB project, or
  - Have been a part of a Lean Six Sigma team in the past and have completed at least the YB GMS

## Length of Sessions

Typically 30-45 minutes, suggest booking 1 hour

## Checklist for Lean 101 Session Set-up

- Discuss Lean 101 sessions with manager, preferably during Gemba Walk
  - Explain the purpose of the sessions
  - Determine number of sessions required and choose dates, times and space for each session. The sessions can be added to a meeting already scheduled or separate sessions can be set-up.
  - Provide a poster to be displayed at the site (see poster on page 3)

- Ask manager (or designate) to communicate sessions to staff
- Deliver Lean 101 sessions and keep track of number of sessions delivered and attendees (see attendance sheet on page 4)
- Complete Lean 101 tracker on Lean shared drive and give attendance sheets to Black Belt

#### **Checklist for Materials/Equipment**

- Agenda/facilitators guide (for facilitator reference, don't need copies for staff)
- One-pagers for education (for facilitator reference, don't need copies for staff)
- PQE Fact Sheet and OALoS one-pager to distribute to staff\*
- Flip chart and markers, or white board markers if you are using a whiteboard
- Laptop/projector if you are using the PowerPoint Presentation
- Post-it notes and fine-point markers or pens for process flow game
- Attendance sheet

\*At a minimum, please distribute the PQE Fact Sheet. If other materials are requested, please distribute those that are part of the standardized package.

# Lean 101 Sessions

You are invited to an information session to learn more about the methodology our organization has adopted to embark on system-wide quality initiatives.

Some of the questions that will be covered in the session are:

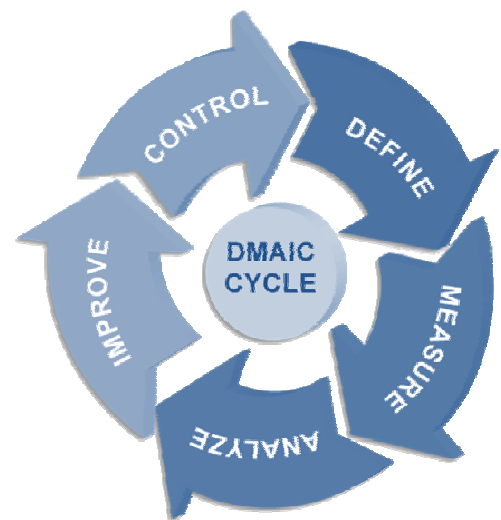
*What is Lean/Six Sigma?*

*What is the Pursuing Quality & Excellence Program?*

*What is the OALoS Project?*

There will be an opportunity for you to ask any questions about the program you may have.

Please talk to your manager for the date(s) and time(s) of the sessions in your area.



For further information please contact:

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# Lean 101 Session Attendance Sheet

Date:

Location:

Name	Name